

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Santa Barbara County DSS/Child Welfare Services Date Completed: 11/24/08

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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:	CWS Operations and Support Division has assumed the lead role for this function. The Division is collecting and utilizing necessary data related to the identification and location of children in placement and is updating the information on a monthly basis. Information on Probation children will be maintained outside CWS/CMS and CalWIN and will be updated monthly in the Probation generated "open bed" report. State will be assisting in the identification of children who are placed in Santa Barbara County by other counties.

Process Description:	As soon as emergency arrangements are made, personal contact with parents will be made to advise them of the welfare and whereabouts of their child(ren). All staff will participate in this process.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	Improvise as needed. Please refer to the Santa Barbara County Continuity of Government plan.
Essential Function:	8. Staff assignment process
Process Description:	Staff will be deployed as needed. CWS staff is to respond to the closest County facility. If that building is not available due to the nature of the emergency, CWS staff in Santa Barbara is to respond to the Court house, CWS staff in Lompoc is to respond to the Veterans Hall, and CWS staff in Santa Maria is to respond to the Senior Center. Probation staff is to respond to the closest 24-hour facility.
Essential Function:	9. Workload planning
Process Description:	As dictated in #8. Regular business practices and responses will continue unless relief is given by the State. Critical functions are identified in the Santa Barbara Continuity of Government plan.
Essential Function:	10. Alternative locations for operations
Process Description:	If County buildings are inaccessible, directions from EOC will be followed. Probation case management information is available remotely. CWS case management information is maintained and accessible via laptop access to CWS/CMS. Hard copies of information on children served is maintained for use and updated regularly.
Essential Function:	11. Orientation and ongoing training
Process Description:	Ken Jensen and the Executive Operations Team
<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

Essential Function:	5. Communication frequency
Process Description:	Focus is on initial contact with staff to determine need and availability. Subsequent communication will be as needed.
Essential Function:	6. Communication with media
Process Description:	EOC will coordinate communication with the media. EOC and the media will have the emergency numbers for CWS and Probation.
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:	Two hotline numbers are established, one for receipt of new concerns about children and one for care providers to report on their whereabouts/welfare/needs. TDD/TTY numbers are available in each location of the County: (805) 681-4492 for the Santa Barbara region, (805) 346-7252 for the Santa Maria region, and (805) 736-6040 for the Lompoc region. These numbers are toll free calls for individuals in these regions.
<b>CWS Disaster Response Criteria D:</b>	<b>Preserve essential program records:</b>
Essential Function:	1. Record preservation process
Process Description:	Hard copies will be maintained during an emergency until the electronic systems become available.
Essential Function:	2. Use of off-site back-up system
Process Description:	Please refer to the department's Information Technology disaster plan.
<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