

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

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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 10-388 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:	Reference "Physical Location of Active CWS Children" report accessible to Director, Assistant Director, Sr. Division Manager, Division Managers and Regional Managers on DSSNet and available on the Management laptop designated for emergency response activities.
Essential Function:	2. Communication process with child care providers
Process Description:	Regionalized Child Care Resource Specialists who are co-located with DSS staff will initiate contact with child care providers.

Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	Reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. under "Facilities" section.
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. under "Facilities" section.
Essential Function:	5. Identification of shelters
Process Description:	Reference listing on DSSNet of children who are placed in shelter. This listing is updated daily.
Essential Function:	6. Parental notification procedures
Process Description:	Initiate contact per Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. 2. under "Emergency Services" section.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	Reference CWS Desk Guide "After Hours Practice," coordinate with law enforcement and community based organizations and Public Health. Visits continue, FC payments continue.
Essential Function:	8. Staff assignment process
Process Description:	Specific assignments are determined at Command Center described in Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. 1. under "Emergency Services" section. All Department employees are identified as Emergency Workers. On each employee's photo identification it is stated that "The person identified on the front of this card is an Emergency Worker for the County of San Luis Obispo during times of disaster or local emergency. The identified person should be granted access to place of assignment in order to carry out his/her prescribed duties. This card should be worn or displayed at all times of a disaster or local emergency."
Essential Function:	9. Workload planning
Process Description:	Reference CWS Desk Guide "After Hours Practice" and Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. 2. under "Emergency Services" section; coordinate with law enforcement and community based organizations and Public Health. Visits continue, FC payments continue.
Essential Function:	10. Alternative locations for operations

Process Description:	Respond to non-affected regional office(s) or another county as directed by Command Center.
Essential Function:	11. Orientation and ongoing training
Process Description:	New staff attend "Safety in the Workplace" presented by Department's Safety Officer, Safety Committee meets monthly and is attended by office representatives from every Region; evacuation drills are conducted periodically in all offices.
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:	Check for staff safety to respond; coordinate with emergency lead agency. As usual, respond immediately and assess for needed services.
Essential Function:	2. Implementation process for providing new services
Process Description:	Assess area and specific needs; coordinate with governmental and private agencies and local services providing aid to affected area.
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:	Utilize cell phones, pagers and/or walkie-talkies; implement human phone tree; reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," "Communications" section.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	Reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," "Communications" section.
Essential Function:	3. Communication structure – contracted services
Process Description:	Maintain contract for after hours calls; maintain one 800 number for County-wide use; maintain 1-800-KIDS line.
Essential Process:	4. Communication process when all normal channels are unavailable

Process Description:	Utilize cell phones, pagers and/or walkie-talkies; implement human phone tree; utilize ham radio operators; reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," "Communications" section. Access walkie-talkie; pagers; ham radio operators.
Essential Function:	5. Communication frequency
Process Description:	Report to Supervisor or Command Center hourly.
Essential Function:	6. Communication with media
Process Description:	Coordinated at Command Center.
Essential Function:	7. Communication with volunteers
Process Description:	Encourage to contact Command Center.
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	Currently in place.
CWS Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	<p>The Case Management System for CWS is a computer application where all data is entered by county social workers into a central location in Sacramento, CA. No specific data resides within the county of San Luis Obispo. The contact person in Sacramento in the event of a disaster is Michelle Gomes, telephone 916-263-1140.</p> <p>In the event of a simultaneous disaster in both San Luis Obispo and Sacramento, there are two back-up copies of the CMS/CWS Placement file, which contain the most up-to-date critical information on child placements. One copy is stored off-site with the IT Department at the Government Center in San Luis Obispo on a SANS remote storage system. The other is stored by the DSS CMS/CWS Program Manager on a flash drive.</p>
Essential Function:	2. Use of off-site back-up system

Process Description:	In the event of a disaster where the San Luis Obispo Department of Social Services building is unusable, the CMS/CWS system can be accessed via CMS computers in DSS regional offices in Paso Robles, Atascadero, Morro Bay, Arroyo Grande, and Nipomo. If none of these offices were functional, access to CMS could still take place via laptop, or via VPN to the CMS site in Sacramento.
CWS Disaster Response Criteria E:	Coordinate services and share information with other states
Essential Function:	1. Interstate Compact and the Placement of Children reporting process
Process Description:	Reference "Physical Location of Active CWS Children" report accessible to Director, Assistant Director, Sr. Division Manager, Division Managers and Regional Managers on DSSNet and available on the Management laptop designated for emergency response activities. Local ICPC liaison contacts ICPC liaison in state who had child placed in San Luis Obispo County and update on child's status.
Essential Function:	2. Mental health providers
Process Description:	Provide local services to child as needed.
Essential Function:	3. Courts
Process Description:	Reference "Physical Location of Active CWS Children" report accessible to Director, Assistant Director, Sr. Division Manager, Division Managers and Regional Managers on DSSNet and available on the Management laptop designated for emergency response activities; contact Juvenile Court/Attorney; provide written notification on status of child.
Essential Function:	4. Federal partners
Process Description:	Respond to any federal mandate regarding children across state lines.
Essential Function:	5. CDSS
Process Description:	Respond to any request for information. Seek funding.
Essential Function:	6. Tribes
Process Description:	SLO has no federally recognized tribe but any child who has Native American status will remain in contact with tribe representatives.
Essential Function:	7. Volunteers

Process Description:	Refer to Command Center.
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