

NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES DISASTER PLAN

2023-2024

Updated June 2023

DCF's Disaster Plan

Formal emergency planning and practice drills in anticipation of possible critical events in a system the size of the Department of Children and Families (DCF) is crucial. Evacuation centers, transportation, education, staffing, and medical care are required during and post-crisis. A review of response efforts to events, such as Hurricane Katrina, Super Storm Sandy, and the COVID-19 pandemic, reinforces that comprehensive emergency preparedness plans are essential to ensure the safety and protection of the children, youth, women, and families served by DCF.

To ensure emergency preparedness, DCF's Office of Emergency Management (DCF-OEM) collaborates with New Jersey state departments and various non-government organizations (NGO). DCF supports the New Jersey Department of Human Services (DHS) in their Emergency Support Function (ESF) #6, which requires DHS to coordinate resources to support State agencies and other voluntary agencies in the performance of mass care, emergency assistance, housing and human services missions. In this role, DCF-OEM manages various emergency planning efforts, including logistical support and tracking resource requests through the Emergency Management Mapping and Information Tracking (EMMIT) system from the New Jersey State Police (NJSP) and the New Jersey Office of Emergency Management (NJ OEM).

Each year, DCF submits an updated Disaster Plan alongside its Annual Progress and Services Report (APSR). The following updated Disaster Plan accompanies DCF's 2024 APSR.

Events in Year 4

Since the submission of the 2023 APSR, DCF responded to several natural hazard events in conjunction with the continued COVID-19 response. From July 2022 to the present, DCF responded to: Tropical Storm Fiona (9/23/2022), Hurricane Ian (10/1/2022), Tropical Storm Nicole (11/11/2022), as well as winter weather events in January and March of 2023. For all significant weather events, DCF-OEM monitors and tracks the progress of the storms, sends out communications and messaging to staff, participates in conference calls with the National Weather Service (NWS), monitors the EMMIT system for any resource requests and is a part of all NJ OEM meetings. In addition, after Hurricane Ian, DCF partnered with the Family Success Centers to distribute commodities such as diapers and clothing to families in need. DCF-OEM has continued to expand outreach and partnerships to county and local OEMs and will participate in local in-person/virtual emergency management meetings.

Changes or Additions to DCF's Disaster Plan

The DCF Disaster Plan is reviewed on a bi-annual basis to assess the plan's effectiveness and make updates as needed. Since the previous submission, there has been a change in the messaging notification to the Everbridge system. DCF did not make any additional substantive changes to the Disaster Plan.

Lessons Learned from COVID-19 Pandemic and National Public Health Emergency

On March 25, 2020, the State of New Jersey received a Major Disaster Declaration (DR-4488) for assistance to the statewide response and recovery efforts for the COVID-19 pandemic. DCF relied on its Disaster Plan to effectively sustain its operations and ensure mission essential functions were continued. For descriptions of DCF's emergency management during the COVID-19 pandemic, see earlier iterations of this plan. The COVID-19 Disaster Emergency Declaration ended on May 11, 2023.

During this reporting period, DCF convened a work group to review and assess our response to the pandemic. The team developed a "Safe Work Playbook," which includes a timeline of the State and DCF's response to the pandemic, identifying human resources and checklists navigated during the emergency.¹ In addition, the retrospective review served to highlight lessons learned which are described in the sections below.

Agency Communications: In any disaster, clear communication is critical. During the pandemic, the importance of a streamlined process for communicating all COVID-19 information and guidance was underscored. DCF developed a clear and uniform reporting process to report COVID-19 clusters to the local health departments and gather the specific information required by the New Jersey Department of Health (DOH) for contact tracing. The Department continues to use the Everbridge notification system and a dedicated emergency closing DCF email mailbox to provide staff with notifications that impact DCF offices. To further enhance communications, DCF is ensuring the inclusion of DCF contracted staff into the Everbridge system. DCF-OEM maintains weather preparedness and readiness via NJ OEM and National Weather Service (NWS) conference calls, monitoring of NWS briefings and New Jersey State Emergency Operations Center (SEOC) situation reports.

Building Relationships: DCF benefited from enhancing and building partnerships with other state agencies, such as NJSP, New Jersey Office of Homeland Security and Preparedness (OHSP), and DOH. DCF engaged with NGOs, including the Red Cross, Salvation Army, NJ 211 and Baby2Baby, and entered into agreements with private sector businesses. For example, local Walmart stores donated bottled water and various hotels served as non-congregate shelters. These partnerships were instrumental in providing support, resources, and commodities, and for information sharing. DCF continues to engage in new and existing partnerships with NGOs in the acquisition, donation management and distribution of numerous infant and baby items such as diapers, wipes, child coats, formula, blankets, etc., to support at-risk families.

¹ <https://www.state.nj.us/dcf/documents/DCF-Safe-Work-Playbook.pdf>

Donation Management: DCF developed and maintains a donations management system to track and distribute donated goods from various partners, including Baby2Baby, Federal Emergency Management Agency (FEMA), New Jersey Voluntary Organizations Active in Disasters (NJVOAD), and the Salvation Army.

Procurement/Reimbursement Issues: Working with NJ OEM, DCF-OEM was able to classify DCF staff as “Level 1 first responders” allowing them to obtain personal protective equipment (PPE) allotments. Additionally, DCF was able to attain a better understanding and clarification of the federal reimbursement process and worked with NJ OEM to secure FEMA reimbursement.

Logistical Constraints: It was challenging to obtain PPE and cleaning supplies and there was a need for pre-incident preparedness. DCF recognizes that prior awareness of supply vendors with Points of Care for supplies, masks, gloves, gowns, goggles and cleaners would have been beneficial. DCF now has a system to obtain and distribute PPE and maintains a stockpile of PPE for DCF staff. Gaps and challenges of working remotely were identified, including staff orientation to the latest technology and tools, such as Microsoft Teams, Zoom and SharePoint. DCF established protocols for remote work and implemented a system to distribute equipment for remote work. DCF learned that addressing connectivity issues was paramount. There was a need for guidance and training for use of Microsoft Office 365 and, in particular, Microsoft Teams, which was utilized for the majority of conference calls and meetings. Additional supports, including tools, tutorials, webinars, and guidance and troubleshooting reference documents related to computers, applications and connectivity issues, were necessary.

Ensuring Staff Well-being: There was a need for immediate tools and resources for DCF staff related to self-care, mental health, and addressing the emotional side effects of the pandemic, e.g., loss of family, friends, or colleagues. To address the needs for staff wellness and the provision of supports, DCF largely relies on its Office of Staff Health and Wellness (OSHW), which was created in 2019 and continues to expand. For information on DCF’s efforts related to staff well-being and OSHW, see DCF’s 2024 APSR, Section 3, Update to the Plan for Enacting the State’s vision and Progress Made to Improve Outcomes, Goal 3.

Disparities for Marginalized Groups

DCF-OEM addresses workplace diversity, equity, and inclusion to enhance services to the families we serve through planning, training and exercises to address the whole DCF community, including leadership, staff, and constituents. DCF’s approach to working with the children and families is discussed throughout the DCF Disaster Plan. DCF recognizes the critical need for ongoing services to vulnerable populations, including children with intellectual and developmental disabilities, individuals with mental health and substance use disorders, and victims of domestic violence. DCF has established partnerships within its contracted provider network to address the needs of children, youth and families with diverse racial and ethnic backgrounds. DCF-OEM is a part of the State-led Disaster Housing Task Force that convenes post-disaster to address issues, barriers to housing needs for marginalized groups and collaborates with local OEMs to ensure adequate sheltering for impacted populations.

