

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Solano County H&SS Child Welfare Services and Solano County Probation Date Completed: 6/27/16

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Interstate Compact on the Placement of Children
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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 annually to include Child Welfare Services (CWS) Disaster Response Plans.

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) and Welfare and Institutions Code Section 16500.1(c)(1). 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 CWS children, Probation children, non-minor dependents, including non-minor dependents residing in foster care, out-of-county placements, children placed in or out of California through the Interstate Compact on the Placement of Children (ICPC), out-of-state non-minor dependents under county care or supervision who are displaced or adversely affected by a disaster:

Essential Function:	1. Identification and location process of CWS children, Probation children, non-minor dependents, including those in probation residing in foster care, out-of-county placements, ICPC children, and out-of-state non-minor dependents who may be displaced.
Process Description:	<p>Child Welfare Services (CWS): In case of a disaster or an evacuation, CWS will use reports obtained from the V-drive and that are sent weekly to the Deputy Director, Social Services Administrator, and Social Services Managers to quickly locate Solano County dependent children/youth. Reports include the following information: the child/youth's name, DOB, service component, placement or home address, phone number and assigned Social Worker. If internet is available, Social Workers will use reports within Safe Measures to locate the agency's foster children. Furthermore, CWS will maintain accurate documentation/records of these placement changes, which will be entered into CWS/CMS if internet is available. CWS Social Workers also have iPads and can access CWS/CMS from the county network and enter placement information and to search for location of children/youth.</p> <p>Probation: In case of a disaster or evacuation, the Probation Department will use a web based case management system, CASE, to quickly locate Solano County wards in placement. CASE provides minors' demographic information as well as placement location and agency contact for minors in foster care placement. If the internet is available, Probation Officers will use reports within Safe Measures to locate the agency's foster children. Probation will make necessary placement changes for the well-being of the ward. Probation will maintain accurate documentation /records of these placement changes which will be entered into CASE and CWS/CMS.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>Child Welfare Services: In the event of a local disaster, it will be necessary to accept phone calls from affected child care providers in order to locate and ensure the safety and well-being of Solano County children/youth. Childcare providers are encouraged to follow their disaster plan (Lic 610) and to care for children until they are able to reunify with their parent.</p> <p>For children in Foster Family Agency (FFA) homes, licensed foster homes, relative/NREFM homes, group homes or children living with their parent, staff will make contact with the care providers by phone or in person if it is safe to travel to the area the child resides. Staff are to assess the safety of the child, any needs of the child and how the needs will be met.</p> <p>Probation: For youth who reside with parents in areas of a disaster staff will contact the parents by any available means to assess continued safety of the minor and provide assistance to the minor and family when safely able. Probation youth in foster care/group home placements within the county will be housed at the Juvenile Detention Facility (JDF) until they can be safely returned to their original placement or until another placement can be secured.</p>

	In the event that a minor is placed out of county and a disaster occurs at the facility the minor is housed, the Solano County Probation Department will coordinate with the local Detention Facilities and group home placements to request assistance for temporary housing until Solano County Probation can take custody of the minor.
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p>Child Welfare Services: In the event of an evacuation that is known in advance, all evacuation procedures will be under the control of the Office of Emergency Services, Sheriff, local police and local fire department who have the responsibility of alerting and warning the public within their jurisdictions. When time permits, the Department will make every attempt to identify all children and caregivers in the affected areas. All appropriate steps will be taken to fast-track the displaced parties into local area shelters or other placement facilities. Medically fragile foster children will be given first priority.</p> <p>Probation: In the event of an evacuation that is known in advance, for locally placed youth Probation Employees, minors and placements shall comply with all evacuation procedures as directed under the control of the Office of Emergency Services, Sheriff, local police and local fire department who have the responsibility of alerting and warning the public within their jurisdictions. When safety is no longer a factor Probation staff will locate minors via use of CASE in the affected areas to evaluate safety and need for assistance. In the event that a minor is placed out of county and a disaster occurs at the facility the minor is housed, the Solano County Probation Department will coordinate with the local Detention Facilities and request assistance for temporary housing until our agency can take custody of the minor.</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<p>Child Welfare Services: In the event of an evacuation that is not known in advance, all evacuation procedures will be under the control of the Office of Emergency Services, Sheriff, local police and local fire department who have the responsibility of alerting and warning the public within their jurisdictions. When time permits, the Department will make every attempt to identify all children and caregivers in the affected areas. All appropriate steps will be taken to fast-track the displaced parties into local area shelters or other placement facilities. Medically fragile foster children will be given first priority.</p>

