

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Imperial County CFS-DSS

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This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans regarding children and non-minor dependents. Children and non-minor dependents in the probation system must also be included in the plan. County plans must be amended annually to include Child Welfare Services (CWS) Disaster Response Plans.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law [PL] 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under section 6(a)-(16) and Welfare and Institutions Code Section 16500.1(c)(1). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

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| <b>CWS Disaster Response Criteria A:</b> | <b>Identify, locate, and continue availability of services for CWS children, Probation children, non-minor dependents, including non-minor dependents residing in foster care, out-of-county placements, children placed in or out of California through the Interstate Compact on the Placement of Children (ICPC), out-of-state non-minor dependents under county care or supervision who are displaced or adversely affected by a disaster:</b> |
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| Essential Function:  | 1. Identification and location process of CWS children, Probation children, non-minor dependents, including those in probation residing in foster care, out-of-county placements, ICPC children, and out-of-state non-minor dependents who may be displaced.   |
| Process Description: | <p><b>Imperial County Child Welfare Services and Imperial County Probation are committed to locating Court Dependent and ICPC Children and Non-Minor Dependents in the event of a disaster and will:</b></p> <ul style="list-style-type: none"> <li>• Identify area of disaster by zip code and match to the CWS/Probation children’s/non-minor dependent’s home zip code found on the <b>Emergency Preparedness List</b>. This list identifies the CWS/Probation children’s/non-minor dependents’ placement address, phone number, the name of the children’s caregiver and also identifies the assigned social worker or probation officer, the service component, the CWS/Probation children’s/non-minor dependents’ next court date, school and attorney information saved to a portable (flash) drive, as well as sent to each program manager via email. Updated copies will be distributed bi-weekly and stored in the <b>Emergency Preparedness Notebook</b>. The <b>Safe Measures Emergency Management Map</b> will also be utilized to locate CWS/Probation children/non-minor dependents in placement by geographic area (regardless of assignment or authority). This tool can be used to locate CWS/Probation children/non-minor dependents placed by another county.</li> <li>• Call caregivers at their home, work or emergency contact phone number to find out how the family is, what their plans are and if necessary direct them to a local shelter.</li> <li>• If phones are inoperable, in or out of county, and when it is safe to travel, staff will conduct home visits to check on the welfare of children, non-minor dependents and families.</li> <li>• A list of CWS/Probation children/non-minor dependents that are located and accounted for will be kept through the duration of the disaster and until all appropriate persons are contacted.</li> <li>• A current list of all state and county ICPC contact numbers will be maintained in the <b>Emergency Preparedness Notebook</b>.</li> </ul> <p>If Disaster Relief Shelters have been established, CWS will, as communication and confidentiality allows, compare lists when searching for children, non-minor dependents and their families.</p> |

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| Essential Function:  | 2. Communication process with child care providers   |
| Process Description: | <p>All out of home caregivers are required to complete an <b>Emergency Plan</b>, which includes emergency contacts. The plan is kept on file in the Relative Approval/Licensing office. The plan is available to child welfare staff if needed to connect with emergency contacts during a disaster. The plan requests from the caregiver to list an out of county contact because it may be easier to call out of county during a disaster. Caregivers are instructed to call the established 800 number <b>(1-866-858-7750)</b> and report their status after a disaster.</p>  |
| Essential Function:  | 3. Identification of evacuation procedures – Event known in advance  |
| Process Description: | <p>The Imperial County <b>Office of Emergency Services (OES)</b> provides emergency management services for the County/Operational Area including its seven cities/towns and special districts. OES coordinates emergency operations activities among all the various local jurisdictions and develops written guidelines for emergency preparedness, response, recovery and mitigation to natural / man-made disasters, and technological disasters.</p> <p>The Office of Emergency Services establishes the Imperial County /Operational Area <b>Emergency Operations Center (EOC)</b> when directed by County emergency management authority. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This center facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations that are assigned emergency management responsibilities.</p> <p>In the event of a major disaster, the Imperial County Department of Social Services Disaster Plan will automatically go into effect. Imperial County Department of Social Services has designated an EOC Manager (comprised of two DSS Program Managers) to work alongside staff from EOC. The DSS EOC Manager, under the guidance of the EOC, will work in coordination and relay directives to CWS Program Managers, who in turn will provide evacuation directives to CWS staff.</p> <p>A copy of the Imperial County Department of Social Services Disaster Plan is located in the Emergency Preparedness Notebook.</p> |

