

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: San Joaquin County Probation

Date Completed: 05/27/2016

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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 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) 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>In the event of an emergency or disaster, San Joaquin County Probation Department will assign a Disaster Response Team (DRT). The DRT will consist of a Deputy Chief, Assistant Deputy Chief, Probation Unit Supervisor, and others as assigned. The team members will identify the location of the emergency or disaster and determine which care providers of our youth are affected. The DRT team will refer to the specific care providers' emergency disaster plan which is on file in the Placement Probation Unit Supervisor's office. Also, to determine which youth are in the affected location, a query of the Probation Department's Case Management System, i.e. the Juvenile Justice Information Systems (JJIS) will be performed. A copy of the youth's face sheet, placement location with address and telephone information will be placed in a binder. The plan will be distributed to those persons specifically affected in the delineated leadership structure.</p> <p>DRT members and Probation placement officers will work with one another to expedite and ensure the youth are accounted for and safe. Attempts will be made to make direct contact with each client and care provider to assess safety and need for emergency assistance.</p> <p>Once care providers and youth are located and contacted, documentation of the specific location changes (if any) of the youth and care providers will be updated. Changes will be documented in JJIS; a hard copy will be maintained, and the chain of command will be notified.</p> <p>Follow-up with a face to face visit with the youth and family as soon as travel conditions are safe. Report the outcome of their contact to their immediate supervisor. This process applies to the youth regardless of their placement location and to ICPC youth.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>San Joaquin County Probation Department will follow the criteria listed in #1 (above), and will continue to assess the current stability of the youth in placement, potential danger and needs of youth in County care. DRT members and Probation Officers will work with child care providers by telephone, and if possible, in person.</p> <p>When youth are placed in out of home care, the care providers are instructed to contact San Joaquin County Juvenile Hall Intake (209)-468-4221 as it is a 24- hour facility who will in turn contact the Juvenile Assistant Deputy Chief Probation Officer.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance

<p>Process Description:</p>	<p>San Joaquin County Probation Department will adhere to the Office of Emergency Services (OES) evacuation plan as it relates to the disaster to our facility and community. In the event that a care home provider needs to evacuate their home, they are expected to follow their evacuation plan in accordance with the OES Procedures and on file with Community Care Licensing. A copy of the plan is also located in the Placement Probation Unit Supervisor’s office and will be accessed as needed.</p>
<p>Essential Function:</p>	<p>4. Identification of evacuation procedures – Event not known in advance</p>
<p>Process Description:</p>	<p>San Joaquin County Probation Department will adhere to the Office of Emergency Services (OES) evacuation plan as it relates to the disaster to our facility and community. In the event that a care home provider needs to evacuate their home, they are expected to follow their evacuation plan in accordance with the OES Procedures and on file with Community Care Licensing. A copy of the plan is also located in the Placement Probation Unit Supervisor’s office and will be accessed as needed.</p>
<p>Essential Function:</p>	<p>5. Identification of shelters</p>
<p>Process Description:</p>	<p>Shelters will be utilized that are approved by the OES and the Red Cross. Additionally, the San Joaquin County Juvenile Hall may also be utilized, based upon available staffing and bed space to provide a safe and secure environment.</p>
<p>Essential Function:</p>	<p>6. Parental notification procedures</p>
<p>Process Description:</p>	<p>The Placement Probation Unit Supervisor as well as placement probation officers have access to the Juvenile Justice Information Systems (JJIS). This will provide a list of all youth in out of home care. The placement supervisor prints hard copies of this list weekly in case of a power outage during a disaster. With this list staff can locate the youth’s families using the most up to date information available from the JJIS system. Parents who contact the San Joaquin County Probation Department seeking information on youths in care should be given special attention and referred to a DRT member depending on if the youth has been located, is missing, is injured or deceased due to the disaster.</p>
<p>Essential Function:</p>	<p>7. Alternative processes for providing continued services</p>
<p>Process Description:</p>	<p>Depending on the extent and outcome of the disaster, San Joaquin County Probation Department will continue to respond to the immediate needs of the youth’s in out-of-home care in the order of emergency at hand. Ongoing non-emergency services maybe postponed as needed until business as usual can be achieved. DRT members will assess the needs as they arise during an active disaster.</p>

