

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Placer County Children’s System of Care & Probation

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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 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.

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

<b>CWS Disaster Response Criteria A:</b>	<b>Identify, locate, and continue availability of services for children and non-minor dependents under state care or supervision who are displaced or adversely affected by a disaster, including children from other states:</b>
Essential Function:	1. Identification and location process of children who may be displaced, including children from other states

<p>Process Description:</p>	<p>The Program Manager on Duty 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. 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> <li>• Assistant Director</li> <li>• On-Call Program Manager</li> </ul> <p>In the event that a printout of placements is not available, SafeMeasures can be used to locate children placed within the identified disaster area.</p> <p>If notification of the disaster is received after hours, or in the event that County offices are closed, this function shall be completed by the on call CSOC staff.</p> <p>The Children’s Systems of Care Manager or designee will utilize Caseload Explorer database to identify any Placer County foster youth placed through Probation. All Senior Officers, Supervising Officers and Management have access to current placement lists through Caseload Explorer.</p>
<p>Essential Function:</p>	<p>2. Communication process with child care providers</p>
<p>Process Description:</p>	<p>The CSOC/Probation Program Manager on Duty will assign staff to contact each potentially affected child, foster family, or placement 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 in the designated disaster area needs to assist with locating the minor(s) and families.</li> <li>○ The Program Manager on Duty will make the decision if CSP should make a home</li> </ul> </li> </ul>

	<p>visit or send law enforcement to make contact and complete a welfare check.</p> <p>In the event that County offices are closed, this function will be completed by on call CSP staff. Determination to make a home visit or send law enforcement to complete a welfare check will be made by the After Hours Supervisor or Program Manager on Call.</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:	<p>Evacuation process for CSOC offices, facilities and programs, including staff and consumer populations, will be followed according to policy.</p> <p>The Program Manager or their designee shall make all necessary arrangements to evacuate foster youth from the identified disaster areas as circumstances dictate.</p>
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:	The CSOC/Probation 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

	<p>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. Service priorities will be based upon medical needs, mental health needs or other special needs of affected children.
Essential Function:	8. Staff assignment process
Process Description:	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 CSOC/Probation 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 for CSOC staff and the Chief Probation Officer for Probation staff, unless they are unable to do so, at which time the CSOC/Probation Program Manager on call will determine staff deployments.
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:	All Children’s System of Care staff will receive a copy of the Placer County Child Welfare Services Disaster Response Plan and a link to the plan will be maintained on the CSOC

<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. 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. Determine circumstances surrounding the child’s potential entrance
Process Description:	CWS will respond to all immediate referrals received via the CWS Hotline or any other means. Other referrals will be responded to within 10 days. All efforts will be made to continue current investigations and meet statutory investigative timelines. Mandates remain in place unless relief is given by the State.
Essential Function:	3. Implementation process for providing new services
Process Description:	<p>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.</p> <p>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.</p>
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	CWS will assist in locating parents/relatives, provide assistance as needed with mitigating any safety concerns upon location and reunify children whenever it is safe and appropriate to do so.

<b>CWS Disaster Response Criteria C:</b>	<b>Address and provide care for unaccompanied minors and unaccompanied non-minor dependents:</b>
Essential Function:	1. Structure – child welfare personnel
Process Description:	Children’s System of Care (CSOC) personnel who have the appropriate training and background clearances may be re-assigned to provide temporary care and supervision of unaccompanied minors. Additionally, trained staff may be assigned as necessary, to investigate circumstances of the unaccompanied minor, including efforts to locate the responsible adult for the minor.
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	When possible, the CSOC will first attempt to utilize bi-lingual social work staff to provide care for unaccompanied minors whose primary language is other than English. If unable to meet this need with department staff, CSOC will utilize certified interpreters, staff from other government (i.e. law enforcement) or community agencies who can provide translation services or the Language Line.
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	<p>Intakes of unaccompanied minors will be sent to Family and Children’s Service (FACS) for investigation of the circumstances that caused them to come to the attention of CSOC and family finding efforts will begin immediately. In addition to CSOC internal tools, the websites safe&amp;well.com, available through the Red Cross and the National Family &amp; Child Locator from FEMA can also be used to search for family members. If the parents or responsible adults can be identified, the children will be returned to their care. The parents or responsible adults must show a form of government issued Identification before the children can be returned to them. The children, when of an appropriate age, must also agree to be returned to the presenting parents or responsible adults. All information gathered by CSOC staff regarding an unaccompanied minor will be handled in accordance with CSOC Policy and Procedure and State Law regarding confidentiality.</p> <p>If the parent or responsible adult is not located within 24 hours, then the child will be placed into protective custody pursuant to WIC §306 and a petition will be filed with the juvenile court pursuant to WIC §332. Pursuant to WIC §313 and §315, a petition shall be filed with the Juvenile Dependency Court within 48 business hours from the time the child was put into protective custody and a detention hearing shall be held the next judicial day. Family finding efforts as detailed above will continue.</p>

