

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: _____ Napa County Child Welfare Services Date completed: __/__/__

Name/Title: _____ Rebecca Feiner/Assistant Child Welfare Director _____
 Person Managing/Overseeing Emergency Plan Implementation

Telephone #: __ 707-253-4723 _____
 E-mail Address: _____rebecca.feiner@countyofnapa.org_____

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 staff will use a monthly emergency contact list of all dependents in-care, listing their names, current social workers, current placements, addresses, cities, phone numbers, and schools. Copies will be printed and placed in leadership team members mailboxes at the beginning of every month. All leadership team members are expected to keep a copy of the emergency contact list available at all times. Copies are replaced each month when fresh lists are distributed. Two paper copies will be distributed to disaster plan binders located in the visitation office and in the Staff Services Analyst office.

	<p>Using the emergency contact list, supervisors will ensure staff contact with caregivers who do not report in promptly following a disaster, or make face to face contact if communications systems fail. Staff will contact local shelters, schools, police and hospitals for any children missing after attempted contact fails.</p> <p>The monthly emergency contact list includes a listing of all children who have an active medical alert recorded in CWS/CMS. This listing allows support to be provided to these caregivers as a priority. Caregivers are instructed to have battery backup for equipment and/or to have generator backup. To have an alert recorded in CWS/CMS the child should meet one of three conditions:</p> <ol style="list-style-type: none"> a. <u>Technology dependent children</u>: In the event of a disaster including extended losses of power or evacuations of tech-dependent children (for example a child with sleep apnea) must have functioning equipment immediately b. Any condition for which a child needs regular medical care, diabetes for example c. In general, any condition that if untreated could endanger the child. <p>Probation supervisors in juvenile hall will be provided with updated information for all wards in out-of-home care and bear responsibility for contacting the children on that list in the event of an emergency. Because many of the children placed by Probation are out of county, each program's disaster plan will be included with the emergency contact information. As a back-up system the placement supervisor and one placement officer will keep updated information on current placements with them.</p>
<p>Essential Function:</p>	<p>2. Communication process with foster parents and other caregivers</p>
<p>Process Description:</p>	<p>In a disaster, caregivers are instructed to phone the primary child abuse hotline number (which is backed by generator) within 3 hours. If lines are busy, a disaster recording will instruct caregivers on what further steps to take. Staff on the ER hotline will identify and track from a printout those who are accounted for and what they may need. If a caregiver does not report in, calls will be made by staff as assigned by CLT. Staff will attempt to make phone contact, and, if unsuccessful, will attempt to make face to face contact or, if the situation warrants it, have law enforcement check on home.</p>

	Homes and facilities with Probation placed youth are instructed to contact Juvenile Hall where their call ins will be tracked similarly.
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	Caregivers are instructed to follow the instructions of law enforcement in an evacuation. They are to notify the Department if they plan to go to a community shelter or if they will be staying with friends or relatives as soon as is practical. Caregivers are to identify themselves as foster caregivers to the shelter staff. They are to call the central hotline number (1-800-464-4216).
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	See above – follow the instructions of law enforcement. For caregivers that are able to contact CWS, staff will advise that they are to follow law enforcement instructions, and provide them with any emergency contact information including county toll free line (1-800-464-4216) to check in. In the event all power is down and there are no other forms of communication with caregivers, available staff will attempt to locate children at local shelters.
Essential Function:	5. Identification of shelters
Process Description:	Red Cross shelter locations have been pre-identified in our community.
Essential Function:	6. Parental notification procedures
Process Description:	Assigned staff will field calls from concerned parents. After locating and contacting all children under their care, staff will contact parents, responding first to those who have called in and then use the printout to attempt contact with all parents.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	Available CLT members will meet to coordinate and prioritize continuing services, action steps: <ul style="list-style-type: none"> • Identify resources, designating staff person to triage new referrals received on the hotline. • Consider contacting neighboring counties who can assist if we are short of staff. • Identify a location for continued parent/child contact.

