

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

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This plan incorporates the federal disaster response criteria required by the Child and Family Services Improvement Act of 2006 (Public Law 109-288) as referenced in the California Department of Social Services All-County Letter No. 10-63.

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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: | <p>During or after a disaster, the status of children under the supervision and care of the Family, Youth, and Children's Division (FY&C) or Sonoma County Juvenile Probation will be determined. This includes verification of the safety of the child/children and the condition of the home or facility. If possible, the status can be checked by telephone. If Social Workers/Probation Officers are unable to reach the home or facility by telephone, a visit will be required to determine the safety status of the child/children and the facility. Staff should offer any assistance the department may be able to give, dependent upon the situation encountered.</p> <p>If a Social Worker/Probation Officer determines injuries and/or death has occurred, these findings must be reported to the Division Disaster Operations (DDO) as soon as possible. Regular status reports noting conditions of foster facilities and children should be made to the DDO every six (6) hours until the status of all children under the care and supervision of the department is known. These reports may be telephoned or faxed to the DDO. The form Incident Report (HSD 722) must also be completed as a follow up to the initial report.</p> <p>If there is a necessity for urgent action (e.g., a need for medical consent to perform surgery, temporary relocating of minors to a shelter or other site, etc.), all such actions must be recorded in the case record. If the case record is not available, document the information in writing, for inclusion in the case record at a later date using the Contact Sheet (HSD 419).</p> <p>NOTE: the status of all children should be recorded and noted for the case record, even if they are safe and can remain in their current home or placement with no imminent danger.</p> <p>Social Workers/Probation Officers should complete the status check on all children in the caseload before focusing on the children with other than a life or death emergency need. All services needed or given should be documented in the case record, or if unavailable, documented in writing for inclusion in the case at a later date.</p> |

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| | <p>NOTE: Social Workers/Probation Officers need to inform foster parents and others who have the responsibility of an FY&C child in placement, to identify themselves and foster child/children to mass care shelter personnel, in the event of displacement from their homes.</p> <p>Staff must be available to perform the following functions:</p> <ul style="list-style-type: none"> • Telephone, if available , foster parents, group homes and other caretakers to determine safety status of child/children in their care and damage, sustained, if any to the home or facility • Document information received for the case record • Schedule home visit, if unable to reach home or facility by telephone • Complete, if possible, home call to determine status of child/children and damage to home/facility, if any • Report status of children/homes contacted to supervisor • Continue to contact children, homes, facilities, by telephone or in person until the status of all children in caseload is known. <p>If disaster occurs after normal office hours, this plan will be initiated by managers via established phone trees.</p> |
| Essential Function: | 2. Communication process with child care providers |
| Process Description: | <p>Prior to an emergency, all child care providers will be required to provide at least three locations where they might seek refuge in an emergency. They must provide the name, address, and phone number of a contact person at each location. This information will be updated annually as part of their “Emergency Plans.” Providers will also be given FY&C emergency contact information. This information will be updated as required.</p> <ul style="list-style-type: none"> • Child care providers/Placements should attempt to contact FY&C/Probation immediately when a disaster strikes to inform the department about the status of children in their care. • When a provider does make contact with FY&C, the provider must provide the names, dates of birth and current location of the children in their care. • Any time the provider changes locations or a child leaves their care, they must contact FY&C/Probation immediately. <p>If FY&C/Probation has not made contact with a child care provider, social workers/probation officers will attempt contact until he/she is reached. During office hours, workers will first try to establish contact with care providers using phones, if possible. After office hours, managers will initiate the emergency disaster plan via established phone trees and child care providers will be contacted as staff are assembled and briefed. If contact cannot be made through telecommunications, workers will make home visits to verify the status of foster children. The decision to make home visits will be determined based on the conditions of the disaster.</p> |
| Essential Function: | 3. Identification of evacuation procedures – Event known in advance |
| Process Description: | Initiate Emergency Action Plan (Attachments 1, 2, and 3); hardcopy stored with managers and at reception desk; maps posted at exit routes (Attachments 4 & 5). |

