

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Placer County Children's System of Care

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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. Minors 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 and be operational by September 28, 2007.

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). 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 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>On-call CSO staff will utilize the CWS/CMS database to locate Placer County foster children. The list of current foster children placements will be maintained in the on-call materials kept by the After Hours Supervisor.</p> <p>A copy of the CWS/CMS printout of the placements of Placer County foster children will be provided monthly to:</p> <ul style="list-style-type: none"> <li>• CPS Supervisors</li> </ul>

	<ul style="list-style-type: none"> <li>• Assistant Director</li> <li>• On-Call Program Manager</li> </ul>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>The on-call CSP staff will contact each potentially affected child and foster family to determine if the foster child and foster family are safe. The foster child may need to be moved to another foster home and, in some cases, be placed out-of-county temporarily until the county is deemed safe for the minors to return.</p> <ul style="list-style-type: none"> <li>• Attempt a phone call to the placement homes in the identified disaster area <ul style="list-style-type: none"> <li>○ If unable to reach the foster family or group home administrator, contact the emergency contact person listed in the placement log or the emergency contact person in the minor's case file.</li> <li>○ In unable to locate the Foster Family Agency (FFA) foster family or the FFA Social Worker, contact the person listed in the placement log or the emergency contact person in the minor's case file.</li> <li>○ If unable to reach either the County Foster family or the FFA family or Social Worker, contact your supervisor who will determine if law enforcement needs to assist with locating the minor(s) and families.</li> </ul> </li> </ul> <p>The After Hours Supervisor or the Program Manager on call will make the decision if CSP should make a home visit or send law enforcement to make contact and complete a welfare check.</p> <p>The CSP will also utilize the on-call judge and attorney lists to inform them of which children are directly affected by the disaster and provide information regarding any temporary placements.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	Evacuation process for CSOC offices, facilities and programs, including staff and consumer populations, will be followed according to policy.
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Evacuation process for CSOC offices, facilities and programs, including staff and consumer populations, will be followed according to policy.

Essential Function:	5. Identification of shelters
Process Description:	<p>Red Cross will determine location of emergency shelters as necessary.</p> <p>If a client needs emergency housing in a motel room, on-call staff will discuss the situation with the After Hours Supervisor who will make the decision about using emergency shelter care.</p>
Essential Function:	6. Parental notification procedures
Process Description:	<p>The Program Manager or their designee will maintain communication with other essential child welfare personnel, as well as the biological parents of any children who are affected or displaced because of the disaster. At the first opportunity, the County's Public Information Officer will be contacted to alert media partners per OES guidelines.</p> <p>Once clear information is available as to the status of the affected minors, the assigned case manager or supervisor will contact the biological parents to inform them of the current status of their child including any temporary relocation, without disclosing any confidential information.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	Improvise as needed.
Essential Function:	8. Staff assignment process
Process Description:	<p>Supervisors and managers who are routinely scheduled on the after hours calendar will respond as the Disaster Response Team unless otherwise displaced as a result of the disaster or advised by HHS management. In the event the staff person has been displaced, the on-call team member with first awareness will notify the CSOC Director or Assistant Director via cell phone or quick connection. The Program Manager on call will function as the team leader under response conditions. Further staff deployments will be determined by the CSOC Director or Assistant Director, unless they are unable to do so, at which time the Program Manager on call will determine staff deployments.</p>
Essential Function:	9. Workload planning
Process Description:	Regular business practices will remain in effect during a disaster unless relief is given the State.
Essential Function:	10. Alternative locations for operations

Process Description:	If County buildings are inaccessible, directions from the County Executive Officer will be followed.
Essential Function:	11. Orientation and ongoing training
Process Description:	
<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:	If an “Immediate Response” referral is received during a disaster, the CSP will consult with their supervisors regarding the method of response and will follow the protocols for usual response to CPS referrals unless directed otherwise. Depending on the nature and scope of the disaster, it may be necessary to seek accompaniment of law enforcement to assure safety of all parties during the investigation.
Essential Function:	2. Implementation process for providing new services
Process Description:	Usual notification and coordination with Eligibility will be necessary to assure access to other emergency needs such as food, transportation, etc. Information on emergency shelter care is contained in the Placer County resource pamphlet in the after hours materials. If on-call staff become aware of homeless children and families or individuals that are in need of assistance due to the disaster, the CSP staff will discuss options for assistance to those individuals with the After Hours Supervisor.  Families will be assessed for immediate services and, in case of displaced foster children, may be temporarily relocated to another foster placement to assure continuity of care and the safety of the child.
<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:	In the event of a disaster, Children’s System of Care staff are responsible for reporting to their usual

	work location. If it is not possible to report to their usual work location, they are to report to the County facility closest to their current location, contact their Supervisor or Program Manager and await further assignment.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	See #1 above. In the event of a disaster, the CSOC Director and Assistant Director will contact the Program Managers who will, in turn contact the Supervisors. Supervisors will maintain contact with line staff and report back to the Program Managers. In the event that the Director and Assistant Director are not available, the Program Manager on-call at the time of the emergency, as leader of the CSOC Disaster Response Team will assume responsibility for contacting staff.
Essential Function:	3. Communication structure – contracted services
Process Description:	If the contractor is a placement facility or if the contractor has a child with them at the time of the disaster, they are responsible for the safety of the child in their care until such time as they are relieved of that responsibility by the on-call CSP or After Hours Supervisor.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	Staff are responsible for reporting to identified locations and contacting their Supervisor for further instructions.
Essential Function:	5. Communication frequency
Process Description:	Focus is on initial contact with staff to determine need and availability. Further communication will be initiated as necessary.
Essential Function:	6. Communication with media
Process Description:	At the first opportunity, the County's Public Information Officer will be contacted to alert media partners per OES guidelines.
Essential Function:	7. Communication with volunteers
Process Description:	N/A

Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	<p>Placer County Office of Emergency Services  <b>Address</b>  2968 Richardson Drive Auburn CA 95603</p> <p><b>Phone</b> To report an emergency, dial 9-1-1  Office Phone:  530-886-5300,  1-800-488-4308, ext. 5300 (toll-free within Placer County)</p> <p><a href="http://www.placer.ca.gov/Departments/CEO/Emergency.aspx">http://www.placer.ca.gov/Departments/CEO/Emergency.aspx</a></p>
<b>CWS Disaster Response Criteria D:</b>	<b>Preserve essential program records:</b>
Essential Function:	1. Record preservation process
Process Description:	In the event of an evacuation at any CSOC clinic site, staff will adhere to existing policy on safeguarding and monitoring of all private health information.
<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:	The on-call CSP staff will contact the appropriate case plan participants for any child that is placed out-of-county in either an ICPC or court-ordered placement in addition to the child's siblings and parents.