	<p>If relatives or Non-Relative Extended Family Members (NREFM) are found that can care for the child during this time period, and they meet the standards set forth in WIC 309 (d) then the recommendation to the Court will be to release the child to the relative or NERFM and to authorize referrals for services including a referral to a mental health provider, family coaching, parenting, mentoring, and intensive in-home family education, as needed.</p> <p>If a child is from out-of-state or out-of-county, the appropriate authorities in that child’s jurisdiction will be contacted and the return of the child to his/her county or state of residence will be arranged.</p>
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	<p>If the parents or relatives have not been found by the time of the Jurisdictional/Dispositional Hearings, the Social Worker will recommend that the Court order Family Reunification Services. All efforts to locate the minor’s parent or responsible adult as well as to search for family members will continue. Any relative that is found will be contacted and all efforts will be made to place the child with this family member. Throughout the life of the case, the Social Worker will continue to search for the parent or responsible adult. If the parent or responsible adult is found, the Social Worker will determine the ability of that parent or responsible adult to be reunited with his or her child. The Social Worker should recommend return of the child to his or her parent or responsible adult if the Social Worker assesses that such a return would not create a substantial risk or detriment to the safety, protection, or physical or emotional wellbeing of the child. If the Social Worker assesses that no further judicial involvement is necessary, he or she will recommend dismissal of the case. The family may be offered after-care services.</p> <p>If the parent or responsible adult is determined to be deceased, the Social Worker will ask the Court to terminate reunification services, and set a selection and implementation hearing. At this hearing, the Social Worker will recommend a permanent plan of adoption or legal guardianship by a relative or NREFM. However, if all efforts for a permanent plan have been exhausted with relatives and NREFMs, the Social Worker will then recommend a permanent plan of adoption through CSOC adoptions matching process.</p>

<b>CWS Disaster Response Criteria D:</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. The Placer County Juvenile Detention Facility will be notified and be responsible for contacting Probation Staff. If a Disaster occurs after hours the Placer County Juvenile Detention Facility (JDF) shall be notified and the JDF Supervisor shall make the following notifications immediately; Probation Manager, Children’s Systems of Care, Juvenile Hall Superintendent, Assistant Chief Probation Officer, or Chief Probation Officer.
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. After Placer County’s Public Information Officer has been contacted. The Juvenile Detention Facility Supervisor shall make the following notifications immediately; Probation Manager, Children’s Systems of Care, Juvenile Hall Superintendent, Assistant Chief Probation Officer, or Chief Probation Officer.
Essential Function:	7. Communication with volunteers
Process Description:	In the event of a disaster, all persons, organizations or agencies volunteering or offering assistance will be referred to the Placer County Office of Emergency Services for direction and assignment.
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	<p>Placer County Office of Emergency Services 2968 Richardson Drive Auburn CA 95603</p> <p>To report an emergency, dial 9-1-1 Office Phone: 530-886-5300, 1-800-488-4308, ext. 5300 (toll-free within Placer County) Emergency public information - staffed only during an emergency 530-886-5310 - Roseville to Donner Summit 530-584-1590 - North Lake Tahoe <b>Fax</b> 530-886-5343 <a href="http://www.placer.ca.gov/Departments/CEO/Emergency.aspx">http://www.placer.ca.gov/Departments/CEO/Emergency.aspx</a></p> <p>Placer County Juvenile Detention Facility after hours contact for placement emergencies 24 hour Central Control – 530/886-4875</p>
<b>CWS Disaster Response Criteria E:</b>	<b>Preserve essential program records:</b>
<b>Essential Function:</b>	1. Record preservation process