DCF established an Office of Diversity, Equity and Belonging (DEB) to support the Department in its transformation to an anti-racist and equitable organization. DEB focus areas include human resources, operations, communications and training and staff development. DEB will use a variety of strategies to help the Department better meet the needs of the culturally and racially diverse populations. In addition, DEB will partner with the DCF's Office of Family Voice to ensure the voice of our families with lived experience is incorporated into any organizational changes. In the upcoming year, DCF-OEM will review the existing Disaster Preparedness Response training curriculum and identify opportunities to integrate racial equity content into the training.

Table of Contents

| Section | Topic | Page |
|----------------|-----------------------------------------------------|-------------|
| 1. | Introductory Materials | 6 |
| 2. | Executive Summary | 9 |
| 3. | Mission Statement | 10 |
| 4. | Purposes | 11 |
| 5. | Assumptions | 11 |
| 6. | Disaster Definitions and Hazard Categories | 12 |
| 7. | DCF Organization and Operations | 15 |
| 8. | Essential Services and Priorities During a Disaster | 15 |
| 9. | Phases of DCF Disaster Planning and Response | 16 |
| 10. | Organization and Assignment of Responsibilities | 20 |
| 11. | Administration, Logistics, Legal | 24 |
| 12. | Plan Development and Maintenance | 25 |
| 13. | DCF Direction and Control | 26 |
| 14. | Notification and Activation | 26 |
| 15. | Resource Management | 26 |
| 16. | Communications | 27 |
| 17. | Public Information | 27 |
| 18. | Transportation | 27 |
| 19. | Evacuation | 28 |
| 20. | Health and Medical | 28 |
| 21. | Mass Care | 28 |
| 22. | Continuity of Operations | 29 |
| 23. | Glossary | 29 |

Section 1. Introductory Materials

Statement of Approval

The New Jersey Department of Children and Families' Disaster Plan is approved by the Office of the Commissioner, the Office of the Chief of Staff and the Office of the Deputy Commissioner of Administration.

This plan supersedes any prior emergency response plans.

Christine Norbut Beyer, M.S.W
Commissioner
New Jersey Department of Children and Families

Date

Nicole Brossoie
Chief of Staff
New Jersey Department of Children and Families

Date

Carmen Diaz-Petti
Deputy Commissioner of Administration
New Jersey Department of Children and Families

Date

Record of Distribution (Internal)

The New Jersey Department of Children and Families’ Disaster Plan will be distributed to all DCF executive manage and senior managers as listed below:

- _____ Commissioner
- _____ Chief of Staff
- _____ First Deputy Commissioner
- _____ Deputy Commissioner, Policy, Legal Affairs and Compliance
- _____ Deputy Commissioner, Administration
- _____ Assistant Commissioner, Children’s System of Care
- _____ Assistant Commissioner, Policy and Regulatory Affairs
- _____ Assistant Commissioner, Child Protection and Permanency
- _____ Assistant Commissioner, Family & Community Partnerships
- _____ Assistant Commissioner, Human Resources
- _____ Assistant Commissioner, Analytics and Systems Improvement
- _____ Assistant Commissioner, Legal, Regulatory and Legislative Affairs
- _____ Director, Division on Women
- _____ Executive Director, Office of Staff Health and Wellness
- _____ Executive Director, Office of Training and Professional Development
- _____ Director, Diversity, Equity and Belonging
- _____ Director, Communications
- _____ Chief, Public Affairs
- _____ Chief Financial Officer
- _____ Director, Office of Information Technology
- _____ Director, Office of Emergency Management
- _____ Director, Office of Facilities Management, Support Services and Safety and Security Operations

- _____ Administrator, State Central Registry
- _____ Director, Clinical Services
- _____ Director, Office of Strategic Development
- _____ Executive Director, Office of Family Voice
- _____ Executive Director, Office of Resilience
- _____ Executive Director, Office of Monitoring

Record of Distribution (External)

The New Jersey Department of Children and Families’ Disaster Plan will be distributed externally to the following persons/agencies:

- _____ Office of the Commissioner, New Jersey Department of Human Services (NJDHS)
- _____ Office of the Commissioner, New Jersey Department of Health
- _____ New Jersey Office of Emergency Management
- _____ New Jersey Office of Homeland Security & Preparedness
- _____ NJDHS-Division of Mental Health and Addiction Services, Disaster and Terrorism Branch
- _____ American Red Cross, New Jersey Region
- _____ Salvation Army, New Jersey Division
- _____ NJ 2-1-1
- _____ Administration of Children and Families, Region II

Record of Changes

The following table will record all changes to the Department of Children and Families’ Disaster Plan after approval. These changes will be incorporated into the next revision of this plan.

| Changes Made By: | Page number | Date |
|-------------------------|-----------------------------|--------------|
| DCF OEM | Addition of COOP plan annex | January 2012 |
| DCF OEM | 9 | 6/5/08 |

| | | |
|------------------------|----------------------------------------------------|-------------------------|
| DCF OEM Asst. Director | 4, 5 | 4/7/09 |
| DCF OEM Asst. Director | 1, 8, 9, 11, 14, 17, 18, 19, 22, 24, 25, 26, 27,28 | 4/13,14,15,16/09.1/2012 |
| DCF OEM Asst. Director | 1, 2, 8, 11, 15, 24, 25, 28 | 8/2/2012 |
| DCF OEM | 10, 15, 16, 26 | 7/24/13 |
| DCF OEM | 7, 11, 20, 21, 27 | 2/7/14 |
| DCF OEM | 20, 25, 26 | 5/16/2014 |
| DCF OEM | 9, 16, 17, 22, 25, 27, 28, 29, 31, 32 | 4/22/2019 |
| DCF OEM | 7,9,11,12,16,17,18,19,20,21,22,26,37 | April and May 2020 |
| DCF OEM | 23,27,29,30 | May 2022 |
| DCF OEM | 1-30 | March 2023 |

Section 2. Executive Summary

The New Jersey Department of Children and Families (DCF) was established by legislation in July 2006. The Department maintains approximately 67 work sites around the state and is staffed by more than 6,300 employees. DCF provides services to nearly 100,000 child and adult consumers each month.

The need for formal emergency planning and practice drills in anticipation of possible critical events in a system this size is clear. Evacuation centers, transportation, education, staffing, and medical care are all services required during and post-crisis. Critical events, such as Hurricane Katrina, Super Storm Sandy, and the Covid-19 pandemic reinforce that comprehensive emergency preparedness plans are essential to ensure the safety and protection of the children, youth, women and families served by the Department.

The DCF Disaster Plan, based on the National Response Framework model, emphasizes a comprehensive, collaborative response following a disaster to ensure ongoing provision of DCF services and continuity of business operations. The DCF Office of Emergency Management (DCF-OEM) has established connections with the New Jersey Office of Homeland Security & Preparedness (OHSP), the New Jersey Office of Emergency Management (NJ OEM), the New Jersey Department of Health (DOH), the New Jersey Department of Human Services (DHS), the Federal Emergency Management Agency (FEMA) and other state and non-state department entities to facilitate coordination.

