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**Aspiranet**  
**~ February 2022 ~**  
**Monthly Training**

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**EMERGENCY PROCEDURES & DISASTER PLAN**

Community Care Licensing requires that each approved home have emergency procedures in place in the event of a local emergency or natural disaster (fire, flood, earthquake, or emergency power shut off, etc.).

**PLEASE NOTE:** This is not the same as the form “Emergency Plan for Foster Family Homes” that is to be posted in a visible location in your home.

The plan should reflect the type of disaster the home may encounter, based on the home’s location. For example, most homes in California should be prepared in the event of an earthquake or wild fire, and some areas may also experience flooding or mud slides.

**Emergency Procedures are to include:**

- The Resource Family is to provide two telephone numbers and, if available, two email addresses as 24-hour contact information to Aspiranet, including contact information for alternative adults to provide care and supervision to your foster children.
- Emergency telephone numbers, including 24-hour contact information, are to be placed in a prominent location in the home.
- The Resource Family is to ensure an occasional short-term babysitter or alternative caregiver know where the emergency telephone numbers are located if providing care in the resource family’s home.
- At the time of placement of a child or non-minor dependent with a Resource Family, and every six months, the Resource Family is to discuss and practice emergency procedures for the home with the child or non-minor dependent as age or developmentally appropriate. Aspiranet requires fire/disaster evacuation drills from your home every May and November.
- A Resource Family is to maintain the following information in the home regarding each child or non-minor dependent. This information can be found on specific documents outlined below in the child’s or non-minor dependent’s file stored in a locked location in the home:
  - Child or non-minor dependent’s name, date of birth, and any medical conditions. This information is found on the Service Plan and if applicable to the child, the Individual Health Care Plan.
  - Current healthcare information, and mental health care as applicable, provider names and contact information, including 24-hour contact information. This information is found on the Service Plan and the Identification and Emergency

Information form. The Identification and Emergency Information form is a state required form. Please see the example in the Foster Parent Manual and/or consult your Aspiranet Social Worker for questions and information for thoroughly completing the form. If you do not find the form in the child/NMD's file, please notify your Social Worker.

- Contact information for the child's or non-minor dependent's authorized representative (County Social Worker) and placement agency. This information is found on the Identification and Emergency Information form (see top of page 1 "Responsible Person or Placement Agency").
- Contact information for the local Community Care Licensing Regional Office, as applicable. This information is found on Personal Rights form in the file.

### ***DISASTER PREPARATION***

In the event of a state or local emergency or natural disaster, Community Care Licensing requires the Resource Family to follow guidance or instructions of any responsible state or local official.

It is also vital for each Resource Family to have a disaster plan in place.

Your disaster plan is to include:

1. An evacuation plan with specific site(s) to temporarily relocate. It is important to identify a designated emergency meeting location immediately outside *your home* but also outside *your neighborhood* in the event of a fire or other hazard that requires wider evacuation.
  2. A Family Communication Plan that designates an out-of-area friend or relative as a point of contact to act as a single source of communication among family members in case of separation. (It is easier to call or message one person and let them contact others than to try to call everyone when phone, cell, and internet systems can be overloaded or limited during a disaster.)
  3. A plan to contact Aspiranet to report your family's status and current location immediately, or as soon as safely possible.
  4. A prepared kit to support the family in the event of a disaster, to include:
    - Water & non-perishable food
    - Flashlights, Radio, fresh batteries
    - First Aid Kit
    - Medications
    - Cash
    - Backup charging methods for phones (such as solar charger)
- **NOTE:** Make sure that your family knows where your gas, electric, and water main shut-off controls are located and how to safely shut them down in an emergency.

My signature below indicates that I have completed the February 2022 training “Emergency Procedures & Disaster Plan”

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*Signature Foster Parent #1*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Print Name Foster Parent #1*

\_\_\_\_\_

*Signature Foster Parent #2*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Print Name Foster Parent #2*

\_\_\_\_\_

*Aspiranet Authorized Signature*

\_\_\_\_\_

*Date*

Training credit: \_\_\_\_ minutes