Essential Function:	8. Staff assignment process
Process Description:	In the event of a disaster or emergency, San Joaquin County Probation Department will assign a Disaster Response Team (DRT). The DRT, consisting of an Assistant Chief, Deputy Chief, Assistant Deputy Chief, and Probation Unit Supervisor will assign duties to staff according to need, area needing assistance, and location of staff. Depending on the type of disaster, staff may be sent to confirm the safety and location of youth and provide services as necessary.
Essential Function:	9. Workload planning
Process Description:	The DRT, in conjunction with supervisors available, will determine cumulative action to be taken and assigned and deploy available staff to that part of the disaster until resolution occurs. If the DRT team is unable to reach certain youth that are in need, cross reports will be made to OES, Red Cross, Law Enforcement or other agencies as needed.
Essential Function:	10. Alternative locations for operations
Process Description:	In the event if a disaster or emergency, San Joaquin County Probation will operate out of its off-site facilities, located throughout the county. These facilities are equipped with JJIS. In the event of a disaster or emergency with one of San Joaquin County Probation care providers, the DRT members will refer to the specific care providers' emergency disaster plan which is on file in the Placement Probation Unit Supervisor office.
Essential Function:	11. Orientation and ongoing training
Process Description:	All staff will be trained in the Probation Disaster Response Plan in conjunction with the Probation Department's Emergency Response Plan on file with the San Joaquin County OES, which includes specific assigned roles and duties.
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:	In operating out of an Emergency Response, cases will be evaluated for risk and safety factors. Cases will be prioritized, evaluated, and assigned accordingly. Probation will designate trained staff to respond to any new child welfare investigation needs. Staff will be designated and directed by the Assistant Chief Probation Officer or designee. Responses and reporting will comply with state mandates.

Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	DRT members will evaluate each case assigned to staff to provide emergency services for those directly affected by the disaster or emergency.
Essential Function:	3. Implementation process for providing new services
Process Description:	DRT members will evaluate each case assigned to staff to provide new services for those directly affected by the disaster or emergency.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	DRT members will evaluate each case assigned to staff to determine reunification plans for those directly affected by the disaster or emergency. Temporary housing at the San Joaquin County Juvenile Hall will be arranged pending re-placement or evaluation of reunification. 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.
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors and unaccompanied non-minor dependents:
Essential Function:	1. Structure – CWS personnel
Process Description:	DRT members and Placement Probation staff will evaluate each unaccompanied minors and unaccompanied non-minor dependents to provide emergency services for those directly affected by the disaster or emergency.
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	DRT members and Placement Probation staff will utilize our Probation staff interpreters to address all language barriers. OES will also be contacted if needed.
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	DRT members and Placement Probation staff will determine reunification plans and steps towards reunification for those directly affected by the disaster or emergency. 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:

	<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 Function:	4. Assess and make a determination within 30 days
Process Description:	DRT members and Placement Probation staff will assess and make reunification plans within 30 days of the disaster or emergency. If a minor is assessed to have completed the group home and/or Case Plan goals early reunification may be considered and initiated.
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:	It is the responsibility of the DRT team to ensure compliance with the Department’s Emergency Response Plan in locating Probation employees. Employees should check in with their agency as soon as possible after a disaster.
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	There will be at least one member from each division of the San Joaquin County Probation Department assigned to be a team captain. Each team captain’s office will be the meeting and informational focal point for each division’s DRT members. The captains will gather and dispatch information to management, staff, and outlying agencies and monitor safety in affected areas. Management will be responsible for communication between the agency and Department of Social Services, CAL OSHA, Office of Emergency Services and the media.
Essential Function:	3. Communication structure – contracted services
Process Description:	DRT members will assign workers to contact out-of-home care providers, local schools, and school districts, law enforcement, Child Welfare Services, Behavioral Health Services, and outlying locations with contracted workers. DRT members will also contact San Joaquin County Mental Health, San Joaquin County Office of Education, Correctional Health Care to account for those who are housed in our building. They will be expected to follow the Disaster Response Plan of the San Joaquin County Probation Department.
Essential Function:	4. Communication process when all normal channels are unavailable