Activation of this plan may be for events or disasters that are localized, i.e., one jurisdiction, multiple counties, statewide, multi-state or even national. Essential functions and notification and activation procedures are identified. Utilizing the National Incident Management System (NIMS) and Incident Command System (ICS) with an all-hazards approach, the plan integrates the following four critical disaster cycle elements: (1) protection and preparedness, (2) response, (3) recovery, and (4) mitigation. For additional

information on these elements, see Section 9, below. Further planning efforts will be coordinated with federal, state, county and local emergency management entities.

The DCF Disaster Plan, which is included in the DCF Continuity of Operations Plan (COOP), clearly delineate the delegations of authority, order of succession and the assignment of responsibility in the event of an emergency. To ensure adherence to planned activities and minimize disruption of operations, the COOP identifies the essential functions of DCF, as well as the essential employees that will sustain those functions. As a part of plan implementation, all DCF Divisions and Offices will participate in on-going training, drills, and exercises.

This plan is intended to be a fluid, ever-changing document subject to bi-annual review and revision based on after action reviews and supplemented by guidance prepared and issued by the Commissioner or designees as needed. DCF-OEM coordinates updates and maintain the plan and documents.

Section 3. Mission Statement

DCF is the State's designated child and family service and support agency and is devoted exclusively to serving and supporting at-risk children and families. DCF is made up of approximately 6,300 staff that are focused on and committed to assisting and empowering residents to be safe, healthy and connected. This is accomplished through evidence-based, outcome-oriented, family-focused programs and services, using work-practices that incorporate racial equity, healing centered actions, family voice, collaborative safety strategies and a protective factors framework, with values that reflect collaboration, equity and integrity.

The mission of the DCF Disaster Plan is to ensure resilience by providing a framework for organizational response to emergencies. An organized, efficient response to all conceivable hazards, allows DCF to serve New Jersey's children, youth, women and families confidently and consistently.

The goals of the plan are as follows:

- To provide structure to the efforts of DCF's Divisions and Offices, including the Children's System of Care (CSOC), the Division of Family and Community Partnerships (FCP), the Division on Women (DOW), the Office of Education (OOE), the State Central Registry (SCR), the Division of Child Protection and Permanency (CP&P), the Institutional Abuse Investigation Unit, the Office of Licensing and DCF's various operational, business, and fiscal offices, to ensure a comprehensive model of business continuity,
- To support the continuous and uninterrupted provision of child protective services, child behavioral health services, services to children and youth with developmental disabilities, services to youth with substance use disorders, support and services to homeless youth, and services to survivors of sexual assault and domestic violence, including shelters,
- To define DCF's role as an NJ OEM identified support agency to DHS in its role as the state coordinating agency for Emergency Support Function #6 agencies.

Section 4. Purposes

Purposes of the DCF Disaster Plan include:

- To enhance emergency management functions, responsibilities, policy, and guidance.
- To develop and distribute disaster specific guidance relative to any new and emergent disasters.
- To support the actions of DHS regarding coordination of ESF #6 activities as requested.
- To ensure DCF business continuity and coordination with OHSP and NJ OEM.
- To provide immediate systematic and coordinated response and subsequent recovery from any unplanned interruption impacting normal standard operating procedures.
- To document strategies, resources and procedures that will be utilized to respond to any interruption of operations.
- To reduce possible impact of emergencies on business continuity and continuity of operations.
- To define assumptions and policies.
- To facilitate cooperative relationships for emergency response at the state, county and local level.
- To ensure the safety, well-being and success of children, youth, families and communities within established OEM protocols, executive orders and state plans.
- To identify, locate and continue availability of services for children under state care or supervision who are displaced or adversely affected by a disaster.
- To establish an interoperable communications system and facilitate communication with DCF staff, providers and families, including those who are displaced because of a disaster.
- To protect essential program records and information systems.
- To coordinate services and share information with other states.

Section 5. Assumptions

The following planning assumptions can be made for DCF emergency response in a disaster:

- As directed in the federal Child and Family Services Improvement Act of 2006 (P.L. 109-288), which mandates that state child welfare agencies develop disaster plans.
- As directed in State of New Jersey Executive Order #5 of 2006 (Governor Jon S. Corzine), DCF is required to cooperate with the Office of Homeland Security and Preparedness in response to any incident/disaster.
- As dictated in State of New Jersey Executive Order #50 of 2005 (Acting Governor Richard J. Codey), all DCF senior staff and other staff members with emergency response responsibility shall have completed the NIMS Awareness Course: National Incident Management System (NIMS), An Introduction.

- DCF will act as a support agency to DHS regarding coordination of ESF# 6 as requested.
- This plan is to be used to provide direction to the DCF response statewide, regionally, or locally, depending upon the scope and location of the incident/disaster.
- Incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.
- Each DCF worksite location shall have a completed site evacuation plan.
- Each DCF functional component shall have a designated order of succession.
- The plan supports the ongoing 24-hour operation of the SCR and call center.
- The plan supports the ongoing off hour's operation of the DCF Special Response Unit (SPRU) system.
- The plan supports the ongoing 24-hour operation of the State Domestic Violence hotline system.
- The plan supports the emergency provision of education services to all students of DCF's Office of Education.
- Documentation of the occurrence of an incident with the potential to disrupt or impact the functional operation of a DCF component will be completed.
- Emergency notification of implementation of a response to an incident/disaster will be provided.
- Preservation of essential case management records will be provided through the NJ SPIRIT system.
- Provision of emergency mental health services as required and requested as delineated in CSOC. The provider for current mental health, substance use and intellectual and developmental disability services will develop and implement a safety plan. The Contracted Systems Administrator is anticipated to remain operational and Mobile Response and Stabilization Services (MRSS) will be dispatched at the discretion of both CSOC and the MRSS provider.
- The plan supports the ongoing operation of all DCF administrative, area and local offices as determined necessary and appropriate and to remain safe, accessible and operational. The plan also provides for the use of all state-owned and leased DCF facilities on a flexible and extended schedule.
- The plan provides for the use of flexible and extended work hours, including staggered shifts and alternate worksites, and working remotely with Office of Information Technology support and established work from home policies.
- Agencies contracted, funded by and/or licensed by DCF are valued partners.
- Volunteer organizations, such as FEMA, the American Red Cross, the Salvation Army and other agencies, are valued partners, especially in the event of a disaster.

Section 6. Disaster Definitions and Hazard Categories

Federal Disaster Definition. According to FEMA, a disaster is an occurrence of such severity and magnitude that normally results in deaths, injuries and property damage and that cannot be managed through the routine procedures and resources of government. It

requires immediate, coordinated, and effective response by multiple government and private sector organizations to meet human needs and speed recovery.

Any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe, natural or man-made, in any part of the United States that, in the determination of the President, causes a large-scale community incident and damage of sufficient severity and magnitude to warrant major disaster assistance, above and beyond emergency services by the Federal government, to supplement the efforts and resources of States, local governments and disaster relief organizations.

