



## Family Foster Care Emergency and Evacuation Procedures for Foster Homes

*These procedures are posted to the Foster Parent page of SCO's website and mailed to foster parents annually at the end of summer. They are updated annually by the Homefinding QI Specialist.*

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Casework and Homefinding Staff must contact all foster parents to ensure that they have a safety plan.

**First Priority Foster Parents** are those living in an evacuation zone. They are advised to leave their homes before a storm, forest fire, other disaster arrives and strongly encouraged to stay with friends or family outside any evacuation zone.

**NYC Storm Evacuation Zones** (examples): Far Rockaway, Queens; Coney Island, Brooklyn, Battery Park, Manhattan

**Long Island Storm Evacuation Zones** (examples): South of Southern State Parkway from JFK airport to Oakdale. East of Oakdale - all southern shore areas and barrier islands

**All Foster Parents - Follow radio, TV, and NYC/local government website instructions** regarding evacuation and emergency shelter locations, including <http://maps.nyc.gov/hurricane/>. Foster parent should also check the SCO Foster Parent webpage for instructions and updates.

**All Foster Parents** – Stay in touch with SCO staff. Notify casework staff as soon as possible if you evacuate or relocate.

**SCO emergency (Hotline) numbers:**

**SCO Emergency Phone Numbers:**  
**Direct - 516-674-7800**  
**NYC - 718-895-8670**  
**Back-up - 516-241-3014**

Foster parents should prepare **emergency supply kits:**

### **Recommended Items To Include In A Basic Emergency Supply Kit:**

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

- Cell phone with chargers, converter or solar charger

**Additional Items to Consider Adding To An Emergency Supply Kit:**

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash or traveler's checks and change
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container. You can use the Emergency Financial First Aid Kit (EFFAK) – PDF, 277Kb) developed by Operation Hope, FEMA and Citizen Corps to help you organize your information.
- Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov).
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children

When the storm has passed or emergency ended, Caseworkers must call all foster parents to check that they and their children are safe. If any child is found to be at risk or unsafe or cannot be located after the storm, Caseworkers must notify their supervisor and director immediately for them to alert ACS's Office of Shared Response.