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|                      | <p>Imperial County utilizes <b>REVERSE911</b>, which is a community notification system which is being used in hundreds of towns and cities in the United States. The system uses computer based software to deliver recorded or email messages to a geographic area. The messages can be in the form of an emergency notice, a crime prevention message, or a request for information from the community at large. The system allows County, City or local approved agencies to rapidly send telephone notifications to all residents and businesses in an affected area in the event of an emergency. When it is activated, the system will dial every “land line” phone number associated with a property in the defined area and play an event-specific message that includes instructions during an emergency.</p> <p>Emergency Evacuation procedures for facilities such as the Betty Jo McNeece Receiving Home and the Juvenile Hall shall be carried out in compliance with established evacuation procedures for those facilities.</p> <p>Under ideal circumstances there will be enough time for radio and television stations to broadcast the required evacuation information via the Emergency Alert System. Also, if sufficient time is available, copies of the evacuation notice can be locally produced and distributed. Regardless of the means, the evacuation warning should include minimum information such as:</p> <ul style="list-style-type: none"> <li>• Type of evacuation (voluntary or mandatory)</li> <li>• Best available route(s) out of the area</li> <li>• Location of evacuation center(s)/shelter(s)</li> <li>• Anticipated duration of the emergency</li> <li>• Time remaining before a situation becomes critical</li> </ul> <p>Specific evacuation requirements will vary with each situation, but should be carried out in a manner consistent with other critical functions.</p> |
| Essential Function:  | 4. Identification of evacuation procedures – Event not known in advance   |
| Process Description: | <p>The Imperial County <b>Office of Emergency Services (OES)</b> provides emergency management services for the County/Operational Area including its seven cities/towns and special districts. OES coordinates emergency operations activities among all the various local jurisdictions and develops written guidelines for emergency preparedness, response, recovery and mitigation to natural / man-made disasters, and technological disasters.</p> <p>The Office of Emergency Services establishes the Imperial County /Operational Area <b>Emergency</b></p>  |

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|                      | <p><b>Operations Center (EOC)</b> when directed by County emergency management authority. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This center facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations that are assigned emergency management responsibilities.</p> <p>In the event of a major disaster, the Imperial County Department of Social Services Disaster Plan will automatically go into effect. Imperial County Department of Social Services has designated an EOC Manager (comprised of two DSS Program Managers) to work alongside staff from EOC. The DSS EOC Manager, under the guidance of the EOC, will work in coordination and relay directives to CWS Program Managers, who in turn will provide evacuation directives to CWS staff.</p> <p>A copy of the Imperial County Department of Social Services Disaster Plan is located in the Emergency Preparedness Notebook.</p> <p>Imperial County utilizes <b>REVERSE911</b>, which is a community notification system which is being used in hundreds of towns and cities in the United States. The system uses computer based software to deliver recorded or email messages to a geographic area. The messages can be in the form of an emergency notice, a crime prevention message, or a request for information from the community at large. The system allows County, City or local approved agencies to rapidly send telephone notifications to all residents and businesses in an affected area in the event of an emergency. When it is activated, the system will dial every “land line” phone number associated with a property in the defined area and play an event-specific message that includes instructions during an emergency.</p> <p>Emergency Evacuation procedures for facilities such as the Betty Jo McNeece Receiving Home and the Juvenile Hall shall be carried out in compliance with established evacuation procedures for those facilities.</p> |
| Essential Function:  | 5. Identification of shelters   |
| Process Description: | <p>The American Red Cross (ARC) has been designated, nationwide, by FEMA as the agency to operate shelters for disaster relief. Therefore, the County will rely upon its ARC counterpart to operate shelters as needed within the County. Under the direction of the ARC, Imperial County Department of Social Services will provide personnel to assist in providing food, potable water, clothing, shelter, mass care and other basic needs as required to disaster victims.</p>  |