Disasters (hazards) can be categorized as natural, accidental, and manmade. Natural disasters can include hurricanes, floods, and tornadoes, certain categories of fires, earthquakes, and severe storms and pandemics. Accidental disasters can include chemical spills, gas explosions, airplane crashes, automobile or boating accidents. Manmade disasters can include war, assault, sabotage, hostage situations, arson, murder, economic collapse/crisis, and acts of terrorism that can be chemical, biological, nuclear/radiological, explosive, cyber, and may occur concurrently.

Although community incidents may be insufficient in scope or magnitude to activate a presidential declaration, they may still impact the affected community. A community incident damages the bonds linking people together and impairs the prevailing sense of community. This type of event strikes at the vulnerabilities of people that are going about their normal routines. An example of a community incident, that does not trigger a disaster declaration, could be a shooting in a public facility.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) is a United States federal law designed to bring an orderly and systematic means of federal natural disaster assistance for state and local governments in carrying out their responsibilities to aid citizens. It created the system in place today by which a presidential disaster declaration of an emergency triggers financial and physical assistance through FEMA. The Stafford Act gives FEMA the responsibility for coordinating government-wide relief efforts.

State Disaster Definition. The State of New Jersey defines a disaster as a community incident in New Jersey that in the determination of the Governor causes damage of sufficient severity and magnitude, to warrant activation of the State Emergency Operations Plan.

An event is considered traumatic if it is so stressful to the people affected that, if the crisis was left unresolved, ongoing psychological disturbance would impair emotional, social, physical or professional functioning.

The crisis is caused by the stresses of either a natural, accidental or manmade emergency/disaster the scope, nature and unexpectedness of which overwhelms normal defenses, social supports and sense of security.

To reduce the effect of emergency/disaster related stress on individuals, appropriate anticipatory guidance and crisis counseling must be provided as soon as possible following the event. Crisis counseling services should also be coordinated with the services of the first line public and private agencies responsible for the health and safety of New Jersey's citizens.

Additional Hazard-Specific Categories. All of the following categories would be assessed in light of specific events of medium or high probability in the state. These events would vary from region to region:

- Air transportation incidents and serious transportation accidents,
- Civil disturbances/contractual disputes,
- Coastal hazards,
- Communicable disease outbreaks/epidemics,
- Drought,
- Earthquake,
- Economic collapse/crisis,
- Fires and explosions (structural, wildfires),
- Floods and flash floods (coastal inland),
- Forest fires and wildfires,
- Hailstorms,
- Hurricanes and nor'easters,
- Hazardous materials (any release of),
- Heat waves,
- Nuclear power plant incidents,
- Operational issues including government shutdown,
- Technological emergencies/manmade accidents,
- Terrorism,
- Tornadoes and severe thunderstorms,
- Unexpected utility failures,
- Winter storms,
- Structural collapses,
- Active shooter/active assailant,
- Bomb threats, and
- Pandemics.

Categories of need would be examined in cases that are less probable but potentially more catastrophic, such as the effects of bioterrorism or nuclear attack.

Terrorism. Terrorism is the unlawful use of force or violence against people or property to intimidate a government or civilian population in the furthering of political or social objectives. The State of New Jersey is vulnerable to the effects of terrorist events in the form of chemical, biological, nuclear or cyber-attack, weapons and firearms, fusion, weapons of mass destruction and animal disease. Potential targets include schools, shopping centers, healthcare facilities, airports, nuclear power plants, transportation

infrastructure, metro chemicals, pharmaceuticals and major public events of various venues.

Intentional contamination is also a factor via intentional contamination of agriculture and livestock by Foreign Animal Diseases. The NJ OEM has noted potential terrorist targets in the State Emergency Operations Plan and the State's Threat and Hazard Identification and Risk Assessment document. The NJ OEM has also identified potential areas for the release of hazardous materials and biological agents. The priority of securing the safety of the children and families we serve will be inherent in protecting our critical infrastructure, key resources and assets. This will be accomplished by the establishment and maintenance of effective communication and coordination between and among DCF and the various state and private partners with the goal of a reduction in vulnerability and rapid recovery from a disaster. DCF-OEM will follow all command protocols and procedures designated by the NJ OEM in the event of a terrorist event.

Section 7. DCF Organization and Operations

DCF was created by legislation in July 2006 as the primary state department for the provision and oversight of services to children and families, including child protection and permanency services, abuse and neglect prevention and strengthening family programs, child behavioral health, substance use disorder and developmental disability services, services to displaced homemakers and survivors of domestic violence and sexual assault, and the licensing of child care centers, youth residential programs, partial care programs and adoption agencies.

DCF is composed of direct service Divisions, including, but not limited to, the CP&P, CSOC, DOW, FCP as well as operational divisions with oversight for areas such as administration, management, information technology (IT), policy, legal and legislative affairs, training, communications, and others. For DCF's Table of Organization, see Attachment H of DCF's 2024 APSR.

DCF maintains a 24 hour a day call center, the SCR for the reporting of allegations of child abuse and neglect and contracts, licenses and/or funds a variety of child placement and child and family support services through many private agencies within this state and others. SCR has been established as the "hub" for DCF internal communications in the event of a disaster. All providers have been advised to contact SCR in the event of a disaster to advise regarding moves of children under CP&P supervision, movement of domestic violence programs, any issues pertaining to CSOC funded programs, and for licensed childcare providers to notify DCF if they close or relocate.

Section 8. Essential Services and Priorities During a Disaster

DCF's primary focus in the event of any declared disaster is the preservation of its capability to respond to emergency situations, i.e., allegations of abuse or neglect, and the continuation of services to clients, with a primary focus on children in out of home placement and children or adults requiring essential services to be safe, healthy and connected.

During a declared disaster, DCF will focus on the continuation of the following operations and services:

1. Child protection response, including operation of the 24-SCR for the reporting of child abuse and neglect allegations,
2. Monitoring of and support to children placed by CP&P in resource homes, residential placement settings or treatment programs, including worker visits and/or other authorized contact with youth and families,
3. The establishment of alternate non-congregate care settings as necessary to include alternate relocation sites,
4. The uninterrupted provision of behavioral health, substance use disorder, and intellectual and developmental disability services to CSOC clients,
5. The continuous operation of domestic violence shelters and other shelter facilities operated or licensed by DCF or a contracted provider,
6. The evacuation or relocation of any facility or home providing care or support to DCF clients, if warranted,
7. Provision of services to homeless youth and youth at risk of homelessness,
8. Preservation of communications systems to ensure ready communication between providers, parents, children and DCF officials,
9. Preservation of IT infrastructure and systems of record, and confidentiality of the same, and
10. IT supports to enable continuity of operations and ensure mission essential functions can continue from remote locations.

Child protection and permanency services necessitated by or otherwise arising from the occurrence of a declared disaster will be the responsibility of CP&P. CP&P's capability to respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster and to provide services in those cases will be met by working cooperatively with NJ OEM, OHSP and other state departments, divisions, bureaus and offices. It will be carried out in cooperation with and assisted by a variety of county and local offices of emergency response and many private and volunteer human services and emergency response agencies. DCF is identified as a support agency to DHS regarding the coordination of ESF#6 if necessary. Coordination with other state and federal entities will be undertaken by the DCF-OEM.

