

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

**San Joaquin County Human Services Agency  
Children's Services**

**11/18/08**

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This template is intended to be used as a guide to help San Joaquin County 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.

### CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

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:	In the event of a disaster or emergency, San Joaquin County Children's Services will assign a Disaster Response Team (DRT). The DRT members will consist of the Deputy Director, Division Chiefs, Special Projects Coordinator, Staff Analyst, Child Welfare Training CWS/CMS Supervisor, and others as assigned. Members of the DRT will identify the area of disaster by zip code and match to a child's placement home zip code. DRT members will notify Social Workers of children in their caseload who may be impacted by the disaster. DRT members may be called upon, if the Social Worker is unable, to call caregivers at home or work to find the status of the foster child and what the plans are for the disaster at hand. DRT members will identify staff members with multiple skills/languages who could assist with

different jobs within Children's Services and other social services agencies as necessary. DRT members, Social Workers, and other agency staff will work with one another to expedite and ensure children are safe and accounted for. If necessary, DRT members will contact retired Social Workers for assistance in locating children in the event of a disaster.

To ensure organized search efforts, DRT members will assign liaisons for the following services:

- General Information
- Resource Families
- Staff
- ICPC/Out of state partners
- ICWA
- CDSS
- Missing Children
- Located children
- Parents
- Media
- Court
- Service Providers
- Others, as deemed necessary by the disaster at hand and the resources available

If telephones are not operable and if it is safe to travel, staff will conduct home visits to check on the families, starting with homes that include medically fragile children.

Once a child is located, the child's name will appear on a list which will be kept for the duration of the disaster and will keep the Social Worker and DRT informed that the child has been located and accounted for. This will alleviate the Social Worker or DRT from doing duplicate work and enable them to focus on children not yet accounted for.

When disaster relief shelters have been established, San Joaquin County Children's Services will compare lists with those shelters when searching for children and families.

When a child is located, specific information will be documented such as safety of the family, where they

	<p>are staying, how long they plan to be there, etc.</p> <p>Social Workers and DRT members will continue trying to locate children until they are found and accounted for. This will include coordinating efforts with the San Joaquin County Office of Emergency Services (OES), Law Enforcement and Red Cross.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>2. Communication process with child care providers:</p> <p>San Joaquin County Children’s Services will follow the criteria listed in #1 (above), will continue to assess the current situation, potential danger and needs of the children in County care. Social Workers and DRT members will work with resource families by telephone, and, if possible, in person as needed. If needed, a resource families liaison will be assigned.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>3. Identification of evacuation procedures – Event known in advance:</p> <p>San Joaquin County Children’s Services will adhere to the OES evacuation plan as it relates to the disaster for our facility and our community. DRT members will assign workers to contact families in affected zip codes to gather and document information as to the families’ contingency plans they have made.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>4. Identification of evacuation procedures – Event not known in advance:</p> <p>Depending on the nature of the disaster, San Joaquin County Children’s Services will evacuate in accordance with Human Services Agency and OES procedures. Children’s Services will work with emergency response agencies to establish data sharing in order to identify displaced children in our care.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>5. Identification of Shelters:</p> <p>Shelters will be utilized that are approved by OES and the Red Cross. San Joaquin County Children’s Services may also utilize Mary Graham Children’s Shelter. The shelter is licensed to house 54 children, but can be expanded, based on need, to accommodate twice that amount. The shelter also has medical and cooking facilities on site.</p>
<p>Essential Function:</p>	<p>6. Parental notification procedures:</p>