	<p>Probation: If the telephone lines are out and the location meets minimum safety standards, probation officers will make on-site inspections to ascertain the needs of the children placed at these sites. The type and scope of the emergency situation that has occurred will dictate the type of response that can realistically be undertaken. As much as possible, business will continue with regular operations maintained and all job functions covered. In the event that staff are not able to report to work or must report to alternative work locations, other critical job functions will be maintained as much as possible, while deferred functions are suspended until normal operations have been restored. Overall, office operations in the event of a disaster are covered in the Solano County Disaster Plan. Probation youth in foster care/group home placements within the county will be housed at the Juvenile Detention Facility (JDF) until they can be safely returned to their original placement or until another placement can be secured.</p>
Essential Function:	5. Identification of shelters
Process Description:	<p>Child Welfare Services Employees will be contacted by the Incident Commander who will inform the employee where to report for work. Employees will report to work as Disaster Service Workers. Staff are automatically designated by California state law as Disaster Service Workers during a disaster, and serve in the response effort.</p> <p>“California Government Code Section 3100-3109 state that all public employees are declared to be Disaster Service Workers. In the event of a declaration of a local or state emergency, any employee of Solano County may be assigned to perform activities that promote the protection of public health and safety or the preservation of lives and property. Solano County employees responding as Disaster Service Workers are eligible to receive their normal hourly rate of pay. Solano County employees are assigned positions according to the need and type of emergency. Employees will be used in areas where they have adequate training and are physically capable of performing the assigned task. This plan anticipates employees will not be performing their normal job functions when responding as Disaster Service Workers.”</p> <p>If the employee is unable to report to their assigned workstation the Incident Commander will designate the employee to report to another location within Solano County as a Disaster Service Worker. CWS will work with the County Sheriff and Fire Departments to assist them in their efforts to locate the most medically fragile children or foster families in need. Before teams are dispatched into a damaged area, the Incident Commander or a designee stationed at the County Emergency Operation Center will determine which regions or offices within the department will provide mutual aid and so instruct the CWS Deputy Director or his/her designee to that effect.</p> <p>Probation: In the event juvenile facilities such as JDF cannot safely house any or all detained minors, pursuant to a mutual</p>

	<p>aide agreement with other agencies, such minors shall be transported to and housed at the following facilities/halls:</p> <ul style="list-style-type: none"> • Solano County Sheriff’s facilities • Contra Costa County Juvenile Hall • Napa County Juvenile Hall • Yolo County Juvenile Hall • Sacramento County Juvenile Hall • Alameda County Juvenile Hall • Sonoma County Juvenile Hall • San Joaquin County Juvenile Hall • Division of Juvenile Justice/ CDCR <p>In the event that the minor is placed out of county, the Solano County Probation Department will coordinate efforts with the program staff at the placement, county probation department in that jurisdiction, and/or local law enforcement. A plan will be developed to allow for the safe transport of the minor’s return to Solano County. Parents of minors detained in department juvenile institutions who are relocated shall be provided with updated information by department staff if minors are relocated again or if minors are returned to custody at Solano County Juvenile Hall. The notification shall include visiting information.</p>
Essential Function:	6. Parental notification procedures
Process Description:	<p>Child Welfare Services: CWS will identify all children known to be in the disaster area. CWS will be responsible to contact and verify the location of all the children within the disaster area and coordinate with first responders in the event of evacuation. After the children are found, parents will be contacted via phone, if available, and informed of the status of their child.</p> <p>Probation: For locally placed minors, if the telephone lines are in out in the disasters area probation officers will conduct welfare checks, if safe and possible, to ascertain the needs of the children located at those sites and will attempt to make contact with the parent at the earliest possible time to provide parents with status of minor and need to relocate if necessary.</p>
Essential Function:	7. Alternative processes for providing continued services

