



DISASTER PLAN FOR DFPS FOSTER, ADOPTIVE, AND KINSHIP HOMES CHILD PROTECTIVE SERVICES (CPS) – PLACEMENT, ICPC, AND FAD

Purpose: This form is used to record the disaster plan that the foster, adoptive, and kinship families create in the event of an emergency or disaster.

Instructions: DFPS staff provides this form to the family to complete.

Directions: When the family has completed the form, DFPS staff enters the information in IMPACT and files the paper version in the case file.

HOME INFORMATION

Home Name	Name of Caregiver #1	Name of Caregiver #2
Residence Address	County	
Mailing Address (if different)	School District	
Home Phone Number	Mobile Phone Number (Caregiver #1)	Mobile Phone Number (Caregiver #2)

Email address:

DIRECTIONS TO THE HOME

DFPS has developed this document to ensure that foster, adoptive, and kinship families: 1) have a plan for and can be located in the event of an emergency or disaster (natural or otherwise); 2) have information on disaster preparedness; and 3) understand the CPS disaster policy. Please answer the following questions so that you can be found in the event of an emergency. Please notify your caseworker if there are any changes to this plan. A copy of this form will be provided to you after you complete it.

EMERGENCY CONTACTS

Please designate two people *who do not live with you* and whom you will call to tell them of your location and contact information in the event you must evacuate your home. If you cannot be located after an emergency, DFPS will contact them.

Contact #1	Contact #2
Name	Name
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
Home Phone Number	Home Phone Number
Mobile/Secondary Phone Number	Mobile/Secondary Phone Number

CPS DISASTER POLICY

You *must* evacuate if an evacuation is mandated (required) for the area in which you live. Once you reach your evacuation destination, you are required to contact DFPS as soon as possible. If the local CPS office is closed, you may call the DFPS Hotline (1-800-252-5400) to make the required notification. In the event of a major disaster, the DFPS public website (www.dfps.state.tx.us) will post information about how to contact DFPS and the status of local office closures. If DFPS cannot reach you following an evacuation, they will contact the emergency contacts listed on this form.

MY PLAN FOR DISASTERS THAT OCCUR WITHOUT WARNING

1. In the event an emergency occurs without warning that prevents me from returning to my home (for example, fire, flash flooding, act of terrorism), I (we) plan to (check one):

Stay with family/friends

Names:

Addresses:

Phone:

Stay in a hotel

Other, describe:

2. What is your alternate plan?

Describe:

MY PLAN FOR DISASTERS THAT OCCUR WITH WARNING

1. What I (we) will do if an evacuation is *not* required

a. In the event there is a warning that a potential disaster such as a hurricane or tornado could head toward my (our) residence, but officials do not mandate (require) that people evacuate, I (we) plan to (check one):

Evacuate

To a family/friend's home:

Names:

Address:

Phone:

To a hotel

To a shelter

Other, describe:

Stay in the residence

b. What is your alternate plan?

Describe:

2. What I (we) will do if an evacuation is required

a. If an evacuation for my area were mandated (required), I (we) would go (check one):

To a family/friend's home:

Names:

Address:

Phone:

To a hotel

To a shelter

Other, describe:

b. What is your alternate plan?

Describe:

3. Who would provide transportation for you to evacuate (check one)?

Self

Other (Name and phone number):

4. Is there anyone in your home who would require special attention during an evacuation (check one)?

Yes

• Name(s):

• Type of attention needed:

• How will children who are younger than 24 months of age be evacuated and relocated to a designated safe area or alternate shelter?

• How will children who have limited mobility or who otherwise may need assistance in an emergency, be evacuated and relocated to a designated safe area or alternate shelter?

• How will you ensure that the medications or medical equipment will be available to children?

No

Please make additional comments here:

BASIC DISASTER PREPARATION INFORMATION

Examples of disasters are numerous and can include anything including a single house fire or a hurricane that destroys cities. They can occur without warning and at any time of year, so it is important for everyone to be prepared at all times.

When evacuating, you should take, *at a minimum*, the following items:

- at least a two-week supply of medication in its container (if applicable);
- other medical supplies and equipment (such as first aid kit, glasses, etc.);
- important paperwork (such as placement and medical authorizations and the educational portfolio and Medicaid card for each child);
- this form; and
- contact information for your caseworker and his or her supervisor.

You should always have enough emergency supplies to last your family at least one week. Examples of necessary supplies are non-perishable and canned food, water, medicine, first aid supplies, batteries, flashlights, diapers, and a battery-powered radio.

It is also recommended that you have information on local emergency services (addresses and telephone numbers) written down in a secure place.

If you must evacuate your home, make sure that you have all necessary contact information and supplies that will be needed while you are gone. Evacuations can last less than a day or for an unknown period of time.

More information on preparing for a disaster can be located online at the Red Cross's disaster preparedness website, www.redcross.org/prepare.

Call 2-1-1 to find out information about shelters and disaster-related services.

SIGNATURES

Signing this form indicates that I have read and understand the CPS Disaster Policy.

Caregiver #1 X	Caregiver #2 X
Date Signed:	Date Signed:
Caseworker Name and Phone Number	Supervisor Name and Phone Number