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| Essential Function: | 4. Identification of evacuation procedures – Event not known in advance |
| Process Description: | Initiate Emergency Action Plan (Attachments 1, 2, and 3); hardcopy stored with managers and at reception desk; maps posted at exit routes (Attachments 4 & 5). |
| Essential Function: | 5. Identification of shelters |
| Process Description: | <p>The American Red Cross of Sonoma & Mendocino Counties maintains a list of designated shelter sites and will activate these sites in the event of an emergency. Lists of these sites will be provided to the Sonoma County Emergency Operations Center (EOC) in the event of a disaster. Child care and other service providers will be advised during the contracting process to contact the American Red Cross or the EOC for the location of shelters. Service providers will also be advised to stay tuned to local announcements for updated shelter information.</p> <p>Several FY&C supervisors have been trained in the operation of a shelter should staff need to be deployed to an emergency shelter.</p> |
| Essential Function: | 6. Parental notification procedures |
| Process Description: | If birth parents contact FY&C or Probation, they will be informed of the status of their children. In an emergency, equal priority will be given to locating and providing essential services to children and notifying parents of their children's whereabouts. |
| Essential Function: | 7. Alternative processes for providing continued services |
| Process Description: | <p>Foster Care – Operations</p> <p>In a major emergency the following procedure is to be used:</p> <ul style="list-style-type: none"> • Eligibility Workers (EW) will utilize the printed caseload report • EWs will manually determine the amount of benefits to be paid and follow the existing paper process to authorize benefits, as needed • The County Auditor's office will be utilized for contingency plans to manually issue warrants, or their off-site emergency contingency operation • EWs will manually track all payments made during down time • If the disaster occurs after Fiscal Month End, EWs will work with disbursements staff to ensure where and when warrants can be sent out • Eligibility will be determined manually for any new cases if the computer system is not available • Rely on local postal or delivery services to accomplish mail delivery of warrants • Records would be updated when the computer system becomes available |

Emergency Response – Operation

Referrals citing alleged abuse are received by ER from mandated reporters, including doctors, hospitals, relatives, neighbors, caregivers and others who observe a situation where a child could be the victim of abuse, exploitation and/or neglect.

In addition to its usual calls, during times of disaster and other major emergencies, ER is likely to receive calls and/or reports of children who are defined as unaccompanied minors, e.g., children who are separated from parents, guardians or caretakers, due to displacement, deprivation, or even death, as a result of the disaster.

Phone Service

If regular phone service is interrupted, cell phones will be used. Certain cell phone numbers will be designated as emergency response numbers and distributed to law enforcement and medical personnel.

In a major emergency the following procedures are to be used:

In-Office:

- Worker receives referral
- If it turns out to be an actual referral complete CWS/CMS Off Line Intake Form (HSD 584) make a copy
- Log the referral in the Referral Book
- Original goes to Supervisor
- Copy goes to clerical
- If it is not an actual referral log in the Activity Log (SSD 736)

In the Field:

Supervisor

- Receives referral from ER Intake and assesses and evaluates the referral if referral is appropriate assigns to a field worker

Social Worker

- If immediate response is needed, worker goes out for interview.
- If immediate response is not needed, responds to referral within 10 days.

Emergency Procedure

- Complete contact Sheet (HSD 419) and retain until CWS/CMS system is available to update records.

If referral indicates the child is at immediate risk and worker is unable to respond due to road outage etc. the appropriate law enforcement agency is to be notified of the referral.

Court Services – Operation

After a countywide disaster/emergency the Director, Family, Youth, and Children's Division/Director, Juvenile Probation Services will request the Juvenile Court to activate their emergency/disaster procedures. Through a cooperative effort between the court and the department, feasible time frames should be established to allow for the generation of court reports and court appearances.

Arrangements have been made with the court to issue an extending standing order to allow the department, through Family, Youth, and Children's Division Social Workers, to authorized medical treatment for unaccompanied minors (those with no parent or guardian available to give permission for treatment). Social Workers also may need to authorize medical care, treatment and/or surgery for critically injured dependent child/children, where there is no other means of obtaining the needed care for the child/children.

In the event unaccompanied minors cannot be reunited with parents or guardians (primarily due to serious injury or death), FYC Social Workers will provide appropriate placement for these minors. This includes processing the required emergency court orders.

Court Service Unit must be available to provide:

- Establishment of jurisdictional facts by proving the petition
- Dispositional recommendations
- Initial service plan within first 30 days after the child is removed from the home
- Guardianship home studies for non-relatives
- Prepare court report and submit to legal clerical for formatting in time to provide to all counsel at least 48 hours prior to hearing
- Review petition, Detention prima facie packet , police and medical reports, and any relevant case contact notes
- Gather evidence and reports to support the allegations in the petition
- Contact and interview all appropriate parties
- Provide services as directed at the Detention Hearing or as needed to facilitate development' of report
- Explore appropriate placement alternatives
- Refer parties to appropriate services
- Establish parental visitation schedule

Dependent Children In Foster Care, Group Or Family Homes — Operation

During or after a disaster, the status of children under the supervision and care of the Family, Youth, and Children's Division/Juvenile Probation Services Division will be determined. This includes verification of the safety of the child/children and the condition of the home or facility. If possible, the status can be checked by telephone. If Social Workers/Probation Officers are unable to reach the home or facility by telephone, a visit will be required to determine the safety status of the child/children and the facility. Staff should offer any assistance the department may be able to give, dependent upon the situation encountered. For children who have been placed out of county, FY&C has made courtesy arrangements with those

counties to account for and ensure the safety of the children.