Process Description:	<p>Child Welfare Services: As much as possible, business will continue with regular operations maintained and all job functions covered. In the event that staff are not able to report to work or must report to alternative work locations, other critical job functions will be maintained as much as possible, while deferred functions are suspended until normal operations have been restored. All Social Workers are assigned county iPhones. Management maintains phone lists to reach workers in an emergency.</p>
	<p>A critical function of CWS during a disaster is to secure placement services for displaced children. Lists of state licensed group homes and Foster Family Agencies with contact information has been uploaded to CWS/CMS as a specific Solano County template for all staff to access to utilize when searching for placements.</p> <p>The Deputy Director (or designee) shall enact and oversee the staffing structure identified in the Solano County Emergency Operations Plan. While the Child Abuse Hotline will field most calls, the managers shall identify staff to accept calls and respond to walk-ins to the office. Each report shall be triaged for response time. Reports requiring a 10-day response will wait until the disaster area is secured, then responded to in accordance with normal policies. For foster care services, Medi-Cal cards may be needed within 12 hours, and may require that staff contact another county for Medi-Cal Eligibility Data System (MEDS) transactions to provide current eligibility for a client.</p> <p>Probation: If for any reason during a disaster a group home cannot adequately provide the essential needs of a placed ward, the Probation Department may contact the local Juvenile Detention Facility to arrange for temporary housing at their facility in order to provide the essential needs until an alternative placement option is determined. In the event of a local disaster minors will be relocated to the Solano County Juvenile Detention Facility or a neighboring Juvenile Detention Facility.</p>
Essential Function:	8. Staff assignment process
Process Description:	<p>Child Welfare Services: Staff in the unaffected areas will provide relief and reinforcement as needed to the affected areas and work under the direction of the Deputy Director (or designee) for the disaster area as well as continuing to provide day-to-day case management for their ongoing case loads under their regular supervisors.</p> <p>The five assignment areas are:</p> <ol style="list-style-type: none"> a. South County: Vallejo, Benicia b. Central: Fairfield, Suisun City, Rio Vista c. North: Vacaville, Dixon d. Out of County (Contra Costa, Sacramento, et cetera) e. Out of State (ICPC & Inter-County Transfers within Solano County)

	<p>Probation: For the Probation Department, Staff in the unaffected areas will provide relief and support as needed to the affected areas and work under the direction of the Chief Probation Officer, Chief Deputy Probation Officer, Superintendent of Juvenile Institutions or their designee. The goal is to continue to provide supervision and case management services to those under the auspices of the Juvenile Court. The Main Probation Office is located in Fairfield and the satellite office is in the Vallejo Court house or the County Building that house the Center for Positive Change.</p> <p>In the event of emergency procedures activation, employees shall be provided with instructions through the chain of command and through an emergency information recording that employees can access by calling a pre-designated number. The Main Probation Office is the first point of contact. Should the main Probation Office be unavailable in an emergency – all staff assigned to the main office shall report to Juvenile Hall for deployment. Should Juvenile Hall and/or other Branch Offices be unavailable in an emergency – all staff assigned to any unavailable facility must report to the Main Probation Office. If both the main probation office and juvenile hall are unavailable, possible alternative operations centers are: common areas of the County Administrative Center, Sheriff’s Department, Family Support, Health and Social Services in Fairfield or Vacaville or Vallejo, other county facilities, city/community centers in Fairfield, Vacaville, and Vallejo.</p>
Essential Function:	9. Workload planning
Process Description:	<p>Child Welfare Services: CWS will operate on a 24/7 schedule, with emphasis on responding to calls for help during peak hours. Due to potential staff shortages, available personnel will be used to fulfill CWS critical functions as needed. Geographically-based assignments may be given to overcome transportation limitations/challenges.</p> <p>Workload planning will be based on preserving critical functions:</p> <ol style="list-style-type: none"> 1) Locate and notify staff 2) Locate children under CWS jurisdiction 3) Locate and place children who are not under CWS jurisdiction, but are displaced 4) Respond to abuse/neglect referrals 5) Conduct abuse/neglect investigations 6) Meet critical Dependency Court deadlines 7) Continue to provide placement services 8) Foster Care payments <p>Supervisory Staff will:</p> <ul style="list-style-type: none"> • Provide backup to line staff • Report to their Deputy Director or designee, at least once a day if not more frequently depending upon the status of the situation