Section 9. Phases of DCF Disaster Planning and Response

DCF's disaster response can be broken into four distinct phases:

1. *The Protection and Preparedness Phase*, which includes identification of essential functions, assessment, plan development and participation in exercises and drills.
2. *The Response Phase*, which involves activation of the DCF emergency notification protocol, as well as briefing, assignment and deployment of staff. Responses may involve:
 - the provision of assistance to local emergency response entities, support of agencies contracted to or licensed by DCF,

- accessing disaster mental health services,
- coordination of the movement of children or families that are displaced,
- re-deployment of staff and/or obtaining additional staff to address staffing shortages and absenteeism,
- utilization of alternate work sites and/or flexibility/expansion of work hours,
- utilization of residential facilities,
- acquisition and logistics of alternate sites with procurement of necessary supports,
- identifying gaps and strategies for needed resources,
- ensuring any disaster related guidance and resources are provided to staff and community providers, families, childcare providers,
- submission of resource requests via NJ OEM or other avenues to support health and life safety. Assist in the procurement and distribution of PPE or other equipment and supplies needed during a pandemic or other emergency event,
- monitoring via daily updates and data analysis to maintain situational awareness and provide operational status during the disaster,
- monitoring of overall COOP levels of residential facilities to ensure continuity of operations and identify when to enact mass care protocols, and
- responding to unmet needs of children and families to ensure safety and well-being.

3. *The Recovery Phase*, which initiates upon the start of DCF's return to normal operations. Continued access to disaster mental health services or a move to the provision of long-term treatment services may be required. If a Presidential Declaration is made, and DCF facilities were impacted, DCF-OEM will lead the processing of the Department's reimbursement request in coordination with the NJ OEM – Recovery Bureau.

4. *The Mitigation Phase*, which initiates at the end of the Recovery Phase. An evaluation of protection, preparedness, response and recovery activities will be completed during this phase of the process. Recommendations will be made for actions and changes in protocols/practices to help reduce the impact of future incidents.

Additional information on each phase follows.

Planning and Preparedness Phase. The planning and preparedness phase is critical to ensure the capability exists to continue essential functions and operations across a variety of potential emergencies or disasters. DCF-OEM is responsible to assist in the development of unit or office specific plans, including evaluation, compilation, technical assistance, and approval. These plans will be incorporated into the DCF overall plan. Preparedness objectives include:

- Continued performance of mission essential functions and operations,

- The protection and preservation of essential program records and IT systems/information,
- Minimizing operational disruption,
- Minimizing the damage and loss of resources,
- Mitigating the effects of the emergency,
- Minimizing the crisis response time,
- Efficient plan activation and continuity of operations.

The protection and preparedness phase encompasses the time frame before a disaster. Such response preparedness will start as early as notifications are received. Preparedness activities include:

- Plan development,
- Identification of alternate work sites and facilities support,
- Establishment of designations of authority and orders of succession,
- Establishing interoperable communications,
- Identifying and designating emergency relocation personnel,
- Ensuring ongoing staff training in disaster preparedness,
- Developing and updating resource inventory and directory,
- Completing a comprehensive review of plan with all staff,
- Annual update and revisions of the plan, ensuring updated COOP annexes specific to the disaster and updating mission essential functions,
- Educating all staff as to the need for personal preparedness,
- Establishment of memorandums of understanding and mutual aid agreements,
- Participation in trainings, exercises, drills, testing of plans, and
- Communications preparedness messaging, e.g., Portal, DCF Emergency Hotline, etc.

Response Phase. Response actions will be taken immediately before, during or after an emergency occurs to ensure effective maintenance of essential functions. Specific response activities based upon the function referenced will be identified as part of a unit, facility, office or agency specific disaster response plan, as well as those activities identified for the DCF in its overall Disaster Plan. DCF activities will be delineated in the Organization and Assignment of Responsibility portion of this plan. Actions to be taken by entities participating in the DCF response will be delineated in plans developed by those entities, some of which may be appended to this plan. Response activities include:

- Development of an Action Plan outlining the flow of activation and how the Department would continue to operate,
- Notification and activation,
- Confirming or establishing communication capabilities and test communication links,
- Assessment of workforce and workplace availability,
- Managing and/or coordinating the response,
- Managing ESF #6 support responsibility,
- Deployment of personnel. Planning and addressing any reductions in workforce,

- Initiation of alternate facility process, as needed and provision of supports and any physical plant requirements,
- Deploying transportation resources, as needed,
- Implementing internal/external communications protocol,
- Evaluating performance and back up of IT systems,
- Documentation of response actions taken,
- Documenting response costs,
- Documenting for federal reimbursement, including picture documentation,
- Implementing public information protocol,
- Implementing staff support protocols, and
- Working in conjunction with state and federal partners on the establishment of new programs in response to identified gaps.

Recovery and Mitigation Phases. Integration of response and recovery activity is the desired status as recovery from an event begins. Implementation of a comprehensive disaster recovery and business resumption strategy will initiate a return to minimum operating standards. Additional activities will be identified that can hasten return to normal and encourage improved levels of operations. Federal reimbursement processes will be started, if applicable. Establishment of short and long-term recovery goals and objectives must be accomplished.

Short-term recovery goals may include:

- Continued provision of essential services,
- Establishing priorities for reinstatement of various systems and operations,
- Establishing timeframes for acceptable reinstatement of system and operational levels,
- Identification of resources necessary to restore operations,
- Continuing established communication and staff support protocols,
- Application for federal assistance via federal grants, and
- Participation in any newly developed programs relative to response.

Long-term recovery goals may include:

- Strategic planning and mitigation, including how to adapt processes and operations,
- Management and coordination of recovery activities,
- Assessing response and recovery costs,
- Developing and implementing mitigation goals/activities,
- Debriefing and capturing lessons learned,
- Staff recognition, and
- Building new systems with improved response and strengthened infrastructure.

Mitigation actions reduce or eliminate long-term risk to DCF staff, children, families, facilities and environment from all hazards with a goal of maximized disaster resistance. DCF-OEM will take proactive measures to identify, develop, implement and evaluate strategies to reduce Department-wide vulnerability to all hazards by organizing resources,

assessing risks, developing a mitigation plan, implementing the plan and monitoring progress.

Section 10. Organization and Assignment of Responsibilities

Administration. The DCF Table of Organization reflects a direct reporting relationship between the Office of the Commissioner and the following components: the Office of the Chief of Staff; the First Deputy Commissioner; the Deputy Commissioner—Administration; the Deputy Commissioner – Policy, Legal Affairs and Compliance; the Assistant Commissioner of CP&P; the Assistant Commissioner of CSOC; the Assistant Commissioner of FCP; the Director of the Division on Women; and the Director of Communications. For DCF’s Table of Organization, see Attachment H of DCF’s 2024 APSR.

In the event of an emergency requiring activation of the New Jersey State Emergency Operations Center (SEOC), this leadership team will organize and respond from the Commissioner’s conference room on the 7th floor, 50 East State Street or via video or conference calls as needed. Unless specifically called to the SEOC, the Commissioner will lead efforts to maintain DCF’s essential functions and will be provided ongoing information relative to response efforts and any NJ OEM requirements of DCF. Information and resource requests will be provided to and from the DCF-OEM personnel assigned to the SEOC.