<p>Process Description:</p>	<p>Managers and supervisors have access to a computer program called Safe Measures. Safe Measures can provide lists of all children in out of home care. Supervisors are strongly encouraged to print a list of their own unit's cases each week in case of power outage during a disaster. Each month, the Staff Analyst provides a list of all children in out of home care to each division chief. The Staff Analyst will keep a master copy of the list. This will ensure the names of all children in care can be accessed during an emergency.</p> <p>With this list, the Social Worker or DRT member can locate the child's parent using the most up to date information available from the CWS/CMS system. Parents will be notified by telephone, face-to-face contact, or mail as a last option, if necessary.</p> <p>Foster children may want information on the safety and well being of birth parents and other family members who may have been affected by the disaster and vice-versa. Alleviating fears of children and parents will make safety an easier task to accomplish. Child support agencies may be able to help locate missing parents after a disaster by accessing recent employment data. Other agencies, such as Cal-Works, mental health, MEDS, and Social Security may be able to help locate missing family members. Collaborating with outside agencies will be a great support in times of a disaster.</p> <p>Parents who contact Children's Services seeking information on children in care should be given special attention and referred to a DRT member or team Captain depending on if the child has been located, is missing, is injured or deceased due to the disaster.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>7. Alternative processes for providing continued services:</p> <p>Depending on the extent and outcome of the disaster, San Joaquin County Children's Services will continue to respond to immediate need referrals through Intake and Assessment attending to children in the order of emergency at hand. Ongoing non-emergency services may be postponed as needed until business as usual could be achieved. DRT members will assess the needs as they arise during an active disaster.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>7B. Staff Assignment Process:</p> <p>In the event of a disaster or emergency, San Joaquin County Children's Services will assign a Disaster Response Team (DRT). The DRT, consisting of the Deputy Director, Division Chiefs, Special Projects</p>

	<p>Coordinator and Staff Analyst and Child Welfare Training CWS/CMS Supervisor, will assign duties to staff according to need and location of staff. According to the nature and scope of the disaster, staff may be deployed to confirm the safety and location of children and families and provide services as necessary. DRT members will have access to the home and cellular phone numbers of staff in case of inability to go to the H.S.A. building.</p> <p>DRT members will assign liaisons for specific subjects. If several employees are needed for a task, a team captain will be assigned and the team given a title. Employees assigned to each team will be required to get his/her tasks from the assigned team captain.</p> <p>DRT members will rotate staff members through the most demanding disaster related positions to ensure the health and safety of employees.</p>
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<p>Essential Function:</p> <p>Process Description:</p>	<p>8. Workload planning:</p> <p>The DRT, in conjunction with supervisors available, will determine cumulative action to be taken and assigned and deploy available staff to that part of the disaster until resolution occurs. If DRT members or Social Workers cannot access children at risk, cross reports will be made to OES, Red Cross, Law Enforcement or other agencies as needed.</p>
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<p>Essential Function:</p> <p>Process Description:</p>	<p>9. Alternative locations for operations:</p> <p>In the event that San Joaquin County Human Services Agency is unable to remain in operation, Children’s Services will work with OES to move to a safe, viable location, which may include Mary Graham Children’s Shelter.</p>
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<p>Essential Function:</p> <p>Process Description:</p>	<p>10. Orientation and ongoing training:</p> <p>All staff will be trained in the Disaster Response Plan annually; subsequent new employees will be trained during agency orientation. Each employee will be encouraged to develop a personal disaster plan, including where they would go in the event of a disaster and contact information at these locations. Employees should keep an emergency supply kit in the office.</p>
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CWS Disaster Response Criteria B:	Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. New child welfare investigation process:
Process Description:	In operating out of our Emergency Response program, cases will be evaluated for risk and safety issues 24/7/365. Other Social Worker staff will be assigned to these cases depending on the volume of referrals reported to handle highest priority cases. If assigned staff cannot physically reach a child in need, cross reports will be made to Law Enforcement, OES, Red Cross or other agencies, as needed.
Essential Function:	2. Implementation process for providing new services:
Process Description:	DRT members will evaluate each case assigned to staff to provide emergency services for abuse and neglect and also cases resulting from the disaster for children in need.
CWS Disaster Response Criteria C:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff:
Process Description:	<p>It will be the responsibility of DRT members to assign staff to determine safety and whereabouts of employees, including interns. Staff currently receives hard copies of telephone numbers for Children’s services staff which includes the staff member’s cellular telephone numbers and their home telephone numbers. Managers must keep in mind that workers may be victims of the disaster themselves. This may limit their ability for child welfare tasks. Managers may consider using eligibility staff or experienced foster parents to help with disaster work. Managers may want to rotate staff members and volunteers through the most demanding disaster-related positions.</p> <p>Management will want to document the work and hours of their staff members in relation to the disaster as they may be eligible for federal reimbursement.</p> <p>Workers should check in with the agency as soon as possible after a disaster. By contacting the agency first, it will alleviate contact time by management trying to locate staff and ensuring the safety of workers. A staff liaison will be assigned to manage this portion of the disaster plan.</p>