	<ul style="list-style-type: none"> • Make sure that staff working in the disaster area are debriefed at the end of their shift • Monitor extremely serious cases <p>Social Work staff will:</p> <ul style="list-style-type: none"> • Staff the Disaster Assistance Centers • Provide on-going case management for their current case loads • Respond to new cases on a prioritized basis as per current policy with the aid of Social Workers from areas not affected. <p>Support staff can assist with many varied job functions such as but not limited to:</p> <ul style="list-style-type: none"> • Assist with hotline coverage • Assist with phone calls to verify the location of dependent children • Assist with in-person verification and the location of dependent children in the event that phone lines are inoperable • Emergency Placements, e.g., assist in locating appropriate foster home and relative/non-related extended family member (NREFM) placements • Assist in coordinating background checks for available emergency placements <p>If unable to access 275 Beck Ave. there is a second set of keys for county vehicles stored with Fleet Services. Fleet Services building is located downtown, next to the Solano County Court House, 447 West Texas Street.</p> <p>Probation: Probation staff will report to Executive Management for assignment. As soon as safely able services will be provided based a hierarchy of critical needs.</p> <ul style="list-style-type: none"> • Locate and secure all minors in care • Evaluate minors safety • Evaluate community safety • Find alternative placement if necessary • Locate and update parents
Essential Function:	10. Alternative locations for operations
Process Description:	<p>The county Emergency Operations Centers (EOCs) sites and the OES Mobile Response Vehicle may also serve as alternative locations for providing emergency services. The offices are located at:</p> <ul style="list-style-type: none"> • 530 Union Avenue, Fairfield • 530 Clay Street, Fairfield <p>Child Welfare Services: In the event an operational region is no longer able to continue normal business operations, staff in the affected areas will make sure that their families are provided for and will report to identified alternate regional offices as</p>

	<p>indicated below. Alternative locations for providing continued services are:</p> <ul style="list-style-type: none"> • Vallejo: 355 Tuolumne • Fairfield: 275 Beck Avenue • Vacaville: 1119 E. Monte Vista <p>Probation: The county Emergency Operations Centers (EOC's) sites and the Probation Department may also serve as alternative locations for providing emergency services. The offices are located at:</p> <ul style="list-style-type: none"> • 475 Union Avenue, Fairfield • 740 Beck Avenue, Fairfield • 321 Tuolumne St. Vallejo 355 Tuolumne St. Vallejo
Essential Function:	11.Orientation and ongoing training
Process Description:	<p>CWS and Probation staff have attended several Disaster Preparedness trainings offered by OES (NIMS, SEMS) and Public Health. The Solano County EOP specifies that all state, county, public and city workers shall take on roles as Disaster Relief Worker per federal regulation.</p> <p>Child Welfare Services: The CWS Intranet has a Disaster Preparedness page containing links, references materials, and other pertinent information available to all CWS staff. The CWS Disaster Plan is also posted on the intranet and copies given to management team.</p> <p>Probation: The Probation Department provides quarterly and bi- annual emergency trainings for staff. Probation's Intranet has a Emergency Instructions and Disaster Preparedness information, references materials, and other pertinent information available to all Probation staff. Copies of all plans are available in all Manager and Supervisor cubicles.</p>
CWS Disaster Response Criteria B:	Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. Investigation process
Process Description:	<p>Child Welfare Services: Operations in non-affected disaster areas will continue per existing policies and procedures. The Child Abuse Hotline shall continue to function as an emergency line for the communities in Solano County. Child Abuse Hotline: 1-800-544-8696. If CWS is unable to answer the Hotline directly we will notify Answernet Services at 707- 579-9803 and will notify them we need additional service. They will handle all calls and direct them to the designated phones/emails requested by CWS.</p>

