

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Marin County Children & Family Services

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Name/Title: Deborah Moss, Social Services Division Director
 Person Managing/Overseeing Emergency Plan Implementation

Telephone #: 415-473-7125

E-mail Address: www.dmass@marincounty.org

ICPC Liaison: Teresa Higuera, Lead Child Welfare Worker

Telephone #: 415-473-2629

E-mail Address: www.thiguera@marincounty.org

This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of a 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 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.

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CWS Disaster Response Criteria A:	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:
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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:	Division Director, Program Managers, Probation management as well as the Social Services Director, have a list of dependent children and non-minor dependents in foster care and youth placed through probation, along with their address and contact information. This is updated monthly. Each manager keeps a copy of this information at work and at home in their <u>Disaster Response Binder</u>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>As part of their required emergency plan, all care providers will provide three locations along with contact information where they might seek refuge in an emergency. This will be updated annually. If a provider is relocating to one of the emergency locations listed, or to an alternative location, they have up to 72 hours to contact CFS or Probation.</p> <ul style="list-style-type: none"> • When the provider does make contact with Social Services, the provider must provide the name(s) of the child(ren) or young adults in care with their DOB and their current location • Anytime the provider changes locations or a child leaves their care, they must contact CFS immediately <p>Contact will be made in two ways</p> <ul style="list-style-type: none"> • All care providers will be contacted by CFS or Juvenile Probation Staff • Care providers are expected to contact their worker/supervisor where possible or the Emergency Operations Center and provide details of their location, status of the children in their care and plans
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p>Marin CFS will comply with the evacuation procedures outlined in the County Emergency Management Plan</p> <ul style="list-style-type: none"> • Division Director and Program Managers will maintain contact information on children and non-minor dependents in out of home care, their caregivers and staff in their <u>Disaster Response Binder</u> to direct evacuation as necessary • Caregivers will follow the direction of local public safety authorities in regards to evacuation • Caregivers will evacuate to one of the places listed on their emergency plan. • Caregivers will keep each child's or non-minor dependents placement folder in an easily accessible place and bring it with them upon evacuation

	<ul style="list-style-type: none"> Immediately on arrival, the caregiver will notify the agency at the toll free number of their whereabouts
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Marin CFS and Probation will comply with the evacuation procedures as outlined in Number 3, above unless given other direction by the County Office of Emergency Services (OES.)
Essential Function:	5. Identification of shelters
Process Description:	<p>The county maintains a list of designated shelter sites and will activate these sites if deemed necessary in the event of an emergency</p> <p>Care providers are advised to stay tune to local announcements. CFS staff are designated shelter and care workers in the event of a disaster. Shelters will accommodate unaccompanied children as part of shelter responsibilities, and notify CFS immediately upon identification of unaccompanied minors</p>
Essential Function:	6. Parental notification procedures
Process Description:	<p>Every effort will be made to contact birth parents; however, in the initial stages of emergency response, the focus will be on providing essential services and locating children. The details of all children in care will be provided as soon as possible. If birth parents contact CFS/Probation, they will be informed regarding the status of their children</p> <p>A toll free number will be made available as part of the Countywide emergency response efforts</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>After a disaster has been declared, the Office of Emergency Services (OES) will activate the Emergency Operations Center (EOC) in San Rafael. All county employees who are pre-designated first responders (including CFS management) will be immediately dispatched to the EOC. All services will then be coordinated from the county EOC in San Rafael.</p> <ul style="list-style-type: none"> Investigations and service delivery shall be triaged for priority Utilizing the <u>Disaster Response Binder</u> the lead Program Manager will assign investigations and service delivery to available staff as prioritized
Essential Function:	8. Staff assignment process
Process Description:	Staff are all designated disaster workers and will be assigned duties via coordinated efforts of OES. Child Welfare services will be assigned as prioritized above
Essential Function:	9. Workload planning