Residential Services. Agency Providers: Disaster preparedness, response and recovery for agency-operated residential programs that are licensed, contracted and/or funded by DCF will be provided as outlined in the agency-wide emergency response plan and agency site specific emergency response plans. This will be executed in cooperation with DCF and county and local emergency response entities, per contract requirements.

Resource Family Homes: Disaster preparedness, response and recovery for DCF resource family homes will be provided in accordance with the DCF Manual of Requirements for Resource Family Parents.² This will be executed in cooperation with county and local emergency response entities. It will further be carried out as indicated in the DCF Resource Family Disaster Plan completed and maintained by the resource family home. All child residents of resource family homes shall receive age-appropriate instruction on how to evacuate the home safely in the event of fire or other emergency.

Any event impacting a large area of the state and requiring the movement of large numbers of children under the custody, care and supervision of DCF will result in a Department-wide assessment to determine the existence of any vacant residential beds that may be utilized in the disaster response effort. Actions will be disaster specific. Alternate sites may need to be established and utilized. In the event of a disaster, such as a pandemic, consideration for issues, e.g., social distancing, will be a factor. Events of

² <https://www.nj.gov/dcf/providers/licensing/laws/RFmanual.pdf>

large size and scope may require DCF to take on its role as a support agency to DHS for ESF #6.

It is the responsibility of the caregivers with which a child resides at the time of an event to care for that child until such time as an appropriate alternate site and /or caregiver(s) is identified. It is also the caregiver's responsibility to assure that each child is provided with documentation of identity as well as any medical information, school records, immunization records, court orders and physician and agency contact information, if available. If it becomes necessary to transfer care of a child, it is imperative that the child continue to receive food, clothing, medication (if needed) and emotional support and supervision.

DCF provides funding so that its domestic violence shelters and all levels of children's residential services can purchase alternate energy sources, e.g., generators, allowing these populations to "shelter in place" versus evacuate to a mass care shelter. If this is not possible, the Department must approve relocation to a hotel or corporate office. DCF will work in conjunction with any established non-congregate care hotel programs. This is done in order to keep particularly at-risk citizens out of mass care shelters. However, if the size, nature or location of an event is significant enough that any residential facility cannot continue to serve the children residing there, on site, the facility caregiver should immediately implement a use of alternate facility process. Alternate facility process for residential services can include the following courses of action:

- Use of emergency shelters,
- Use of an alternate site vacancy within the same agency,
- Use of an alternate site vacancy outside of the current agency,
- Use of a DCF approved family or relative caregiver,
- Resource family relocation,
- Use of alternate resource family, or
- Temporary, emergency hotel residence.

It is incumbent upon the caregiver to communicate any change in location of residence to DCF through SCR. It is the obligation of the caregiver to seek out information pertaining to DCF operations during the tenure of the event via the DCF webpage, DCF correspondence, digital or social media and newspapers.

Any information received relative to a change in residence for a child receiving services from DCF will be entered into the Comprehensive Child Welfare Information System (NJSPIRIT) per DCF protocol as soon as possible.

Should the use of emergency shelter be the only available alternative to residential services for any child or family receiving services from the DCF, the Department will seek to provide support services to these individuals as appropriate and available for the duration of the event or until alternate residential accommodations can be provided.

For children receiving DCF-funded residential services outside the state disaster response, if needed, will be provided through the national Emergency Management Assistance Compact (EMAC).

Education Services. DCF's OOE provides intensive 12-month educational services to children and young adults ages three through 21. These services are provided through 13 DCF regional schools, 5 contracted programs and 6 hospitals. Disaster preparedness, response and recovery will be provided based upon the Manual of Regional School Safety Plans and the individual school safety plan developed at each campus. All related activities will be conducted in cooperation with DCF-OEM and county and local emergency response entities.

Each regional school, as part of preparedness and planning, will identify a school safety team and identify an alternate location to their students in the event of a short-term event that requires the use of an alternate facility process. Incidents that result in a facility being unavailable for use for any extended period of time will require the implementation of alternate facility process. Alternate facility process for the OOE can include the following:

- Use of an alternate OOE facility,
- Use of a DHS facility based upon memorandum of understanding, or
- Use of an alternate private facility based upon lease agreement.

OOE maintains a fleet of vehicles, including school buses, a portion of which are parked at various OOE campuses. OOE employs a staff of part-time CDL drivers at each campus. Utilization of this transportation resource for disaster response will be as indicated in the transportation service portion of this plan.

Human Resource Services. DCF's Office of Human Resources (OHR) will be an important provider of essential services in all areas of disaster preparedness, response and recovery. The maintenance of an experienced, trained, and informed workforce is a key component of DCF's level of preparedness. Provisions for the hiring of new employees and the training of all employees in the event of a disaster will be as designated in OHR policy and procedure. Provision for the maintenance of timekeeping and payroll services will be as indicated in OHR policy and procedure. OHR will work cooperatively with the New Jersey Civil Service Commission and New Jersey Department of the Treasury in pursuit of these goals. OHR will partner with the DCF-OEM and DCF's Office of Communications to provide for accurate and timely workforce notification relative to any disaster, and as indicated in the DCF Emergency Notification Protocol.

OHR will coordinate with the DCF-OEM and designated employee bargaining units on the development of any memorandums of understanding, side letters of agreement or concessions required by the establishment of alternate work sites, work rules or flexible and extended work hours necessitated by any event or occurrence.

DCF-OEM, OHR and the Office of Training and Professional Development have cooperated in the development and implementation of a disaster protection,

preparedness, response, recovery and mitigation curriculum. This curriculum does include elements of the NIMS, ICS and other information critical to and current in the field of emergency management.

DCF-OEM will identify, coordinate and track the completion of all federal and state required disaster preparedness training for those employees designated.

DCF-OEM will provide information and otherwise encourage the personal preparation of all DCF employees for disaster or disaster related situations. DCF-OEM recognizes the reality that a personally prepared workforce will be better equipped to assist in DCF's response to any disaster if they themselves and those close to them are prepared. In that regard, DCF has developed and implemented policy, procedures and staff outreach that will assist in the maintenance of a "disaster ready" workforce.

Office of Emergency Management Services. DCF-OEM, under the supervision and direction of the DCF Director of Facilities, will serve in the role of DCF liaison to the OHSP, the NJ OEM, the Domestic Security Preparedness Task Force, the Domestic Security Preparedness Planning Group, New Jersey Group for Access and Integration Needs in Emergencies and Disasters (NJGAINED), State Led Housing Task Force, Sheltering Task Force, FEMA, federal Health and Human Services – Agency for Children and Families, and to all other state departments and county, local and agency offices of emergency management. DCF-OEM will assume this role for the purpose of assisting in guiding protection, preparedness, response, recovery and mitigation activities and resources relative to the provision of all child protection and child welfare services either locally or on a statewide basis.

DCF-OEM is responsible for DCF disaster plan development, implementation, training and revision. It will participate in regular drills and exercises of various type and size to ensure an appropriate level of readiness. DCF-OEM works in conjunction with DCF's security advisors to conduct and evaluate drills and exercises for DCF offices.

Child Protection and Permanency Services. The provision of child protection and welfare services requires the continuity of operations of DCF's SCR, the CP&P area and local offices and the Institutional Abuse Investigations Unit. Office, unit and/or building specific plans for the continuity of operations are in place at each work location. These plans specify contact persons, site coordinators, relocation coordinators, alternate worksites, numbers of employees and other information critical to maintaining the provision of these essential services to the children and families of the State of New Jersey.