	<p>Emergency Response Workers shall continue to take Hotline calls. Alternate Social Workers may be assigned to handle Hotline calls. If social workers are unavailable, other designated staff may be assigned to cover this function with close guidance from a Supervisor or Program Manager. Additionally, each office has a paper-based process to accommodate power outages and walk-in reports of child maltreatment. The Solano County Suspected Child Abuse Report shall be used to record suspected child abuse or the state issued Suspected Child Abuse Report (SS8572), also referred to as a "11166" can be used to record information.</p> <p>Probation: All essential and mandatory functions such as (supervision and case management, assessment of risk factors and court report investigations of minors, of the Probation Department, with the assistance of clerical support services.</p>
Essential Function:	2. Determine circumstances surrounding the child's potential entrance
Process Description:	<p>Child Welfare Services: Child Welfare Services will operate following Standby procedures around Hotline referrals and emergency response investigations.</p> <p>Probation: New minors brought to the attention of the probation department will be assessed for the need of local services in the home of the parents, detention, or placement using the Juvenile Assessment Inventory System (JAIS) assessment instrument and Case Plan evaluation.</p>
Essential Function:	3. Implementation process for providing new services
Process Description:	<p>Child Welfare Services: Child Welfare Services will continue to operate per Standby procedures around placement services.</p> <p>Probation: Based upon JAIS assessment and Case Plan Evaluation minors needing placement services will be placed in group home placement based on the needs of the minors and availability of treatment available in contracted group home providers. Placement officers will evaluate the JAIS and Case Plan to determine the group home that would best meet the minors' needs. The group home will be contacted and allowed to interview the minor to determine suitability of the group home to meet the minor's needs. If the placement is suitable the placement officer will deliver or make arrangements enter the group home.</p>
Essential Function:	4. Services emphasizing reunification due to disaster

Process Description:	<p>Child Welfare Services: Child Welfare Services will explore expediting family reunification or authorizing family visits for all children on track to reunify.</p> <p>Probation: For minors who are in care and at a point where reunification would be occurring within 30 days minors will be assessed for early reunification with the family. For minors who are not able to return home arrangements can be made for a family visit or Skype to allow for the minor and the family to be rest assured that their family is safe.</p>
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure – CWS personnel
Process Description:	<p>Child Welfare Services: Child Welfare Services will make arrangements to provide placement services for unaccompanied minors until the parents can be located to provide care or direct alternative care arrangements.</p> <p>Probation: Minors who are not in the immediate care of Solano County Probation will be under the supervision of a local probation department or the group home, staff until the group home or placement officer can return the minor to local jurisdiction.</p>
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	<p>Child Welfare Services: Child Welfare Services and Health and Social Services has bilingual staff in a variety of languages. Whenever possible H&SS bilingual employees will be used to facilitate bilingual communication. This includes bilingual employees from outside the CWS division. Child Welfare Services also has access to CTS Language Services at 800-535-7749. The Standby Supervisors have the necessary forms to activate this service. Telephonic interpretation services are available 24 hours a day, 7 days a week, throughout the year, and include interpretation services for over 240 languages.</p> <p>Probation: Probation employs several staff who speak various languages and will enlist the Human Resource Department for assistance with language barriers that Probation cannot address.</p>
Essential Function:	3. Determine likelihood of reunification and steps toward reunification

Process Description:	<p>Child Welfare Services: Cases will be staffed between Social Worker, Supervisor to expedite reunification efforts. Child Welfare Services will utilize parent search programs to identify and locate parents.</p> <p>Probation: Minors within 30 day of program completion will be assessed based upon the minor’s completion of Case Plan and/or group home goals. Minors who have begun reunification visits prior to the disaster step to permanently reunify the family will be accelerated as noted:</p> <ul style="list-style-type: none"> • Increased family and home visits • Initiation of WRAP or other Family directed counseling support to ease the transition of minors • Schedule continued counseling services for minor and family to occur during reunification
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	<p>Child Welfare Services: Child Welfare Services will complete an assessment within 30 days.</p> <p>Probation: If a minor is assessed to have completed the group home and/or Case Plan goals early reunification may be considered and initiated.</p>
CWS Disaster Response Criteria D:	Remain in communication with caseworkers and other essential CWS personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff

<p>Process Description:</p>	<p>In the event of a disaster, either occurring locally or nationally, communication is a key element of any disaster plan. Alerting and notifying the public, including CWS/Probation staff who reside within county boundaries, may occur through OES protocol.</p> <p>Child Welfare Services: The CWS Deputy Director will have access to a county-issued Sprint/Nextel phone with a walkie-talkie (push-to-talk) function to maintain communication with public safety/first responders in the community and with Solano County OES during a major emergency or disaster. The CWS Executive Management Team will maintain communication via cell phone. The standby supervisor has access to an IPAD when on shift and also designated Social Worker III's.</p> <p>The CWS Executive Management Team staff will be responsible for reaching the staff listed below by phone, through home phone or cell phone, or the emergency contact person listed.</p> <ul style="list-style-type: none"> • Office Coordinator and/or Division Secretary account for Deputy Director, Administrator, and Managers. • Managers/Administrator account for Supervisors. • Supervisors account for Social Workers, Legal Services Unit, Foster Care Eligibility, Public Health Nurse, and Clerical Staff. <p>Probation: In addition to communication through OES County Probation officer are all equipped with cell phones and Two Way Radios with a frequency connecting Probation with the Sheriffs and Local Police as well as department employees during regular work hours and in the event of an emergency. The use of these radios allow for continued communication between probation administration to line staff and other county coordinated OES.</p> <ul style="list-style-type: none"> • Chief Probation Officer • Chief Deputy Probation Officer • Probation Services Manager (Field Services) • Superintendent of Juvenile Hall (Juvenile Detention) • Assistant Superintendent of Juvenile Hall • Group Counselors at Juvenile Hall • Clerical Operations Manager
<p>Essential Function:</p>	<p>2. Communication structure – CWS personnel (phone tree)</p>
<p>Process Description:</p>	<p>Child Welfare Services/Probation: The Office Supervisor will maintain an up-to-date CWS/Probation staff phone tree list which will include the following information: name, worker/badge number, work cell phone number, cell/home phone number and emergency contact person. The CWS Office Coordinator or Administrative Secretary may initiate calls</p>

	<p>immediately after an emergency has been declared. This phone tree list will be updated quarterly by the Office Supervisor and a copy will be provided to the Deputy Director, Administrator and Social Services Managers.</p> <p>Orders of Succession CWS/Probation will have three (3) alternate designees for each of the Emergency Operations Center (EOC) positions. In the event that a designated EOC member cannot be located within one hour of the initial phone call, the subsequent alternate will be contacted until the position is filled.</p> <p>Alerting and Warning per the Solano County EOP Alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public. Solano County Dispatch continuously monitors both the California Law Enforcement Telecommunications System (CLETS), for law enforcement and terrorist activity, and the National Warning System (NAWAS) for both natural and human caused disasters which might affect Solano County or surrounding areas. Dispatch maintains an Emergency Recall List to alert and activate its emergency response personnel, as well as to notify emergency management personnel of potential hazards and disasters.</p> <p>The Office of Emergency Services, Sheriff and local Police and Fire Departments have the primary responsibility in alerting and warning the public within their jurisdictions. Alerting and warning the public may be accomplished through the Emergency Alert System (EAS), City Watch, Emergency Digital Information System (EDIS) special broadcasts, or simply driving up and down the streets using the public address system.</p>
Essential Function:	3. Communication structure – contracted services
Process Description:	<p>Child Welfare Services Child Welfare Services will communicate with contract providers as needed.</p> <p>Probation: Probation staff will communicate the Disaster Preparedness Plan with local Detention Facilities and/or contracted service providers in an effort to address disaster readiness and coordination in the event of a disaster.</p>
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	<p>Child Welfare Services: The Child Abuse Reporting Hotline-1-800-544-8696 will continue to be handled by AnswerNet Services. Calls may be redirected to other geographical locations, such as the 911 Dispatch Center in or outside of the county. CWS will depend on cell phones with walkie-talkie (push-to-talk) functionality which will be distributed by the Command Center in event of a disaster. Staff will use iPhones and iPads to maintain communication.</p>

