

**Prevention Based Services Disaster Plan
Instructions for Completion of the Emergency Plan(s)
Emergency Plan, Policy and Procedures
(Pandemic outbreaks, natural disasters, fire or power failures, etc.)**

Fully describe your agency's emergency plan, policies and procedures to address facility operations/provider services in the event of a pandemic outbreak, natural disasters, fire or power failures.

Insure the plan includes not only an internal agency plan but also includes a plan for client service continuation and inter-agency coordination (DCS, Probation, other state agencies, etc.).

Please include the following information:

1. Name of Provider
2. Contract Number (if available)-identify on the Disaster Plan or on your letterhead, the contract/licensed program
3. Effective Date of Agency's Disaster Plan
4. Name of two emergency liaisons who will serve as the primary contacts for DCS
5. Emergency phone information for liaisons
6. Emergency e-mail information for liaisons
7. Address of Provider, (any satellite offices) including facility addresses if applicable and if different than provider address
8. Specific plans with regard to pandemic outbreak:

A. Plan to provide notification to DCS within 24 hours of a confirmed case of a pandemic outbreak.

B. Plan to provide daily updates to DCS during a pandemic outbreak. Providers are to report the following information to DCS:

- Status of service delivery capacity;
- Status of employees, including work capacity assessment;
- Status of support services needed to maintain service delivery as specified per contract or license; and
- Changes in service delivery caused by the emergency and a plan and anticipated timeline to return to original services

9. Specific plans with regard to other disasters:

A. Providers are expected to report the status of their operations and capability to deliver services within 4 hours of a declared state of emergency. Daily updates are to be provided to DCS during the state of emergency. Communication between emergency points of contact will continue until the declared state of emergency is dismissed. Providers are to report the following information to DCS:

- Status of service delivery capacity;

- Status of employees, including work capacity assessment;
- Status of support services needed to maintain service delivery as specified per contract or license; and
- Changes in service delivery caused by the emergency and a plan to return to original services

Communications Chain

Direct Service Providers: To account for location of all contracted direct service providers during an emergency/disaster

- 1) Contracted Frontline Workers
- 2) Contracted Supervisors
- 3) Contracted Agency's Emergency Liaison
- 4) DCS Deputy Director of Child Welfare Services

Emergency Contact for DCS:

David Reed, Deputy Director of Child Welfare Services
(317) 232-4497
David.Reed@dcs.in.gov

Prevention Services Providers should email a copy of their Disaster Plan to:

Scott Piller, Prevention Services Consultant
Child Welfare Services Department
(317) 234-5207
Scott.Piller@dcs.in.gov