DCF contracts with the Rutgers University Francois-Xavier School of Nursing for the Child Health Unit (CHU) Program, which provides health care case management for all children in out-of-home placement. CHU nurses in every CP&P local office provides case management for the health care needs of all children in out-of-home placement. The nurses work closely with resource parents, facilitating access to care, and providing health education and anticipatory guidance to ensure that the resource parent is able to meet the needs of the child, including provisions for emergency preparedness. The

nurses identify specific healthcare needs and educate the resource parents on the importance of being prepared. Anticipatory guidance on emergency preparedness directs resource parents to make a plan that includes a meeting location, a contact person, and important phone numbers. If a child or family member has a special need or physical limitation, they are reminded to register with the local police, fire or the office of emergency management. Furthermore, resource parents are educated about the type of supplies to include in an emergency kit and advised to include health information about children in their care in one place. Additionally, they are provided a brochure with tips on how to care for the emotional needs of children and other resources to help resource parents prepare for emergencies. Anticipatory guidance on emergency preparedness is reviewed with resource parents at each home nursing visit, with new resource parents if a child moves to another placement, and with caregivers upon reunification or adoption. The nurse documents in NJ SPIRIT any provided and durable medical equipment needs, allowing DCF to easily identify children that are using electrically powered medical equipment, i.e., ventilators, Continuous Positive Airway Pressure machines, apnea monitors, feeding pumps, and more. Also, if a storm is forecasted, CHU nurses will call resource parents to reassess their readiness with food, formula, water, medications, and a back-up plan for electronically powered medical equipment.

Children's System of Care (CSOC) Services. DCF recognizes the critical need for the ongoing provision of behavioral health, substance use and intellectual and developmental disability services to children and youth. Services provided to individuals under the auspices of CSOC are provided by contracted providers, and the need for plans to ensure the continuity of those services will be included in associated contracts and memoranda of agreement. The state's contracted system administrator will ensure that systems are in place to allow for the preservation of records and continuation of payment to service providers.

Sexual Assault Services and Domestic Violence Shelters and Services. The occurrence of a declared disaster does not eliminate the need for domestic violence shelters or services, or sexual assault services provided through DCF's DOW. Contracted providers and grant recipients will ensure that continuity of operations and relocation plans are in place.

Family and Community Partnerships Services. In case of a declared emergency, services provided through Family Success Centers (FSCs) are critical. Contracted providers will ensure continuity of operations plans are in place.

Section 11. Administration, Logistics and Legal

Any and all agreements and understandings entered into for the purchase, lease or otherwise use of equipment and/or services will be in accordance with the provisions of state law. DCF will establish and adhere to the administrative controls necessary to manage expenditure of funds relative to disaster preparedness, response and recovery. DCF will provide for accountability and justification for all disaster related expenditures. DCF will provide for the timely submission of any documentation required to obtain federal

reimbursement when available and in accordance with established federal program guidelines.

DCF will adhere to all federal, state and department specific reporting guidelines and requirements in the event of any disaster. Back up and preservation of essential program (client) records and case files is provided for in NJ SPIRIT.

The information technology is critical to DCF's operations. It is of the utmost importance that identified critical information systems are maintained and backed up. Information includes files, documents, computer software and databases required to carry out mission essential functions. IT shall provide the capability to back-up and restore both file and application servers in the event of an emergency. DCF employs offsite storage of all back-up tapes and utilizes the New Jersey Office of Information Technology hub facility for NJ SPIRIT. In the event of total destruction or loss of access to the 50 East State Street building, key personnel could be provided remote access to the server and technical support. NJSPIRIT disaster recovery is located at a secured off-site location. Phone equipment and back-up tapes are located at 50 East State Street, Trenton, New Jersey.

Section 12. Plan Development and Maintenance

DCF-OEM, as directed by the Director of Facilities, has the overall responsibility for planning and management of its resources as necessary in assuring emergency preparedness, response and recovery. Each functional component of DCF shares in the responsibility for development and maintenance of appropriate planning documents that address responsibilities assigned in the department plan.

DCF functional components have the responsibility for maintaining unit, facility or site-specific plans annexed to the DCF Disaster Plan. This may include the standard operating procedures, notification lists and resource data that ensure a prompt and effective response to emergencies.

DCF-OEM will coordinate a bi-annual review of the DCF Disaster Plan with functional component representatives of DCF. DCF-OEM will oversee all review and revision efforts to assure appropriate update based upon lessons learned during actual occurrences and exercises, and other changes in organization, technology, responsibility and/or capability. DCF-OEM will maintain and update the DCF Disaster Plan as required. Functional components within DCF may recommend changes and will provide information relative to capability changes and/or emerging needs that may impact their emergency management responsibilities.

DCF-OEM will recommend and issue changes to the DCF Disaster Plan as authorized by the DCF Commissioner, the DCF Chief of Staff and the Deputy Commissioner of Administration. DCF-OEM will assure appropriate distribution of the DCF Disaster Plan and its functional annexes within the DCF and to other state departments and agencies as appropriate and as recommended by the NJSP Office of Emergency Management.

DCF-OEM will ensure participation in any relevant exercises by one or all functional components of the DCF at least annually. DCF-OEM and other DCF divisions will also participate in statewide exercises in emergency response as requested by the NJSP Office of Emergency Management as required. DCF-OEM and DCF security advisors will continue the planning and roll-out of lockdown drills, exercises, and post-event evaluations for DCF staff.

Section 13. DCF Direction and Control

In concert with the assumption that emergency response to all incidents is typically best managed at the lowest jurisdictional, organizational, or geographic level, DCF will most often serve in a support role relative to the state's overall ESF-oriented disaster response, excluding DCF's mandated unique mission essential functions. It is only in those incidents that are exclusive to DCF that DCF-OEM will take the lead in management of the response.

During the majority of emergency operations, federal, state, county and local emergency responders will remain to the extent possible, under the established management and supervisory control of their parent organizations. Key officials with the responsibility for executing direction and control of multi-agency response and recovery operations within defined areas are identified in local, county and state plans. The coordination of services and sharing of information with other states, as needed, will be coordinated through OEM at the SEOC.

DCF will implement plans to maintain essential functions relative to the well-being of New Jersey's children and families including child protection and welfare services for the entire state and will coordinate otherwise with the NJSP Office of Emergency Management in support of their response to all incidents requiring the activation of the SEOC.

Section 14. Notification and Activation

DCF emergency notifications of any type and activation of the DCF Disaster Plan in response to any occurrence requiring it will be provided by DCF-OEM. Information relative to staff reporting requirements, work location availability and alternate work locations and hours will be messaged via text, e-mail alerts and/or the 1-855-653-2336 employee hotline. Use of established phone trees or chains of communication where available and established in operational or geographically defined work units is encouraged.