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|                      | <p>The Imperial County Department of Social Services is tasked with operating shelters in the event the ARC is unable to immediately operate sufficient shelters. ICDSS staff has been trained by the Red Cross in mass care shelter operations and has conducted shelter operations exercises with the Red Cross.</p> <p>Imperial County Social Services include the following departments:</p> <ul style="list-style-type: none"> <li>• Adult and Family Services</li> <li>• CalWORKs Program</li> <li>• Children and Family Services</li> <li>• Medi-Cal/Food Stamps</li> <li>• Transitional Assistance</li> <li>• Veteran’s Affairs</li> </ul>   |
| Essential Function:  | 6. Parental notification procedures  |
| Process Description: | <p><b>Program Managers</b> will assign <b>Clerical Staff</b> the responsibility of the notification of parents and guardians, of court dependent children, as soon as the <b>Program Manager</b> has received notification of the child’s contact from <b>Line Supervisor</b>. <b>Clerical Staff</b> will contact parents and guardians and apprise them of children’s condition and location. <b>Clerical Supervisor</b> shall maintain a list of all parents that are contacted. This list will be kept for the duration of the disaster and until all appropriate persons are located. The use of clerical staff for this function will allow <b>Social Workers</b> and <b>Social Worker Aide</b> staff to be used to locate and contact children and families.</p> |
| Essential Function:  | 7. Alternative processes for providing continued services  |
| Process Description: | <p>CWS has been assigned twenty-eight SBC tokens and Probation has been assigned eight SBC tokens which allow users to access CWS/CMS through non CWS/CMS computers and could be used in the event of an emergency.</p> <p>The Brawley One Stop Center (860 Main St. Brawley, CA 92227) and the Calexico One Stop Center (301 Heber Ave. Calexico, CA 92231) have internet enabled computer servers that could provide access to the CWS/CMS system with the use of SBC tokens. CalWORKs, Medi-Cal/Food Stamps and Adult Services can also be accessed at this site. Additionally, Imperial County Department of Social Services operates a Mobile Office which is readily equipped to provide</p>   |

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|                      | services to the community from different sites.  |
| Essential Function:  | 8. Staff assignment process  |
| Process Description: | <p><b>Program Managers</b> will contact <b>Line Supervisors</b> and coordinate the response to the disaster. The first priority will be to assess the physical plan and communication resources to determine if the work environment is safe and conducive to emergency operations. <b>Program Managers</b> will coordinate <b>Supervisors</b> and <b>Staff</b> in efforts to locate and contact child welfare supervised children and non-minor dependents. <b>CWS</b> and <b>Probation</b> will maintain a list of all children and non-minor dependents that are located and accounted for with information on their new locations and contact numbers if applicable.</p> <p>This list will be kept for the duration of the disaster and until all appropriate persons are located. Line supervisors will coordinate and direct staff to the appropriate staging area, assign specific duties and monitor the progress of individual worker's attempts to locate CWS/Probation supervised children/non-minor dependents and report the progress to the program managers. Line supervisors will remain in contact with staff and maintain flight plans for any staff that are in the field. The flight plans will contain the destination, address and names of children/non-minor dependents they are visiting, their planned travel route and the staff's contact phone numbers. Line supervisor will document all social worker staff's locations and shall ensure they report hourly.</p> <p>Social workers officers will be responsible for locating child welfare supervised children/non-minor dependents and reporting back their location to line supervisors. Probation officers will be responsible for locating dependents and reporting back their location to line supervisors. Mutual aid between CWS and Probation departments will be provided as needed and/or requested. Social workers/probation officers will complete flight plans containing their destination address, the name of the children/non-minor dependents they are visiting and the travel route they plan to take. Social workers/probation officers shall call their individual supervisors hourly to report progress. Clerical staff will contact parents and guardians and apprise them of children's condition and location. Clerical supervisor shall maintain a list of all parents that are contacted. This list will be kept for the duration of the disaster and until all appropriate persons are located.</p> |
| Essential Function:  | 9. Workload planning   |
| Process Description: | Line supervisors will coordinate and direct staff to the appropriate staging area, assign specific   |

