

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Colusa County Dept. of Health and Human Services Date Completed: September 1, 2016

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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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<b>CWS Disaster Response Criteria A:</b>	<b>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:</b>
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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:	The Child Welfare Program Manager, CWS Social Worker Supervisor, Assistant Chief Probation Officer and Probation Supervisor will obtain reports through the CWS/CMS and Safe Measures systems listing dependents/non-minor dependents currently placed in the area affected by disaster. These reports can list placements by county, city, or zip code and include children from other states. Additionally, the probation department will check its placement list to identify wards placed in non-foster placements in the disaster area.
Essential Function:	2. Communication process with child care providers
Process Description:	The Child Welfare Program Manager and/or CWS Social Worker Supervisor will ensure that the social worker assigned to the minor/non-minor dependent makes every effort to locate the minor's care provider to ascertain their location and assess for their immediate needs. The placement probation officer will contact care providers of their wards to ascertain their location and assess for their immediate needs.
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	The Department of Health and Human Services and the Probation Department will follow the evacuation procedures as given by the Colusa County Office of Emergency Services. Social Workers and Probation Officers will make every effort to provide this information to our families.
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Department of Health and Human Services and the Probation Department will follow the evacuation procedures as given by the Colusa County Office of Emergency Services.
Essential Function:	5. Identification of shelters
Process Description:	The Colusa County Fairgrounds has been identified as the main shelter for the county. Other sites have been pre-identified in each town through-out the county. Department of Health and Human Services is the department assigned as a first responder to open and run shelters in the event of a disaster until the Red Cross can respond. Shelters are opened in a coordinated effort between Department of Health and Human Services and Colusa County Office of Emergency Services.

Essential Function:	6. Parental notification procedures
Process Description:	The child welfare worker/probation officer assigned to the minor will make every effort to contact the minor's parents in the event of a disaster. If no parent is available, then efforts will be made to contact a relative of the minor or non-minor dependent.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	For persons remaining in county, information regarding the relocation of service providers affected by the disaster will be provided. For those families relocated out of the county, referrals to appropriate services in their area will be provided.
Essential Function:	8. Staff assignment process
Process Description:	Each CWS social worker will be responsible for the minors/non-minor dependents on their caseload. In the event that a social worker is not available, the CWS Social Worker Supervisor or Child Welfare Program Manager will reassign the caseload. Similarly, probation officers will be responsible for their wards and if not available the Probation Officer Supervisor or Assistant Deputy will reassign the caseload. Other duties as determined at the time of the disaster will be assigned by the DHHS Director, Probation Chief and/or the Office of Emergency Services Commander.
Essential Function:	9. Workload planning
Process Description:	The Department of Health and Human Services is the designated agency in Colusa County to set up shelters when necessary. The Department works with the Office of Emergency Services to determine what roles personnel will fill. Management and supervisory staff within the Department receive SEMS training, first aid, and CPR. Probation Officers will work as assigned by their superior.
Essential Function:	10. Alternative locations for operations
Process Description:	The Department of Health and Human Services has two buildings that could be used as alternative locations for operations. Should these buildings be unavailable in the event of a countywide disaster, neighboring counties not affected by the disaster would be consulted for possible alternative locations. The Probation Department would also utilize neighboring counties for assistance should the disaster be countywide. In-county alternative locations for the Probation Department include law enforcement buildings and sub-stations.

Essential Function:	11. Orientation and ongoing training
Process Description:	Management and supervisory staff are provided SEMS training from the Office of Emergency Services. Department of Health and Human Services staff has the opportunity to receive first aid training, CPR, car seat training, and satellite phone training.
<b>CWS Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster, and provide services in those cases:</b>
Essential Function:	1. Investigation process
Process Description:	All new investigation referrals made during the disaster will be handled as an immediate response referral. Child welfare workers will coordinate with law enforcement to gain access to those areas affected and make every attempt to locate the family so that the safety of the minor(s) can be assessed.
Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	During the course of the investigation, first and foremost the child’s safety will be evaluated. This investigation will need to address any safety issue for the child and determine if it is attributed to the parents/caretakers’ behaviors or as a result of the disaster.
Essential Function:	3. Implementation process for providing new services
Process Description:	Families and minors relocated will be referred to services in the county where they are placed. Following a disaster, those affected will be referred to services available locally.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	Every effort will be made to reunify children with their families separated due to disaster. Appropriate referrals to available services to stabilize the family will be made.
<b>CWS Disaster Response Criteria C:</b>	<b>Address and provide care for unaccompanied minors:</b>
Essential Function:	1. Structure – child welfare personnel
Process Description:	Unaccompanied minors and non-minor dependents located during a disaster will be secured in a safe location. If the county child welfare services or probation offices are not accessible, these