Essential Function:	2. Communication structure – child welfare personnel (phone tree):
Process Description:	There would be at least one member from each division assigned to be a team captain. The captain’s desk will be the meeting and informational focal point for each division’s DRT members. The captains will gather and dispatch information to management, staff and outlying agencies and monitor safety in affected areas. Management will be responsible for communication between the agency and DSS, Cal OSHA, OES and the media.
Essential Function:	3. Communication structure – contracted services:
Process Description:	DRT members will assign workers to contact Mental Health, Public Health, and contracted non-profit agency employees to account for those who are housed in our building. They will be expected to follow the Disaster Response Plan of all Children’s Services staff.
Essential Function:	4. Communications process when all normal channels are unavailable:
Process Description:	San Joaquin County Children’s Services will work with OES to use non-traditional forms of communication such as emergency broadcasts, radio, media and walkie-talkies and in-house intercom system. The Information System’s Help Desk will update the H.S.A. website to include information and instruction during a disaster. The media may be the only avenue of communication with staff if internal communication systems are impacted. The media could provide critical information for families, youth and staff.
Essential Function:	5. Communication frequency:
Process Description:	DRT members will instruct staff to keep in contact with supervisors or assigned captains or staff liaison at least daily or more frequently as needed.
Essential Function:	6. Communications with media:
Process Description:	In conjunction with OES, all efforts will be made to respond media questions and may request help from the media in the event of a disaster. The Deputy Director will serve as the media liaison.

Essential Function:	7. Communication with volunteers:
Process Description:	With the exception to volunteers with Mary Graham Children’s Shelter, Children’s Services doesn’t have volunteers. Volunteers will be handled in the same way as Children’s Services employees (explained in C-2)

Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	San Joaquin County Children’s Services will follow the OES procedure for providing a 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 records are secured as hard copies at the Human Services Agency or in our Beacon Storage facility and all records are stored in the CWS/CMS system and backed up in Sacramento, California.

Essential Function:	2. Use of off-site back-up system:
Process Description:	Sacramento, California has access to all records in California of cases entered into the CWS/CMS system. If need be, Mary Graham Children’s Shelter may be used as an off-site alternative location. Mary Graham Children’s Shelter also has access to the CWS/CMS system and Safe Measures.

<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:	When a disaster is local, San Joaquin County Children’s Services will contact the sending state’s assigned Child Welfare Social Worker to inform them of the disaster or emergency and communicate our plans to keep the child safe. In the event the sending state’s assigned Social Worker or agency cannot be reached, San Joaquin County Children’s Services ICPC liaison will contact the sending state’s ICPC administrator or designee. The response time to inform the sending state of the child’s status will depend on the ability to telephone, send a fax, or e-mail the sending state.  When a disaster occurs in a receiving state that houses a child from Sam Joaquin County, the San Joaquin