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|                      | <p>duties and monitor the progress of individual worker’s attempts to locate CWS/Probation children/non-minor dependents and report the progress to the program managers. Line supervisors will remain in contact with staff and maintain flight plans for any staff that are in the field. The flight plans will contain the destination address and names of children/non-minor dependents they are visiting, their planned travel route and the social workers’ contact phone numbers.</p> <p>Line supervisors will document all social worker/probation officer staff’s locations and shall ensure they report hourly.</p> <p>Social workers will be responsible for locating child welfare supervised children/non-minor dependents and reporting back their location to line supervisors. Probation officers will be responsible for locating dependents and reporting back their location to line supervisors. Mutual aid between CWS and Probation departments will be provided as needed and/or requested. Social workers/probation officers will complete flight plans containing their destination address, the names of the children/non-minor dependents they are visiting and the travel route they plan to take. Social workers/probation officers shall call their individual supervisors hourly to report progress.</p> |
| Essential Function:  | 10. Alternative locations for operations   |
| Process Description: | <p>Imperial County Department of Social Services has identified possible alternate locations of operation.</p> <ul style="list-style-type: none"> <li>• CWS has been assigned twenty eight SBC tokens and Probation has been assigned eight SBC tokens which allow users to access CWS/CMS through non CWS/CMS computers and could be used in the event of an emergency.</li> </ul> <p>The Brawley One Stop Center (860 Main St. Brawley, CA 92227) and the Calexico One Stop Center (301 Heber Ave. Calexico, CA 92231) have internet enabled computer servers that could provide access to the CWS/CMS system with the use of SBC tokens. CalWORKs, Medi-Cal/Food Stamps and Adult Services can also be accessed at this site. Additionally, Imperial County Department of Social Services operates a Mobile Office which is readily equipped to provide services to the community from different sites.</p> <p>Copies of the <b>Emergency Preparedness Notebook</b> will be stored in the offices of the two Deputy Directors assigned to CWS. The <b>Emergency Preparedness Notebook</b> contains the <b>Emergency Preparedness List</b>. This list identifies the CWS/Probation children’s/non-minor dependents’</p>  |

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|  | <p>placement addresses, the non-minor dependents' phone number contact information, the names and phone numbers of the children's caregivers and also identifies the assigned social worker, the service component and the children's/non-minor dependents' next court date. The list will be distributed in paper copy, saved to a portable (flash) drive as well as sent to each program manager via email. Copies are updated bi-weekly.</p> <p>A Disaster Preparedness Mutual Aid MOU has been drafted and agreed upon to provide mutual assistance for Imperial, San Diego, San Bernardino, Orange, Los Angeles, Ventura, Santa Barbara and Riverside Counties.</p>   |
| Essential Function:                      | 11. Orientation and ongoing training   |
| Process Description:                     | <p>Imperial County Department of Social Services employees have attended mandatory disaster preparedness training provided by Imperial County Office of Emergency Services which detailed the role of a disaster service worker.</p> <p>Imperial County Department of Social Services Representatives have attended the Red Cross Mutual Aid Shelter Training which prepared staff to effectively and sensitively assist in emergency operations as a team while meeting the needs of people displaced by a disaster.</p> <p>Imperial County Department of Social Services staff has participated in Red Cross shelter operation exercises including Operation Golden Guardian Earthquake drill on November 13, 2008, and the Great California Shakeout drill of October 13, 2013.</p> <p>Program managers have reviewed, and have a copy available in the Disaster Preparedness Notebook of the Imperial County Area – Emergency Operations Plan (EOP).</p> |
| <b>CWS Disaster Response Criteria B:</b> | <b>Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster, and provide services in those cases:</b>   |
| Essential Function:                      | 1. Investigation process   |
| Process Description:                     | The Imperial County Department of Social Services will maintain its 24-hour hotline and continue to investigate any new referrals.   |
| Essential Function:                      | 2. Determine circumstances surrounding the child's potential entrance  |

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| Process Description:                     | The Imperial County Department of Social Services will continue to provide services in areas adversely affected by a disaster and will investigate any new child welfare cases in those areas.   |
| Essential Function:                      | 3. Implementation process for providing new services   |
| Process Description:                     | The Imperial County Department of Social Services will maintain its 24-hour hotline and continue to investigate any new referrals. In the event that the main office is damaged and inoperable, the Child Abuse Hotline could be switched to another land base line or to a mobile phone numbers and new referrals could be dispatched from that location. Emergency response supervisors will check with the local Office of Emergency Services to determine if it is safe to travel into the location. If it is determined that it is safe to travel, staff will conduct home visits to check on the families. |
| Essential Function:                      | 4. Services emphasizing reunification due to disaster  |
| Process Description:                     | The Imperial County Department of Social Services will assist in the reunification of children who have become separated from their parent(s)/caregiver(s) due to a disaster and ensure that the children are reunited with their identified parent(s)/caregiver(s) and that they return to a safe environment.  |
| <b>CWS Disaster Response Criteria C:</b> | <b>Address and provide care for unaccompanied minors:</b>  |
| Essential Function:                      | 1. Structure – CWS personnel   |
| Process Description:                     | CWS personnel are classified as Disaster Service Workers and have been trained in disaster shelter care and maintenance.   |
| Essential Function:                      | 2. Address language barriers to communicate quickly and effectively  |
| Process Description:                     | Imperial County Department of Social Services will utilize their certified bilingual staff to assist and communicate with CWS/Probation children, non-minor dependents, and families in their preferred  |