	youth will be relocated to the assigned shelter and monitored by staff until their family is located.
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	Child welfare and probation has bi-lingual staff and translators available to address language barriers.
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	Unaccompanied minors and non-minor dependents taken into care due to a disaster will be reunified with their parents/caregivers as soon as reasonably possible. In the event that locating the minor's/non-minor dependent's parent or caregiver is unsuccessful, the minor will be placed in a licensed foster care setting and any necessary Court action will be taken to ensure that the minor's/non-minor dependent's needs are being met until successful reunification can be made.
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	Should an unaccompanied minor be taken into protective custody and made a dependant of the Court due solely as a result of the disaster, on-going efforts will be made to locate parents and extended family members so reunification can be accomplished.
<b>CWS Disaster Response Criteria D:</b>	<b>Remain in communication with caseworkers and other essential CWS personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	The child welfare department will utilize employer issued cell phones, personal cell phones, hand held radios, satellite phones and if possible email to remain in contact with one another. The Probation Department will utilize cell phones and radio communication through central dispatch at the Sheriff's Office. Broader communications will include use of the emergency broadcast system, websites, broadcast fax system, and local radio stations.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	All child welfare workers and probation officers have cellular phones with cell and/or radio-to-radio capability. Child welfare line staff will report to their supervisors, supervisors will report to managers and managers to directors. Probation officers will report to the Assistant Chief Probation officer and the Assistant Chief will report to the Chief Probation officer.

Essential Function:	3. Communication structure – contracted services
Process Description:	The child welfare social worker or placement probation officer will contact the contracted service provider to advise them of the status of minors in their care.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	Should the normal channels of communication be rendered unavailable, in-person meetings will be held at frequent intervals to be determined at the time of the disaster. A central meeting location such as the main office for the Department of Health and Human Services or the Sheriff's office will be utilized.
Essential Function:	5. Communication frequency
Process Description:	During a disaster, child welfare workers and probation officers will be available at all times. Communication will occur as frequently as necessary given the severity of the disaster. Communication will follow the chain of command as defined in each departments' organizational chart.
Essential Function:	6. Communication with media
Process Description:	Colusa County Department of Health and Human Services currently has in place procedures regarding communication with the media. All requests for information are to be directed to the Director of the agency. Disbursement of information necessary to the public is handled by coordinated effort between the Health Department and the Colusa County Office of Emergency Services. The Chief of the Probation Department will handle all media regarding wards.
Essential Function:	7. Communication with volunteers
Process Description:	Any individual wanting to provide assistance will be directed to the Emergency Operation Center Logistics to handle coordination of volunteer services.
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	Toll-free numbers or those that accept collect calls include: Child Welfare: (530) 458-0280 (24 hours); Colusa County Public Health: (800) 655-3110; Colusa County Sheriff's Office: 911; (530) 458-0200; and Colusa County Probation Department: (530) 458-5871. The Probation Department

	and Child Welfare is available 24 hours a day by contacting the Sheriff's Office. TTY capability is available at the Sheriff's Office.
<b>CWS Disaster Response Criteria E:</b>	<b>Preserve essential program records:</b>
Essential Function:	1. Record preservation process
Process Description:	In the event of a disaster every attempt will be made to secure our records. Data collection in the field will be done through the use of a lap top computer or kept manually.
Essential Function:	2. Use of off-site back-up system
Process Description:	In the event of a disaster that renders our office site as inaccessible, we will utilize our lap top computer as a back-up system. If the lap top computer is also unavailable, this department would coordinate with neighboring counties unaffected by the disaster to utilize their CWS/CMS computers to maintain program records.
<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 ICPC occurs with both the sending state and CDSS:</b>
Essential Function:	1. Interstate Compact on the Placement of Children reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	The county's ICPC liaison is responsible for contacting the California ICPC Administrator and the sending State regarding any relocation of a dependent/non-minor dependent/ward to another state during a disaster.
Essential Function:	2. Mental health providers
Process Description:	The vast majority of mental health providers in Colusa County work for the Colusa County Behavioral Health Department. They will be vital players in providing crisis and other services during a disaster. The Departments of Health and Human Services and Probation will communicate with Behavioral Health by utilizing their crisis hot-line number.
Essential Function:	3. Courts

Process Description:	The Court will immediately be notified of all court hearings that will be disrupted due to the disaster. Any continuances will be requested in the proper legal format so that all timelines will be maintained.
Essential Function:	4. Federal partners
Process Description:	The Child Welfare Program Manager for Department of Health and Human Services will keep the Director up to date on the status of the Department's dependents. By doing so the Director can adequately communicate with Federal partners to share information and local needs.
Essential Function:	5. CDSS
Process Description:	As in communication with Federal partners, the Child Welfare Program Manager will provide necessary information to the Department's Director so they in turn can communicate information and relay local needs to CDSS.
Essential Function:	6. Tribes
Process Description:	The CWS Social Worker Supervisor and/or Probation Supervisor will contact the ICWA coordinator of all recognized tribes who may have an identified Indian Child displaced due to a disaster. The CWS Social Worker Supervisor and/or Probation Supervisor will also contact the ICWA coordinator in any county receiving a displaced Indian Child so that any available services can be provided to the child and family.
Essential Function:	7. Volunteers
Process Description:	Should the situation deem it necessary, the American Red Cross will be called in to respond to the affected area and provide trained volunteers. Any other volunteers offering assistance will be directed to the OES Commander on scene for instruction.