<b>Process Description:</b>	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>Essential Function:</b>	2. Use of off-site back-up system
<b>Process Description:</b>	In the event of an evacuation of the CSOC Enterprise location, emergency operations will be transferred to the CSOC Sunset offices. In the event of an evacuation of the CSOC Sunset location, emergency operations will be transferred to the CSOC Enterprise location.
<b>CWS Disaster Response Criteria F:</b>	<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 Interstate Compact on the Placement of Children (ICPC) occurs with both the sending state and CDSS:</b>
<b>Essential Function:</b>	1. Interstate Compact on the Placement of Children reporting process must include a process that disseminates information to both the sending state and CDSS
<b>Process Description:</b>	The on call CSP staff will contact the social worker of record on behalf of dependents from other jurisdictions placed in Placer County in the event of a disaster. For ICPC placements the on-call CSP staff will notify the appropriate out of state agency ICPC liaison as well as the CDSS ICPC liaison. For children placed pursuant to the ICPC in Placer County, the on-call CSP staff will contact the appropriate sending agency's ICPC liaison.
<b>Essential Function:</b>	2. Mental health providers
<b>Process Description:</b>	CSOC will implement the Placer Mental Health Disaster Plan as directed by the Local Mental Health Director.
<b>Essential Function:</b>	3. Courts
<b>Process Description:</b>	The Program Manager on Duty will coordinate disaster response efforts with the courts and will work collaboratively with the courts to achieve positive outcomes for children who are displaced by the disaster.
<b>Essential Function:</b>	4. Federal partners

Process Description:	All necessary services and information sharing during a disaster will be coordinated by the Program Manager on Duty. Designated staff will be assigned to communicate the Children’s System of Care’s needs for services and all required information will be submitted upon request or as required on an on-going basis.
Essential Function:	5. CDSS
Process Description:	All necessary services and information sharing during a disaster will be coordinated by the Program Manager on Duty. Designated staff will be assigned to communicate the Children’s System of Care’s needs for services and all required information will be submitted upon request or as required on an on-going basis.
Essential Function:	6. Tribes
Process Description:	<p>An American Indian tribe shall have jurisdiction exclusive as to any state over any child custody proceeding involving an Indian child who resides or is domiciled within the reservation of such tribe, except where such jurisdiction is otherwise vested in the state by existing Federal law. Where an American Indian child is a ward of a tribal court, the tribe shall retain exclusive jurisdiction, notwithstanding the residence or domicile of the child.</p> <p>In the event of a disaster, designated staff will be assigned to communicate with the appropriate tribal authorities to ensure the safety of children who are wards of a tribal court who may be impacted by the emergency.</p> <p>Should an ICWA eligible child need to be placed with a new caregiver, not previously approved by the tribe, the Bureau of Indian Affairs will be notified at (916) 978-6000.</p>
Essential Function:	7. Volunteers
Process Description:	<p>In the event of a disaster, all persons, organizations or agencies volunteering or offering assistance will be referred to the Placer County Office of Emergency Services for direction and assignment. Contact information is:</p> <p><b>Department</b> Placer County Office of Emergency Services  <b>Address</b> 2968 Richardson Drive  Auburn CA 95603</p>

**Phone** To report an emergency, dial 9-1-1

Office Phone:

530-886-5300,

1-800-488-4308, ext. 5300 (toll-free within Placer County),

Emergency public information - staffed only during an emergency

530-886-5310 - Roseville to Donner Summit

530-584-1590 - North Lake Tahoe

**Fax** 530-886-5343