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|  | <p>language.</p> <p>Imperial County Department of Social Services will also utilize Language Line Services, an over-the-phone interpretation and document translation service available in over 170 languages, and TTY (teletypewriter), a communication device for the hearing impaired, as needed.</p>  |
| Essential Function:                      | 3. Determine likelihood of reunification and steps toward reunification   |
| Process Description:                     | The Imperial County Department of Social Services will assist in the reunification of children who have become separated from their parent(s)/caregiver(s) due to a disaster and ensure that the children are reunited with their identified parent(s)/caregiver(s) and that they return to a safe environment.   |
| Essential Description:                   | 4. Assess and make a determination within 30 days   |
| Process Description:                     | The Imperial County Department of Social Services will create a referral for all minors that are unaccompanied due to disaster and follow the referral timelines to ensure that all minors are assessed and a determination is made within 30 days.   |
| <b>CWS Disaster Response Criteria D:</b> | <b>Remain in communication with caseworkers and other essential CWS personnel who are displaced because of a disaster:</b>  |
| Essential Function:                      | 1. Communication structure – staff  |
| Process Description:                     | Social workers carry a department issued cell phone with a fully charged battery at all times when in the field. Social workers will complete flight plans containing their destination address, the name of the children/non-minor dependents they are visiting and the travel route they plan to take. Social workers shall call their individual supervisors hourly to report progress. Line supervisors will document all social worker staff's locations and check to make sure staff has checked in hourly. |
| Essential Function:                      | 2. Communication structure – CWS personnel (phone tree)   |
| Process Description:                     | Program managers will contact line supervisors who would then contact department staff, all of  |

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|                      | which are classified as Disaster Service Workers, using employee phone listing or department cell phone listing directory. The updated directory shall be located in the <b>Emergency Preparedness Notebook</b> .  |
| Essential Function:  | 3. Communication structure – contracted services   |
| Process Description: | All out of home caregivers are required to complete an <b>Emergency Plan</b> , which includes emergency contacts. The plan is kept on file in the Relative Approval/Licensing office. The plan is available to child welfare staff if needed to connect with emergency contacts during a disaster. The plan requests from the caregiver to list an out of county contact because it may be easier to call out of county during a disaster. Caregivers are instructed to call the established 800 number ( <b>1-866-858-7750</b> ) and report their status after a disaster.  |
| Essential Function:  | 4. Communication process when all normal channels are unavailable  |
| Process Description: | In the event the disaster has rendered the telephone network inoperative the County Communications Center has access to a Motorola 800 Smartnet II trunked 800 MHz Radio system with conventional 800MHz repeaters for coverage in rural areas of the county. The Office of Emergency Services will coordinate communications. Radio communications for catastrophic event response is addressed on multiple levels with the following criteria: <ul style="list-style-type: none"> <li>• Type of event</li> <li>• Impacted area</li> <li>• Who the responders are</li> <li>• Condition of in-place radio systems infrastructure</li> <li>• Support resource availability</li> </ul> |
| Essential Function:  | 5. Communication frequency   |
| Process Description: | The County Communications Center has access to all individual fire and safety frequencies and will provide access to these frequencies.  |
| Essential Function:  | 6. Communication with media  |
| Process Description: |  |

