

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

County & Agency Name: Inyo County Dept. of Health and Human Services Date Completed: 09/30/2008

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*Note: Inyo County's Child Welfare Disaster Response Plan will be implemented in coordination with the County's Disaster Response Plan.*

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	<p>1) Inyo County will maintain a current list of children, both CPS and Probation, placed in court-ordered out of home placements by area where the children are placed. The list will include the name of the caregiver/group home, the caregiver/group home address and telephone number, the name and identifying information of the foster family agency if applicable, the name and contact information of the parents, name and location of the child's school if applicable, and any special needs issues, including medication or health issues. The list will be monitored on a weekly basis to ensure that accurate and current information are on file.</p> <p>2) The list of children will be maintained in a binder that includes current pictures of each child. This binder will be kept in the possession of the on-call social worker, who will be primary point of contact person should an emergency occur.</p> <p>3) In the event of an emergency, the on-call worker will locate and document the location of any</p>

	displaced foster child.
Essential Function:	2. Communication process with child care providers
Process Description:	Upon receiving notification of an emergency, either local or in an area where children are placed, the on-call worker will be directed to contact the child's care provider to ensure knowledge of the child's location and current needs are known to the agency. Should the child be at a location other than the caregiver's, communication of the minor's location will be shared with the caregiver once the minor is located.
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<ol style="list-style-type: none"> <li>1) All caregivers are to provide an emergency plan as part of their license or as part of the Relative/Non-Related Extended Family Member approval process and will sign a statement acknowledging their understanding that in the event of an emergency they will need to follow the direction of the County Disaster Authority</li> <li>2) The County Disaster Authority will provide direction to designated parties in regards to a disaster requiring evacuation and the on-call social worker will be the first point person designated to ensure that caregivers and children are on alert to evacuate and are notified of the evacuation location.</li> <li>3) In the event that contact with the caregiver/child can not be made, child welfare/County staff may be mobilized by the County Disaster Authority to physically make contact with the caregiver/child.</li> <li>4) In the event that the emergency occurs in another area, the on-call social worker will make contact with the child welfare counterpart in that area.</li> </ol>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Inyo County will follow the procedures outlined above in number 3 unless given other direction by the County Disaster Authority, based upon the specific event.
Essential Function:	5. Identification of shelters
Process Description:	Inyo County Child Welfare will work through the County Disaster Authority to maintain updated information regarding the emergency status and will ensure that the identified shelters are utilized and the information accurately provided to the caregiver/child.
Essential Function:	6. Parental notification procedures

Process Description:	Information regarding parent names, locations and contact information will be maintained in the on-call binder so that parents can be notified of the status of their child as soon as feasibly possible.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	In coordination with the local County Emergency Plan, enter into Memorandums of Understanding with other neighboring counties or states to provide both short and long term services support.
Essential Function:	8. Staff assignment process
Process Description:	Assignment of staff during a disaster will be coordinated through the command center of the County Disaster Authority. The first line staff assigned will likely be the on-call social worker.
Essential Function:	9. Workload planning
Process Description:	In coordination with the County Disaster Authority, will rotate social work staff to ensure that child welfare services are met.
Essential Function:	10. Alternative locations for operations
Process Description:	Establishment of alternative locations for operations will be coordinated with the County Disaster Authority. Existing alternative work sites include Independence and Lone Pine.
Essential Function:	11. Orientation and ongoing training
Process Description:	All County staff participate in SEMS/NIMS Emergency Disaster Training on an on-going basis. Training in regards to the child welfare disaster plan will occur annually.
<b>CWS Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:</b>
Essential Function:	1. New child welfare investigation process
Process Description:	In the event that CPS staff are unable to respond to an affected area due to limitations imposed by the County Disaster Authority, CPS will request assistance from Law Enforcement and/or CPS in a neighboring county or state to provide an assessment of the safety of a child.
Essential Function:	2. Implementation process for providing new services
Process Description:	See above.

<b>CWS Disaster Response Criteria C:</b>	<b>Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	Inyo County will maintain a current call tree of all child welfare, probation staff and other departmental staff that includes the employees' residence and contact information. Direction in regards to implementation of the call tree will occur via the County Disaster Authority.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	The child welfare personnel call tree will include all support staff in order to ensure the broadest level of support in the event of a disaster.
Essential Function:	3. Communication structure – contracted services
Process Description:	Not Applicable as Inyo County does not contract out child welfare services.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	County staff will access the County's emergency alternative resources such as radios and ham radio operators. When identified as necessary, staff will be dispatched directly in order to effect communication.
Essential Function:	5. Communication frequency
Process Description:	Frequency of communication will first be determined in coordination with the County Disaster Authority and upon assessment a determination as to frequency of follow-up will be made. Once contact is made, notification of others will occur as directed.
Essential Function:	6. Communication with media
Process Description:	This will be coordinated by the County Disaster Authority's Public Information Officer or other designee.
Essential Function:	7. Communication with volunteers
Process Description:	Will occur as outlined above in regards to communication with staff.
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)

Process Description:	The County will utilize the existing toll free number.
<b>CWS Disaster Response Criteria D:</b>	<b>Preserve essential program records:</b>
Essential Function:	1. Record preservation process
Process Description:	All hard copy files are maintained in locked file cabinets and the electronic data is maintained in CWS/CMS and the mainframe is located outside of the County.
Essential Function:	2. Use of off-site back-up system
Process Description:	Child Welfare maintains a laptop that has CWS/CMS accessibility programming.
<b>CWS Disaster Response Criteria E:</b>	<b>Coordinate services and share information with other states:</b>
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	Maintain information on ICPC placed children, both children placed in Inyo County and those dependents of Inyo County who are placed outside of the state, in the on call binder. Sending states will be notified of the status of a child who is impacted by a disaster in Inyo County.
Essential Function:	2. Mental health providers
Process Description:	Inyo County will formally request of the California Department of Social Services (CDSS) to coordinate with the Department of Mental Health to develop Memorandums of Understanding with other states.
Essential Function:	3. Courts
Process Description:	Inyo County will formally request of the California Department of Social Services (CDSS) to coordinate with the Administrative Offices of the Court to develop Memorandums of Understanding with other states.
Essential Function:	4. Federal partners
Process Description:	Inyo County will formally request of the California Department of Social Services (CDSS) to develop Memorandums of Understanding with federal partners.
Essential Function:	5. CDSS

Process Description:	Inyo County will formally request of the California Department of Social Services (CDSS) to develop Memorandums of Understanding with CDSS counterparts in other states.
Essential Function:	6. Tribes
Process Description:	Inyo County will formally request of the California Department of Social Services (CDSS) to coordinate with the Bureau of Indian Affairs to develop Memorandums of Understanding with federally recognized tribes.
Essential Function:	7. Volunteers
Process Description:	Not Applicable