

Disaster Plan

The division is continuing its efforts to implement disaster preparedness training and planning across all levels of the Division.

DHS, including DCFS, works with Emergency Management Services as needed when a disaster occurs.

The Business Continuity and Contingency Plan are updated on an annual basis. This plan includes similar activities in relation to Child Protective Services, Foster Care Services, Adoptive Services, Eligibility Reporting and Compliance.

- Activities include:
 - Informing staff on BCCP
 - Provide staff identified or role a copy of plan
 - Activate risk mitigation
 - Train back-ups
 - Conduct an exercise on day run of contingency action to identify gaps
- The following strategies are completed with a continuous quality improvement process in place as we learn from each disaster that occurs:
 - All counties have a plan in place to respond to a disaster with DHS/DCO identified as lead.
 - DHS established a protocol for contacts and Centralized Information. This activity is included as part of new employee orientation. The BCCP will “recover” the information in system when implemented in the event of a disaster.
 - Each county has an established protocol for “check in” in the event of a disaster.
 - The Area Director is contact by the Community Services Assistant Director requesting information on clients, foster parents, adoptive parents, facilities, client and staff in the area that may have been affected by the disaster.
 - Community Services central office unit completed a CHRIS search on foster parents, adoptive parents, placement facilities, client or staff in the affected area.
 - The local staff makes contacts by phone or by face to face visit to each foster home, adoptive home, facility, client and staff in the area affected. All updates are given daily to the Community Services Assistant Director until all known clients, foster home, adoptive homes, facility and staff in the affected area is accounted for and needs of those affected are identified.
 - Local and state staff work to address any needs identified.
 - All information for available services and assistance is sent to the Area Director and local staff.
 - All information is reported back to Community Services Assistant Director. The Community Services Assistant Director reports the information to the Planning Manager and the DCFS Director. The information is also reporters to any other program manager as needed.
- The division has a protocol in place to debrief after a disaster and determined what is needed to improve or change. (Executive staff) Each county partner

with local law enforcement or 1st responders if needed to respond to high risk child welfare issues or safety of child is compromised

The following strategies remain in effect for continued implementation:

- Emergency contact form and preparedness information guidance has been developed for foster parents. This information will become a part of a foster home and electronic and hard copy files maintained.

The partnership that DCFS has with the Division of County Operations (DCO) keeps us updated of disasters at the local level. No significant disaster was reported in the last fiscal year. However, when there were office closures and storms that occurred, we were notified, and assured we contacted people involved.