If a Social Worker/Probation Officer determines injuries and/or death has occurred, these findings must be reported to the Division Disaster Operations (DDO) as soon as possible. Regular status reports noting conditions of foster facilities and children should be made to the DDO every six (6) hours until the status of all children under the care and supervision of the department is known. These reports may be telephoned or faxed to the DDO. The form Incident Report (HSD 722) must also be completed as a follow up to the initial report.

If there is a necessity for urgent action (e.g., a need for medical consent to perform surgery, temporary relocating of minors to a shelter or other site, etc.), all such actions must be recorded in the case record. If the case record is not available, document the information in writing, for inclusion in the case record at a later date using the Contact Sheet (HSD 419).

NOTE: the status of all children should be recorded and noted for the case record, even if they are safe and can remain in their current home or placement with no imminent danger.

Social Workers/Probation Officers should complete the status check on all children in the caseload before focusing on the children with other than a life or death emergency need. All services needed or given should be documented in the case record, or if unavailable, documented in writing for inclusion in the case at a later date.

NOTE: Social Workers need to inform foster parents and others who have the responsibility of an HSD child in placement, to identify themselves and foster child/children to mass care shelter personnel, in the event of displacement from their homes.

Staff must be available to perform the following functions:

- Telephone, if available, foster parents, group homes and other caretakers to determine safety status of child/children in their care and damage, sustained, if any to the home or facility
- Document information received for the case record
- Schedule home visit, if unable to reach home or facility by telephone
- Complete, if possible, home call to determine status of child/children and damage to home/facility, if any
- Report status of children/homes contacted to supervisor

Continue to contact children, homes, facilities, by telephone or in person until the status of all children in caseload is known.

Valley of the Moon Children's Home – Operation

Operation of the Valley of the Moon Children's Home is a Department critical function. In addition to continuing its twenty-four hours-a-day, seven days a week custodial role for its population and meeting 24-hour emergency response placement mandates for abused, exploited and neglected minors, the Children's Home may become a shelter for unaccompanied minors during a major countywide or localized disaster. Attachment 6 provides detailed instruction for continued operations in the event of a disaster impacting the Children's Home

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| Essential Function: | 8. Staff assignment process |
| Process Description: | <p>The sub-critical functions of the Emergency Response Program (ER) and Dependent Children require staffing on an immediate and continuous basis, and no later than 48 hours after a major disaster. ER operates 24 hours a day, seven days a week, including weekends and holidays.</p> <p>The essential functions of the Foster Care Program must be operational as soon as feasible, and no later than within three (3) working days after a major disaster.</p> <p>Essential staffing will be at the discretion of the Division Director, dependent upon the information received from executive management and the extent of the disaster.</p> <p>Managers and/or Supervisors will attempt to contact staff via telephone, pager, cellular phone (if operable) or push to talk to advise them where to report, and when to report (day and time), if different than next working day at normal work site and usual starting time.</p> <p>Immediately following the onset of a disaster, FY&C will be minimally staffed until all staff are located and called to report. Initially, the department will be staffed with 1 supervisor, 1 clerical, 2 Emergency Response Social Workers, 2 Placement Social Workers, 1 child abuse hotline screener and 1 on-call manager. When fully operational approximate assignments are as follows:</p> <p><u>Foster Care</u>: 1 Program Planning Analyst, 3 Eligibility Workers, 1 Senior Office Assistant <u>Emergency Response</u>: 5 Social Service Supervisors, 37 Social Workers <u>Court Services</u>: 1 Social Service Supervisor, 9 Social Workers <u>Dependent Children</u>: 4 Social Service Supervisors, 28 Social Workers <u>Support Staff</u>: 1 Program Planning Analyst, 2 Office Support Supervisors, 13 Office Assistants, 6 Social Worker Assistants</p> |
| Essential Function: | 9. Workload planning |
| Process Description: | <p>Managers will assess the availability of child welfare/Probation staff, including those affected by the disaster and their locations. Work functions identified as essential will be carried out by appropriate staff members. Some nonessential, routine activities can be discontinued or limited, saving staff time for more critical functions. A detailed workload plan follows:</p> <p><u>Division Director</u></p> <ul style="list-style-type: none"> • Follow normal, daily job duties, as outlined in policies and procedures, as time and circumstances permit • Determine, in conjunction with Section Managers/Managers, how to best use and deploy FYC/Juvenile Probation Services Division staff based on the disaster needs of division, department and county • Work with other counties that are not affected by the disaster to establish CWS/CMS access • Disseminate information on extent of disaster impact to management staff • Provide relief shift work for disaster center, as requested • Provide relief shift work at county EOC, as needed • Track all time spent on disaster related activities • Receive summary reports from Managers for the time FYC/Probation staff spent on disaster activities |

- Reviews reports and prepare, or direct to be prepared, a summary of total time spent on disaster activities by the FYC/Juvenile Probation Services Divisions
- Forward final report to Administration Division for preparation of cost claiming documents
- Receive summary reports of unusual circumstances, lessons learned, what worked, what didn't work, Serious Incident Reports, etc. from Section Managers
- Review reports and prepare, or direct to be prepared, one summary report for the FYC Division
- Forward summary report for FYC Division to Department Director for After Action Report.

