

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: County of San Diego – Health and Human Services Agency

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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	Identify, locate, and continue availability of services for CWS children, Probation children,
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Criteria A:	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:	<ul style="list-style-type: none"> a. Weekly data list of location of all children in out of home placement maintained for CWS management. b. Daily updated placement information maintained in Probation Case Management System (PCMS). Placement rosters printed daily from PCMS at each facility.
Essential Function:	2. Communication process with child care providers
Process Description:	<ul style="list-style-type: none"> a. Weekly data list, including phone numbers, is maintained for CWS management. SW's are assigned to contact care providers. b. Deputy Probation Officers are assigned to contact care providers.
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<ul style="list-style-type: none"> a. Site Emergency Response Plans completed and in place for all Agency sites. Practice drills ongoing.
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<ul style="list-style-type: none"> a. Site Emergency Response Plans completed and in place for all Agency sites. Practice drills ongoing
Essential Function:	5. Identification of shelters

Process Description:	a. Alternate shelter sites identified and MOAs established as needed.
Essential Function:	6. Parental notification procedures
Process Description:	a. SW, DPO or designated alternate will notify parents, via phone. CWS Hotline is designated contact point for the public in the event of an emergency for CWS. Juvenile Hall is designated contact point for the public in the event of an emergency for Probation.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	a. COOP (Continuation of Operation Planning) activation by the Director of Emergency Services (CAO, Director of OES, or their designee), who will notify departments through their respective Group offices to ensure implementation of individual departments' COOP. Public communication will be carried out by the Joint Information Center located in the Emergency Operation Center. The COOP identifies all alternative processes for providing continued services.
Essential Function:	8. Staff assignment process
Process Description:	a. Implementation of plans, procedures, and schedules to continue essential functions, personnel, records, and equipment identified in County of San Diego COOP.
Essential Function:	9. Workload planning
Process Description:	a. CWS Director and Probation Director to coordinate COOP and emergency plans, delegate tasks to staff. Communicate information from administration.
Essential Function:	10. Alternative locations for operations
Process Description:	a. All Agency sites have identified alternate locations. This information is located in our Agency COOP.
Essential Function:	11. Orientation and ongoing training

Process Description:	a. Agency has regularly scheduled evacuation/disaster drills, including relocation drills. Agency continues to train all staff on these procedures, and holds regular mandatory drills.
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:	a. Agency will triage and respond to most immediate/highest priority situations. Plan in place to coordinate with law enforcement. Director implements plan to collapse non-essential functions.
Essential Function:	2. Determine circumstances surrounding the child's potential entrance
Process Description:	a. Agency will triage and respond to most immediate/highest priority situations. Plan in place to coordinate with law enforcement. Director implements plan to collapse non-essential functions. Non-essential staff assigned to assist with investigations.
Essential Function:	3. Implementation process for providing new services
Process Description:	a. Agency will triage and respond to most immediate/highest priority situations. Plan in place to coordinate with law enforcement. Director implements plan to collapse non-essential functions.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	a. Agency would continue to conduct reunification services with disaster protocols in place. Standards for safety of the child would not be compromised because of disaster. Risk assessments would continue to be performed and Court oversight would continue. The underlying mission of CWS would remain the same.
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure – CWS personnel
Process Description:	a. Child welfare staff would be identified to work with unaccompanied minors and unaccompanied non-minor dependents same as for children already in the care of child

	welfare. Available staff resources would be assessed by essential staff and children's needs would be triaged based upon the child's current situation.
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	a. Available bi-lingual staff and communication software, if available, would be used to address any language barriers.
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	a. Agency would continue to conduct reunification services with disaster protocols in place until the emergency situation is stabilized and children can return home. The underlying mission of CWS would remain the same.
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	a. For children for whom appropriate family cannot be located within 48 hours, dependency proceedings would be initiated in Juvenile Court and statutory requirements followed.
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
Process Description:	a. Emergency call in numbers and procedures in place and published to all staff.
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	a. Phone trees established and in place.
Essential Function:	3. Communication structure – contracted services
Process Description:	a. Phone trees established and in place.
Essential Function:	4. Communication process when all normal channels are unavailable

Process Description:	a. Identified essential staff are to report to closest county facility when normal communication channels are not available
Essential Function:	5. Communication frequency
Process Description:	a. Staff is directed to contact their immediate supervisor every 4 hours.
Essential Function:	6. Communication with media
Process Description:	a. Coordinated via County Emergency Operations Center
Essential Function:	7. Communication with volunteers
Process Description:	a. Coordinated via County Emergency Operations Center
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	a. Child Abuse Hotline toll-free number is already designated.
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	a. The County's network has two IT Data Centers that are located in Plano, TX and Tulsa, OK. Therefore, if an event takes place in San Diego County, then the Data Centers will not be affected by that event. The IT Contract also includes restoration of applications that may fail on an individual basis. The PCMS (probation) database is housed in the County's two IT Data Centers. The CWS/CMS Database is housed in Sacramento, and

	also will not be affected by a disaster in San Diego.
Essential Function:	2. Use of off-site back-up system
Process Description:	a. The County's network has two IT Data Centers that are located in Plano, TX and Tulsa, OK. Therefore, if an event takes place in San Diego County, then the Data Centers will not be affected by that event. The IT Contract also includes restoration of applications that may fail on an individual basis. The PCMS (probation) database is housed in the County's two IT Data Centers. The CWS/CMS Database is housed in Sacramento, and also will not be affected by a disaster in San Diego.
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. 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:	a. Agency ICPC office maintains list of all children placed in San Diego. ICPC coordinator has process in place to contact other State agencies regarding the status of their children that may be impacted.
Essential Function:	2. Mental health providers
Process Description:	a. Coordinated via County Emergency Operations Center
Essential Function:	3. Courts
Process Description:	a. Coordinated via County Emergency Operations Center
Essential Function:	4. Federal partners
Process Description:	a. Coordinated via County Emergency Operations Center
Essential Function:	5. CDSS
Process Description:	a. Coordinated via County Emergency Operations Center
Essential Function:	6. Tribes
Process Description:	a. Coordinated via County Emergency Operations Center
Essential Function:	7. Volunteers

Process Description:

a. Coordinated via County Emergency Operations Center