Section 15. Resource Management

The goal of effective resource management is to ensure that DCF has the organizational structure and processes to locate, obtain and distribute necessary resources in the event of an emergency. DCF resources include personnel, professional expertise, facilities, communications equipment, computer hardware and software, training curriculums and facilities, and vehicles. An emergency alert notification contact roster for DCF executive management will be maintained by DCF-OEM. In the event that new equipment is required, DCF would request deployment of emergency equipment from our regular vendors or via the SEOC via EMMIT request. Access to resources from out of state or

provision of resources for an out of state incident will be as defined in the EMAC or thru FEMA via the FEMA Integration Team located at the SEOC.

Section 16. Communications

To the extent permitted by the incident, communications within DCF will continue to utilize existing and operational land line telephones, mobile/cell phones, Smart Phones, personal or laptop computers. Use of these devices will be contingent on the availability of current network services. DCF-OEM has also issued GETS/WPS cards to all senior executives and their backups for their use in a telecommunications-impacted incident.

DCF-OEM established a DCF emergency radio communications system connecting all DCF worksites by the assignment of portable 800Mhz Motorola radios to each site. The system is tested monthly and is activated in part or in whole when the ability to communicate or to communicate safely via other means is no longer available. The system is an interoperable system, which is monitored by the NJSP and the New Jersey Human Services Police Department.

Section 17. Public Information

Through the Office of the Governor and NJ OEM, DCF will coordinate all disaster-related information released to the public, including the communication of child welfare services available to families in disaster-impacted areas. For disasters requiring SEOC activation, information disclosures to the public will be the responsibility of a state-managed joint information center. If a joint information center is activated by the SEOC, DCF's Office of Communications will serve as the DCF liaison to that entity as noted in ESF #15.

Section 18. Transportation

Particular attention must be given to individuals that lack the capacity to provide or otherwise arrange transportation for themselves and for children in their care. In response to this need, DCF may look to utilize the fleet of vehicles it maintains in the most efficient and equitable fashion in response to any event that calls for the movement of children under DCF supervision and to assure continued provision of child protection and child welfare services throughout the state.

Facility, local, county, or regional events may require the emergency reallocation of a portion of the DCF fleet to or from an affected area depending upon the nature of the incident. For example, flooding of a particular area may require that a portion of the fleet be relocated to higher ground. A disaster requiring activation of the State Emergency Operations Plan may require the reallocation of the DCF fleet or portions of it to the NJSP Office of Emergency Management.

DCF maintains a fleet of vehicles. Most of these vehicles directly support child protection, child welfare and adoption services throughout the state. DCF-OOE utilizes bus/transit vehicles to transport children to the various regional school campuses operated by OOE

and other educational programs. The remaining vehicles in the fleet are assigned to units supporting DCF field offices.

Section 19. Evacuation

DCF-OEM will ensure that all DCF operated facilities and programs have plans in place for the safe evacuation of staff and children from disaster affected areas to non-affected areas as a component of their facility/home disaster plan. Each DCF office location will have an Emergency Action Plan. Incorporated in the plans will also be provisions for designated alternate sites, identification of muster points and coordination of acceptance at specified sites. Plans will also address the need for the continuation of services at alternate sites. Caregivers are expected to contact DCF with information relative to the location to which they have relocated at the earliest possible date.

Exclusive of emergency evacuation of a facility for a fire or other reason (drill or otherwise), activation of evacuation plans will be triggered upon request or direction from local, county, state or FEMA authorities. Staff will receive instructions and trainings regarding the evacuation process.

Section 20. Health and Medical

DCF works collaboratively with NJ OEM and DOH to improve DCF's preparedness as it pertains to health and medical services. Provision of disaster mental health services to families will be as indicated previously in Section 8 and as prescribed by CSOC. DCF caseworkers and other staff will seek to provide support to those individuals under their care and supervision at a local level and through the existing network of health care professionals in the community. DCF will continue to access the services provided by the Comprehensive Health Evaluations for Children exam sites for which services were not impacted or impeded by the event and/or utilize existing emergency protocols for critical care via public health and hospital infrastructure. In the event of a declaration of a state or federal disaster, DCF will seek to provide medical and health related services to those individuals under its care and supervision at the direction of the NJ OEM and/or the DOH.

For DCF staff, the Department has a confidential peer-to-peer counseling support service, Worker2Worker, that is coordinated by Rutgers University, University Behavioral Health Care. DCF's Office of Staff Health and Wellness provides Daily Wellness messages and a DCF Real Talk series for relevant issues impacting emotional health. DCF has also procured and distributed First Aid Kits and Bleeding Control Kits for all offices. DCF continues to partner with state treasury for acquisition and maintenance of automated external defibrillators for designated offices.

Section 21. Mass Care

Mass care consists of all activities to provide for the basic needs of people displaced by a disaster, including shelter, food, reunification services, first aid, and other emergency relief supplies. DCF-OEM will implement procedures for providing or

requesting mass care for personnel and children impacted by a disaster or emergency. Any event impacting a large area of the state and requiring the movement of large numbers of children under the care and supervision of the DCF will see implementation of the alternate facility process discussed in the residential services portion of this plan. DCF is also a participant in the NJGAINED, which is the state disaster housing task force and repatriation team.

Section 22. Continuity of Operations

The occurrence of a disaster of any size could impede the ability of the DCF to provide essential services to the children in a portion of or the entire state. In response to this potentiality, DCF-OEM works with the various DCF organizational units and agencies in the development and maintenance of the Department's COOP and Continuity of Government (COG) plan. DCF has outlined orders of succession and delegations of authority for DCF divisions. There are also DCF school safety plans, CP&P emergency preparedness and response plans and office emergency action plans on file in DCF-OEM. Lines of succession and delegations of authority for agencies or facilities licensed by, contracted with or funded by DCF must be defined in unit, facility, site or agency specific plans. Emergency action steps and the alternate facility process are delineated in organization and assignment of responsibilities specifically in the various essential services sections. For information about protection of government resources, see Section 15. For information regarding the protection of vital records, see Section 11.

As noted above, DCF-OEM developed separate COOP and COG plans, as well as a Pandemic Annex, to provide guidance in ensuring the execution of mission essential functions critical to the safety and well-being of children, youth, families and communities. All plans and guidance documents are intended to be used as a framework for operations and may be revised/updated as needed before, during and after an event.

Section 23. Glossary of Terms

All Hazards – Anything that is potentially dangerous or harmful and often the root cause of an unwanted outcome.

Recovery- The development, coordination and execution of service and site restoration plans for impacted entities and the reconstitution of operations and services. Identify needs and resources, promote restoration of normal operations, incorporate mitigation measures, identify lessons learned and promote resiliency.

Response – All activities that address the short-term direct effects of an incident. Activities can occur immediately before, during or directly after an emergency or disaster. Includes the execution of emergency operation plans to minimize unfavorable outcomes.

Catastrophic incident – Any natural or man-made incident including terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the infrastructure and operational functions.

Critical infrastructure – Vital systems and assets that the destruction or incapacity of such systems and assets would have a debilitating impact of functional operations and service provision.

Evacuation – An organized, supervised dispersal or removal of personnel and children/families from potentially dangerous areas and their reception and care to safe areas.

Hazard mitigation – Actions and activities directed toward eliminating or reducing the risk of disaster occurrence.

Incident – An occurrence or event, natural or man-made that requires an emergency response to protect life or property.

Interoperable communications – The ability of emergency responders to talk to one another via radio and other communication systems and exchange voice/and or data with one another on demand and in real time.