Process Description:	San Joaquin County Probation Department will work with OES to use non-traditional forms of communication such as emergency broadcasts, radio, cell phones, media and walkie-talkies and in-house intercom system. The media may be the only avenue of communication with staff if internal communications systems are impacted. The media could provide critical information for families, youth, and staff.
Essential Function:	5. Communication frequency
Process Description:	DRT members will instruct staff to keep in contact with supervisors or assigned captains at least daily or more frequently as needed.
Essential Function:	6. Communication with media
Process Description:	In conjunction with Office of Emergency Services, all efforts will be made to respond to media questions and we may request help from the media in the event of a disaster. The Assistant Chief will serve as the media liaison.
Essential Function:	7. Communication with volunteers
Process Description:	Volunteers will be handled in the same way as Probation staff employees (explained in D-2)
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	San Joaquin County Probation Department will follow OES procedure for providing a toll-free number.
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	All records are secured as hard copies at the San Joaquin County Probation Offices. All records are also stored in our Juvenile Justice Information Systems (JJIS).
Essential Function:	2. Use of off-site back-up system
Process Description:	All information systems are backed up regularly by the County's Information Systems Division and preserved in accordance with their Emergency Response Plan. All Probation Department locations have access to JJIS.

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 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:	When a disaster is local the San Joaquin County Probation Department will contact the placing counties Placement Probation Officer to inform them of the disaster or emergency and communicate our plans to keep the child safe. In the event the placing agencies Placement Probation Officer could not be reached, San Joaquin Counties ICPC liaison will contact the sending state’s ICPC administrator or designee. The response time to inform the sending state of the youth’s status will depend on the ability to telephone, send a fax, or e-mail the sending state. When a disaster occurs in a receiving state that houses a child from San Joaquin County, the San Joaquin County case assigned Placement Probation Officer will contact the receiving state and agency by telephone, fax, or e-mail. If the receiving state’s lines are down, the San Joaquin County Probation Department’s ICPC liaison will contact the receiving state’s ICPC administrator or designee. The San Joaquin County assigned Placement Probation Officer will contact the Red Cross and any emergency shelters set up in the receiving state. The San Joaquin County assigned Placement Probation Officer will document all efforts made, the emergency plan in effect, and any other information received from the receiving state in the contact section of JJIS.
Essential Function:	2. Mental health providers
Process Description:	For San Joaquin County youth placed out-of-state, the assigned Placement Probation Officer will contact local Mental Health Services if out-of-state youth show or express a need for services. The San Joaquin County Mental Health Department may be called upon to provide mental health services during and after a disaster for local placement youth. The assigned Probation Officers will make referrals and contacts with Mental Health as appropriate.
Essential Function:	3. Courts
Process Description:	The Juvenile Courts will be advised of the status of the children under its jurisdiction if they are affected by a disaster. The San Joaquin County Probation Department will ensure that probation officers and attorneys are available for court cases that require legal processes as the time allows following a disaster.
Essential Function:	4. Federal partners

Process Description:	Federal partners will be evaluated in collaboration with OES and CDSS as necessary.
Essential Function:	5. CDSS
Process Description:	As necessary, the assigned CDSS liaison will keep in contact with the assigned Placement Probation Officer and communicate with CDSS.
Essential Function:	6. Tribes
Process Description:	When a child is an ICWA member, a liaison will be assigned to notify and keep in touch with the tribes of the child in that jurisdiction.
Essential Function:	7. Volunteers
Process Description:	If volunteers from other counties/states are offering their services, after assessing the need, a liaison for the volunteers will coordinate their assigned duties in conjunction with OES.