	<p>County case carrying Social Worker will contact the receiving state agency by telephone, fax or e-mail. If the receiving state's lines are down, the San Joaquin County Children's Services ICPC liaison will contact the receiving state's ICPC administrator or designee. The San Joaquin County case carrying Social Worker will also contact the Red Cross and any emergency shelters set up in the receiving state. The San Joaquin County case carrying Social Worker will document contact efforts made, the emergency plan in effect, and any other information received from the receiving state in the contact section of CWS/CMS.</p> <p>Special ICPC waivers may go into effect during a crisis. If this happens, Children's Services ICPC liaison will contact staff who are working directly with out of state children to inform them of the waiver.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>2. Mental health providers:</p> <p>If Mental Health providers from other counties/states are offering their services, after assessment of need, a liaison assigned from the Critical Incident debriefing and supportive counseling services will coordinate their assigned duties in conjunction with OES. For San Joaquin children place out of state, case carrying Social Workers will contact local Mental Health Services if out of state dependents show or express a need for services.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>3. Courts:</p> <p>The Juvenile Court will be advised of the status of children under its jurisdiction if they are affected by a disaster. The assigned court liaison will handle these responsibilities. Children's Services will ensure that social workers and attorneys are available for court cases that require legal processes as time allows following a disaster. Local Court Appointed Special Advocates (CASAs) may be willing to assist as necessary, in the event of a disaster.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>4. Federal partners:</p> <p>Federal partners will be evaluated in collaboration with OES and CDSS as necessary.</p>
<p>Essential Function:</p> <p>Process Description:</p>	<p>5. CDSS:</p> <p>As necessary, the assigned CDSS liaison will contact and keep in touch with CDSS.</p>

Essential Function:	6. Tribes:
Process Description:	When a child is an ICWA member, a liaison will be assigned to notify and keep in touch with tribes of the child in that jurisdiction.

Essential Function:	7. Volunteers:
Process Description:	If volunteers from other counties/states are offering their services, after assessment of need, a liaison for volunteers will coordinate their assigned duties in conjunction with OES.

## PROBATION DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: **San Joaquin County Probation**

Date Completed: September 14, 2007

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## PROBATION DISASTER RESPONSE PLAN TEMPLATE

<b>Probation Disaster Response Criteria A:</b>	<b>Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:</b>
Essential Function:	1. Identification and location process of children who may be displaced

<p>Process Description:</p>	<p>In the event of an emergency or disaster, San Joaquin County Probation Department will assign a Disaster Response Team (DRT). The DRT will consist of a Deputy Chief, Assistant Deputy Chief, Probation Unit Supervisor, and others as assigned. The team members will identify the location of the emergency or disaster and determine which care providers of our youth are affected. The DRT members will refer to the specific care providers' emergency disaster plan which is on file in the Placement Probation Unit Supervisor's office. Also, to determine which youth are in the affected location, a query of the Probation Department's Case Management System, i.e. the Juvenile Justice Information Systems (JJIS) will be performed. The plan will be distributed to those persons specifically affected in the delineated leadership structure.</p> <p>DRT members and Probation placement officers will work with one another to expedite and ensure the youth are accounted for and safe. Attempts will be made to make direct contact with each client and care provider to assess safety and need for emergency assistance.</p> <p>Once care providers and youth are located and contacted, documentation of the specific location changes (if any) of the youth and care providers. Changes will be documented in JJIS; a hard copy will also be maintained.</p>
<p>Essential Function:</p>	<p>2. Communication process with child care providers</p>
<p>Process Description:</p>	<p>San Joaquin County Probation Department will follow the criteria listed in #1 (above), and will continue to assess the current stability of the youth in placement, potential danger and needs of the youth in County care. DRT members and Probation Officers will work with child care providers by telephone, and if possible, in person.</p>
<p>Essential Function:</p>	<p>3. Identification of evacuation procedures – Event known in advance</p>
<p>Process Description:</p>	<p>San Joaquin County Probation Department will adhere to the Office of Emergency Services (OES) evacuation plan as it relates to the disaster to our facility and community.</p> <p>In the event that a care home provider needs to evacuate their home, they are expected to follow their evacuation plan is in accordance with the OES Procedures and on file with Community Care Licensing. A copy of the plan is also located in the Placement Probation Unit Supervisor's office and will be accessed as needed.</p>

Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<p>San Joaquin County Probation Department will adhere to the Office of Emergency Services (OES) evacuation plan as it relates to the disaster to our facility and community.</p> <p>In the event that a care home provider needs to evacuate their home, they are expected to follow their evacuation plan is in accordance with the OES Procedures and on file with Community Care Licensing. A copy of the plan is also located in the Placement Probation Unit Supervisor’s office and will be accessed as needed.</p>
Essential Function:	5. Identification of shelters
Process Description:	Shelters will be utilized that are approved by the OES and the Red Cross. Additionally, the San Joaquin County Juvenile Hall may also be utilized, based upon available staffing and bed space to provide a safe and secure environment.
Essential Function:	6. Parental notification procedures
Process Description:	<p>The Placement Probation Unit Supervisor as well as placement probation officers have access to the Juvenile Justice Information Systems (JJIS). This will provide a list of all minor’s in out of home care. The placement supervisor prints hard copies of this list weekly in case of a power outage during a disaster.</p> <p>With this list staff can locate the youth’s families using the most up to date information available from the JJIS system.</p> <p>Parents who contact the San Joaquin County Probation Department seeking information on youths in care should be given special attention and referred to a DRT member depending on if the youth has been located, is missing, is injured or deceased due to the disaster.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	Depending on the extent and outcome of the disaster, San Joaquin County Probation Department

	will continue to respond to the immediate needs of the youth's in out-of-home care in the order of emergency at hand. Ongoing non-emergency services maybe postponed as needed until business as usual can be achieved. DRT members will assess the needs as they arise during an active disaster.
Essential Function:	8. Staff assignment process
Process Description:	In the event of a disaster or emergency, San Joaquin County Probation Department will assign a Disaster Response Team (DRT). The DRT, consisting of an Assistant Chief, Deputy Chief, Assistant Deputy Chief, and Probation Unit Supervisor will assign duties to staff according to need, area needing assistance, and location of staff. Depending on the type of disaster, staff may be sent to confirm the safety and location of youth and provide services as necessary.
Essential Function:	9. Workload planning
Process Description:	The DRT, in conjunction with supervisors available, will determine cumulative action to be taken and assigned and deploy available staff to that part of the disaster until resolution occurs. If the DRT team is unable to reach certain youth that are in need, cross reports will be made to OES, Red Cross, Law Enforcement or other agencies as needed.
Essential Function:	10. Alternative locations for operations
Process Description:	In the event if a disaster or emergency, San Joaquin County Probation will operate out of it's off site facilities, located throughout the county. These facilities are equipped with the JJIS.  In the event of a disaster or emergency with one of San Joaquin County Probation care providers, the DRT members will refer to the specific care providers' emergency disaster plan which is on file in the Placement Probation Unit Supervisor office.
Essential Function:	11. Orientation and ongoing training
Process Description:	All staff will be trained in the Probation Disaster Response Plan in conjunction with the Probation

	Department's Emergency Response Plan on file with the San Joaquin County OES, which includes specific assigned roles and duties.
<b>Probation Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new Probation cases in areas adversely affected by a disaster, and provide services in those cases:</b>
Essential Function:	1. New Probation investigation process
Process Description:	In operating out of an Emergency Response, cases will be evaluated for risk and safety factors. Cases will be prioritized and evaluated and assigned accordingly.
Essential Function:	2. Implementation process for providing new services
Process Description:	DRT members will evaluate each case assigned to staff to provide emergency services for those directly affected by the disaster or emergency.
<b>Probation Disaster Response Criteria C:</b>	<b>Remain in communication with caseworkers and other essential probation personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	It is the responsibility of the DRT team to ensure compliance with the Department's Emergency Response Plan in locating Probation employees. Employees should check in with their agency as soon as possible after a disaster.
Essential Function:	2. Communication structure – Probation personnel (phone tree)
Process Description:	There will be at least one member from each division of the San Joaquin County Probation Department assigned to be a team captain. Each team captain's office will be the meeting and informational focal point for each division's DRT members. The captains will gather and dispatch information to management, staff, and outlying agencies and monitor safety in affected areas. Management will be responsible for communication between the agency and Department of Social Services, Cal OSHA, Office of Emergency Services and the media.
Essential Function:	3. Communication structure – contracted services