Essential Function:	8. Staff assignment process
Process Description:	Available CLT members will discuss location and availability of staff. Staff will be designated to perform essential functions that may not be their normal assignment.
Essential Function:	9. Workload planning
Process Description:	Available CLT members will discuss location and availability of staff. Staff will be designated to perform essential functions that may not be their normal assignment.
Essential Function:	10. Alternative locations for operations
Process Description:	<p>Coordination with HHS-disaster response planning;</p> <ul style="list-style-type: none"> Use of Child Welfare command center relocated to 1917 1st Street; other alternatives include county buildings in downtown area i.e. 1195 Third Street, Suite 110 Napa, CA 94559 or American Canyon offices and/or neighboring counties CWS offices and the use of public shelters as a last resort.
Essential Function:	11. Orientation and ongoing training
Process Description:	<p>Train foster parents and relative/NREFM care givers in disaster preparedness through frequent reminders that they need to contact the ER unit at 707-253-4261 or 1-800-464-4216. This information will be provided in the quarterly foster care newsletter distributed to all foster parents.</p> <p>CWS Staff will be trained on the disaster plan on a regular basis.</p>
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:	Assign staff to triage referrals/phone calls. Available staff will be assigned to respond as appropriate, either from their home or office. If necessary contact neighboring counties for assistance.
Essential Function:	2. Implementation process for providing new services
Process Description:	<p>Operate out of shelters if County offices are unavailable or inaccessible</p> <ul style="list-style-type: none"> Essential services only until situation is stabilized and staff resources are restored.

	<ul style="list-style-type: none"> • Use printout of identified placement resources for any children needing new placements. • Consider contacting other counties for additional staff or placement resources as necessary.
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:	Available CLT members will attempt to contact division staff by phone. In the event of a disaster, displaced staff will call the ER hotline (707-253-4261/1-800-464-4216). All staff will call in to the ER # to update on location/conditions in their area.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	CWS staff follows HHS A phone tree.
Essential Function:	3. Communication structure – contracted services
Process Description:	Have not contracted essential or emergency services
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	Maintain updated lists of all cell phones/home phones/addresses and distribute to CLT members monthly to be kept available at all times.
Essential Function:	5. Communication frequency
Process Description:	Staff will call in or be contacted daily.
Essential Function:	6. Communication with media
Process Description:	Director to communicate with HHS and County PIO for providing information to the media
Essential Function:	7. Communication with volunteers
Process Description:	Assistant Child Welfare Director will coordinate with larger county structure to use any available volunteers for CWS functions
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)

Process Description:	Toll free number exists: 1-800-464-4216
CWS Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	All essential information is in CWS/CMS; look to CDSS to provide case record information if it is unavailable on a local level. Probation maintains records in the electronic database CJIMS
Essential Function:	2. Use of off-site back-up system
Process Description:	Login through state site as described in ACL. CWS Director has access to network via VPN/laptop that is located outside of county.
CWS Disaster Response Criteria E:	Coordinate services and share information with other states:
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	County ICPC coordinator and designated backup have phone list of ICPC cases and relevant contacts in other states which will be distributed monthly to CLT member's mailboxes. County coordinator will contact appropriate state ICPC offices to report on location and condition of any child placed in Napa County through ICPC.
Essential Function:	2. Mental health providers
Process Description:	We are an integrated agency with mental health and provide 24 hour crisis services.
Essential Function:	3. Courts
Process Description:	Available CLT members will assign staff to contact courts within 5 days. Juvenile Court Judge will receive a full accounting for all children in out of home placement.
Essential Function:	4. Federal partners

Process Description:	N/A
Essential Function:	5. CDSS
Process Description:	Information provided on request.
Essential Function:	6. Tribes
Process Description:	Information provided on request. Will contact Tribal Representative to advise on minor's status.
Essential Function:	7. Volunteers
Process Description:	Information provided on request and as necessary.