Process Description:	The Designated CFS lead will work with the Social Services Director and OES to plan work assignments and the continuation of services. Planning will be dependent on disaster conditions
Essential Function:	10. Alternative locations for operations
Process Description:	Alternative locations will be decided by the Office of Emergency Services
Essential Function:	11. Orientation and ongoing training
Process Description:	All foster care providers are provided with training. Staff are trained as disaster shelter workers
CWS Disaster Response Criteria B:	Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. Investigation process
Process Description:	CFS will triage and respond to most immediate/highest priority situations
Essential Function:	2. Determine circumstances surrounding the child's potential entrance.
Process Description:	CFS staff will follow existing safety assessment protocol. If a parent is not available and extensive efforts to locate them have been made, social worker will consult with Supervisor and/or Manager on duty
Essential Function:	3. Implementation process for providing new services
Process Description:	With supervisor and/or manager for guidance. Placement options will be considered based on the information on hand at the time. Whenever possible, relatives will be given placement consideration priority, yet there may be anticipated delays based on possible delay in background checks and staffing ability to conduct relative home assessments
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	CFS will triage and link families with available resources as needed
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors and unaccompanied non-minor dependents:
Essential Function:	1. Structure – child welfare personnel
Process Description:	Unaccompanied minors can be referred for CFS assessment at all shelter sites

Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	Bilingual staff are identified on the child welfare phone list. This list will be reviewed and short term assignments will be prioritized to ensure language barriers are minimized
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	CFS will triage. Assigned social workers will actively review family reunification and non-minor dependent caseloads; search for relatives, if necessary, and follow existing process to assess child's safety; establish safety plans using existing process
Essential Function:	4. Assess and make a determination within 30 days
Process Description:	Use existing process in place for investigation
CWS Disaster Response Criteria D:	Remain in communication with caseworkers and other essential CWS personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure - staff
Process Description:	Once the emergency operations plan is activated, staff will be contacted through CAHAN (California Health Alert Network). If staff cannot be reached in person, managers will leave a message and call the next person on the list. If phone services are interrupted or inoperable, managers will try cellular or pay phones if available. If no essential line of communication is available CFS will establish a runner for dissemination of information. If all attempts fail in contacting the Social Services Agency, then Agency Personnel at the County Emergency Operations Center (EOC) should be contacted. All county employees are designated "Disaster Workers" and have been trained on disaster response communication.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	See above utilizing CAHAN
Essential Function:	3. Communication structure – contracted services
Process Description:	All the contractor's will be notified through an e-mail distribution process in the event of an emergency. If internet access is not available, CFS will work with Contracts to contact essential contractors by telephone or in person as indicated.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	In the event of an emergency or disaster situation staff will be instructed to tune their radios to any of the following list of radio stations who will be broadcasting emergency information

	<p>KWMR – FM band 90.5 or 87.7 KQED – FM band – 88.5 KCBS – AM band – 740 KGO – AM band 810</p>
Essential Function:	5. Communication frequency
Process Description:	Staff will be updated at least daily and more frequently as circumstances indicate
Essential Function:	6. Communication with media
Process Description:	Media communications will be handled by the Social Services Director or designee
Essential Function:	7. Communication with volunteers
Process Description:	Communications with volunteers will be coordinated by Emergency Operations Center (EOC)
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	Establishment of a toll-free number is done through CAHAN
CWS Disaster Reponse Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	CWS/CMS records are preserved in the statewide database. These can be accessed remotely, if necessary
Essential Function:	2. Use of off-site back-up system
	Social Service Directory (located at a different location than CFS) will maintain a hard copy list of the children in care. This list will include the children who are medically-at-risk and those in need of medication regularly.
CWS Disaster Response Criteria F:	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:
Essential Function:	1. ICPC reporting process must include a process that disseminates information to both the

	sending state and CDSS
Process Description:	Program Manager or designee will lead communication with ICPC coordinators
Essential Function:	2. Mental health providers
Process Description:	Contact with local Mental Health providers will be coordinated through CFS and Probation management and Marin County Mental Health & Substance Use Services. Both agencies are under the umbrella of Marin County Health and Human Service
Essential Function:	3. Courts
Process Description:	Communication with Marin County Courts will be coordinated by CFS Program Manager/County Counsel and Court Officer. Management maintains emergency contacts numbers for all Judges
Essential Function:	4. Federal partners
Process Description:	Coordination with Federal Partners will be managed by Social Services Director or designee
Essential Function:	5. CDSS
Process Description:	Coordination with State Partners will be managed by Social Services Director or designee
Essential Function:	6. Tribes
Process Description:	Program Manager or designee will initiate coordination with local ICWA liaison for all ICWA dependents.
Essential Function:	7. Volunteers
Process Description:	Marin County Volunteer coordinator will manage volunteer communication and deployment