Process Description:	<p>DRT members will assign workers to contact out-of-home care providers, local schools and school districts, law enforcement, Child Welfare Services, and outlying locations with contracted workers.</p> <p>DRT members will also contact San Joaquin County Mental Health, San Joaquin County Office of Education, Correctional Health Care to account for those who are housed in our building. They will be expected to follow the Disaster Response Plan of the San Joaquin County Probation Department.</p>
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	San Joaquin County Probation Department will work with OES to use non-traditional forms of communication such as emergency broadcasts, radio, media and walkie-talkies and in-house intercom system. The media may be the only avenue of communication with staff if internal communications systems are impacted. The media could provide critical information for families, youth, and staff.
Essential Function:	5. Communication frequency
Process Description:	DRT members will instruct staff to keep in contact with supervisors or assigned captain at least daily or more frequently as needed.
Essential Function:	6. Communication with media
Process Description:	In conjunction with Office of Emergency Services, all efforts will be made to respond to media questions and we may request help from the media in the event of a disaster. The Assistant Chief will serve as the media liaison.
Essential Function:	7. Communication with volunteers
Process Description:	Volunteers will be handled in the same way as Probation staff employees (explained in C-2).
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)

Process Description:	San Joaquin County Probation Department will follow OES procedure for providing a toll-free number.
<b>Probation Disaster Response Criteria D:</b>	<b>Preserve essential program records:</b>
<b>Essential Function:</b>	1. Record preservation process
<b>Process Description:</b>	All records are secured as hard copies at the San Joaquin County Probation Offices. All records are also stored in our Juvenile Justice Information Systems (JJIS).
<b>Essential Function:</b>	2. Use of off-site back-up system
<b>Process Description:</b>	All information systems are backed up regularly by the County's Information Systems Division and preserved in accordance with their Emergency Response Plan. All Probation Department locations have access to JJIS.
<b>Probation Disaster Response Criteria E:</b>	<b>Coordinate services and share information with other states:</b>
<b>Essential Function:</b>	1. Interstate Compact on the Placement of Children reporting process
<b>Process Description:</b>	<p>When a disaster is local the San Joaquin County Probation Department will contact the placing counties Placement Probation Officer to inform them of the disaster or emergency and communicate our plans to keep the child safe. In the event the placing agencies Placement Probation Officer cannot be reached, San Joaquin Counties ICPC liaison will contact the sending state's ICPC administrator or designee. The response time to inform the sending state of the youth's status will depend on the ability to telephone, send a fax, or e-mail the sending state.</p> <p>When a disaster occurs in a receiving state that houses a child from San Joaquin County, the San Joaquin County case assigned Placement Probation Officer will contact the receiving state and agency by telephone, fax, or e-mail. If the receiving state's lines are down, the San Joaquin County Probation Department's ICPC liaison will contact the receiving state's ICPC administrator or designee. The San Joaquin County assigned Placement Probation Officer will contact the Red</p>

	Cross and any emergency shelters set up in the receiving state. The San Joaquin County assigned Placement Probation Officer will document all efforts made, the emergency plan in effect, and any other information received from the receiving state in the contact section of JJIS.
Essential Function:	2. Mental health providers
Process Description:	For San Joaquin County youth placed out-of-state, the assigned Placement Probation Officer will contact local Mental Health Services if out-of-state youth show or express a need for services.
Essential Function:	3. Courts
Process Description:	The Juvenile Courts will be advised of the status of the children under its jurisdiction if they are affected by a disaster. The San Joaquin County Probation Department will ensure that probation officers and attorneys are available for court cases that require legal processes as the time allows following a disaster.
Essential Function:	4. Federal partners
Process Description:	Federal partners will be evaluated in collaboration with OES and CDSS as necessary.
Essential Function:	5. CDSS
Process Description:	As necessary, the assigned CDSS liaison will keep in contact with the assigned Placement Probation Officer and communicate with CDSS.
Essential Function:	6. Tribes
Process Description:	When a child is an ICWA member, a liaison will be assigned to notify and keep in touch with the tribes of the child in that jurisdiction.
Essential Function:	7. Volunteers
Process Description:	If volunteers from other counties/states are offering their services, after assessing the need, a

	liaison for the volunteers will coordinate their assigned duties in conjunction with OES.
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