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|  | The County has a Public Information Officer (PIO) who acts as a spokesperson as directed. The PIO directs plans, organizes and coordinates a public relation and information dissemination program for the County. All Communication with the media would be coordinated with the Public Information Officer.   |
| Essential Function:                      | 7. Communication with volunteers  |
| Process Description:                     | Imperial County Children and Family Services will, as communication and confidentiality allow, compare lists when searching for children and their families. Imperial County will coordinate with the Red Cross local chapter for mutual aid and shelter operation.   |
| Essential Function:                      | 8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)  |
| Process Description:                     | Imperial County has an established Toll Free Number <b>1-866-858-7750</b> . Imperial County also has three TTY phone numbers <b>760-482-2932</b> , <b>760-482-2005</b> and <b>760-482-2934</b> available for those that are hearing impaired.   |
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| <b>CWS Disaster Response Criteria E:</b> | <b>Preserve essential program records:</b>  |
| Essential Function:                      | 1. Record preservation process  |
| Process Description:                     | Program managers will contact line supervisors and coordinate the response to the disaster. The first priority will be to assess the physical plan and communication resources to determine if the work environment is safe and conducive to emergency operations. If the primary location is not deemed safe for emergency operations and if safety conditions permit, all records will be moved to a secondary location for preservation. Duplicate copies of records such as court reports, case plans, etc., could be generated from CWS/CMS system at alternate location of operation. |
| Essential Function:                      | 2. Use of off-site back-up system   |
| Process Description:                     | <ul style="list-style-type: none"> <li>CWS has been assigned twenty-eight SBC tokens which allow users to access CWS/CMS</li> </ul>   |

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|   | <p>through non CWS/CMS computers and could be used in the event of an emergency.</p> <ul style="list-style-type: none"> <li>• Probation has been assigned eight SBC tokens which allow users to access CWS/CMS through non CWS/CMS computers and could be used in the event of an emergency.</li> <li>• Imperial County Department of Social Services operates a Mobile Office which is readily equipped to provide services to the community from different sites.</li> <li>• Provisions have been made for access to CWS/CMS in neighboring counties that were not affected by the disaster.</li> <li>• Copies of the <b>Emergency Preparedness Notebook</b> will be stored in the offices of the two Deputy Directors assigned to Children and Family Services. The <b>Emergency Preparedness Notebook</b> contains the <b>Emergency Preparedness List</b>. This list identifies the CWS/Probation children’s/non-minor dependents’ placement address, non-minor dependents’ phone number contact information, the name and phone number of the children’s caregivers and also identifies the assigned social worker, the service component and the children’s/non-minor dependents’ next court date.</li> <li>• The list will be distributed in paper copy, saved to a portable (flash) drive as well as sent to each program manager via email. Copies are updated bi-weekly.</li> </ul> |
| <p><b>CWS Disaster Response Criteria F:</b></p> | <p><b>Coordinate services and share information with other states and counties; include a description of the process utilized by the county to ensure that information regarding children placed pursuant to the ICPC occurs with both the sending state and CDSS:</b></p>  |
| <p>Essential Function:</p>                      | <p>1. ICPC reporting process must include a process that disseminates information to both the sending state and CDSS</p>  |
| <p>Process Description:</p>                     | <p>Imperial County will report back by phone or fax to the social worker/agency with primary responsibility on a child’s status by contacting both the local sending state’s child welfare office and the sending state’s ICPC consultant.</p> <p>The response time to inform an out of state agency of the child’s status will depend on the ability to phone/fax/email. Note: the Department is not able to email names of clients; however, an email</p>   |

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|                      | could be sent referencing the name of the receiving and sending state social workers.<br><br>A current list of all state and county ICPC contact numbers will be maintained in the <b>Emergency Preparedness Notebook</b> .   |
| Essential Function:  | 2. Mental health providers  |
| Process Description: | The county shelter coordinator will make arrangements with the Department of Public Health, Behavioral Health, and other agencies, to provide the necessary support personnel at shelters.  |
| Essential Function:  | 3. Courts   |
| Process Description: | The Emergency Preparedness List has the next court date for all individual cases and a listing of the CWS/Probation children's/non-minor dependents' and parents' attorney contact information. This information will allow the court process to continue in the event that data systems were not accessible. |
| Essential Function:  | 4. Federal partners   |
| Process Description: | Manage response to multi-agency and multi-jurisdictional emergencies in accordance with the Standardized Emergency Management System and the National Incident Management System.   |
| Essential Function:  | 5. CDSS   |
| Process Description: | Provide support and mutual aid as provided for in the California Emergency Services Act.  |
| Essential Function:  | 6. Tribes   |
| Process Description: | ICWA supervisor will keep tribes apprised of ongoing efforts to locate dependent children who are under the Indian Child Welfare Act.   |
| Essential Function:  | 7. Volunteers   |

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| Process Description: | If disaster relief shelters have been established, Children and Family Services will, as communication and confidentiality allows, compare lists when searching for children and their families. |