	Probation: Probation will depend on cell phones and Two Way Radios to maintain communication.
Essential Function:	5. Communication frequency
Process Description:	Child Welfare Services: Communication on Two Way Radios and Cell Phones will be governed by directives of the OES. Staff will maintain close communication during the crisis. Probation: Communication on Two Way Radios and Cell Phones will be governed by directives of the OES. Once staff are able to safely use radios/ cell phones staff will immediately began discussion of priority needs and case manager of all probation cases.
Essential Function:	6. Communication with media
Process Description:	The Director/Chief Probation Officer or his/her designee or the Public Information Officer will maintain communication with the media per County and Department policies.
Essential Function:	7. Communication with volunteers
Process Description:	CWS/Probation will use EOP structure to communicate with volunteers acting as Disaster Relief Workers.
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	Child Welfare Services: CWS will maintain the Child Abuse Hotline: 1-800-544-8696 for staff, foster parents, contractors, and community partners to check-in, in the event of a major emergency or disaster. In the event of an emergency CWS will forward calls to an identified site to be answered by CWS staff. Probation: Probation will maintain the Juvenile Hall telephone: 707-784-6570. TTY and AT&T Line will be available to ensure Civil Rights compliance.
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process

Process Description:	<p>Child Welfare Services: All efforts will be made to continue utilizing the CWS/CMS system to document actions. New files may have to be documented by pen and paper and will be secured in locked offices in locked file cabinets, until they can be entered in the system. These files will be destroyed according to the Health & Social Services Department Shred Bin Policy as soon as the information has been entered in the system.</p> <p>Probation:</p> <ul style="list-style-type: none"> • Connectivity to the CASE Information system is accessible through WEB access allowing for continued access at an alternative site. However if all power is out and access to the internet is no possible, then • New files may have to be documented by pen and paper. • New files (pen and paper) will be secured at local Probation Offices for ease of access in file cabinets at satellite offices. As noted above if CASE can be entered in the system. Once files are updated written notes will be destroyed according in accordance with the CASE policy. Probation will continue to access JAIS and Case Plan documents. • Probation also has access to Safe Measures to access information regarding Probation foster youth.
Essential Function:	2. Use of off-site back-up system
Process Description:	The Department of Information Technology (DoIT) is responsible for backing up all county servers except for CWS/CMS servers, which are backed up by the State of California.
CWS Disaster Response Criteria F:	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 ICPC occurs with both the sending state and CDSS:
Essential Function:	1. ICPC reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	<p>Child Welfare Services: Children placed in Solano County through the ICPC from other states will be provided the same response priority. In the event of a disaster the ICPC worker will provide the sending state's compact Coordinator and sending state's agency social worker a status report on their child and how the child is impacted on the disaster.</p> <p>Probation: For Probation minors placed in other states through the ICPC process, the specific location of the ward can be identified utilizing the Probation Department's CASE system. In the event of a disaster, and power failure a list of minors is placed on the NAS indicating all minors and adult under probation supervision. In addition, calls or visits can be made to ensure the safety of our wards, as well as determine if relocation is necessary.</p>

Essential Function:	2. Mental health providers
Process Description:	Mental Health Clinicians who are co-located in CWS and will be mobilized per EOP protocols. See Mental Health Disaster Preparedness Plan included in the Solano County EOP.
Essential Function:	3. Courts
Process Description:	CWS/Probation and the Court work closely together and will make every effort to preserve joint critical functions.
Essential Function:	4. Federal partners
Process Description:	Communication with Federal partners is coordinated at the EOC and defined in the Solano County Emergency Operating Plan.
Essential Function:	5. CDSS
Process Description:	CWS/Probation will follow the requirements established by CDSS as overseer of the CWS Disaster Response Plans.
Essential Function:	6. Tribes
Process Description:	CWS and Probation do not have any Tribes /Reservations registered geographically within county boundaries. However, per ICWA provisions, CWS will continue to collaborate with Tribes in locating and placing Native American Children who are impacted by a disaster.
Essential Function:	7. Volunteers
Process Description:	Volunteers are coordinated at the EOC and defined in the Solano County Emergency Operating Plan.