Section Manager/Juvenile Probation Services Supervisor

- Perform normal and usual duties per policies and procedures, as time and circumstances permit
- Implement decisions of executive management and Division Director on staffing for department disaster functions, e.g., shelters, disaster centers, etc.
- Relay updated information as received, on impact of disaster, to supervisory staff
- Track all time spent exclusively on disaster related activities
- Advise supervisory staff to track own disaster time and instruct unit staff to track time
- Log all unusual disaster related incidents or circumstances for final department report, including problem areas, what worked, what didn't work, lessons learned, etc.
- Receive disaster time summary reports from supervisory staff
- Prepare, or direct to prepare, a summary report of all time spent exclusively on disaster related functions by division staff
- Submit summary reports of time, incidents, etc. to Division Director for input into final division report for cost claiming purposes

Program Planning Analyst - Foster Care

- Analyze and develop recommendations on the Foster Care program needs
- Assist in the implementation of program needs
- Coordinate operations during emergency/disaster period, including such issues as staffing, human resources, equipment, building operations, safety, space planning and needs, etc.
- Follow normal, daily job duties as outlined in policies and procedures as time and circumstances allow
- Assist in the evaluation and implementation of data systems for use in an emergency/disaster situation
- Maintain a daily log of disaster-related functions, problems, solutions, what worked, what didn't work, etc.
- Summarize daily logs for report to Division Director for final report to executive management
- Direct staff to keep a report of time spent for each disaster related activity/function performed, e.g., shelter duty, language interpretation, rumor control, etc.
- Summarize time reports for submission to Division Director for final report to executive management

Eligibility Workers

- Follow normal, daily job duties as outlined in policies and procedures
- Report any damage noted to supplies, equipment, computers, telephones, etc to supervisor

- Report for assigned disaster/emergency functions, if applicable
- Maintain a daily log of disaster related activities (i.e. shelter duty, rumor control) problems, solutions, unusual events, etc.
- Complete a daily report of time spent on disaster related functions performed
- Submit activity log and time report to supervisor each day of disaster related activity

Social Service Supervisors (Emergency Response)

- Perform normal duties as time and circumstances allow
- Confer with workers, as requested, on specific circumstances and problems
- Instruct staff to log all serious child injuries and/or deaths on FYC Division Serious Incident Report (HSD 722)
- Inform staff of current status and impact of disaster/emergency, as information becomes known
- Advise staff, if applicable to report for other division, department, or county disaster responsibilities
- Receive all FYC Division Serious Incident Reports from staff
- Submit all FYC Division Serious Incident Reports to Section Manager
- Instruct staff to record all time spent on disaster/emergency related activities
- Log any unusual disaster situation or circumstances reported by workers
- Track all time spent on disaster/emergency related activities
- Summarize disaster time reports received from staff (include own)
- Prepare summary of FYC Division Serious Incident Reports
- Prepare summary report for all unusual situations or circumstances reported by staff
- Submit all summary reports to Section Manager

Social Workers/Probation Officers (Emergency Response)

- Respond to reports of abuse or unaccompanied minor circumstances
- Respond, as directed, to perform other disaster related activities required of the Division
- Report to Supervisor any unusual circumstances, situations or referrals that transpired or were reported as a result of the disaster
- Track all time spent specifically on disaster related activities
- Submit reports of time spent during disasters to the supervisor

Social Service Supervisors (Dependent Children)

- Perform normal duties as time and circumstances allow
- Confer with workers, as requested, on specific circumstances and problems of verifying status of children in caseloads
- Re-assign cases as needed, for verification of children and home/facility status
- Instruct staff to log all serious child injuries and/or deaths on FYC Division's Serious Incident Report (HSD 722)
- Instruct staff to record all findings on status of all children and home/facility for case record
- Inform staff of current status and impact of disaster/emergency, as information becomes known
- Report status of children in caseloads to Division Director every six (6) hours
- Advise staff, if applicable to report for other division, department, or county disaster responsibilities

- Receive all FYC Division Serious Incident Reports from staff
- Submit all FYC Division Serious Incident Reports to Section Manager, after all children in the caseloads have been contacted
- Instruct staff to record all time spent on disaster/emergency related activities
- Log any unusual disaster situation or circumstances reported by workers
- Track all time spent on disaster/emergency related activities
- Summarize disaster time reports received from staff (include own)
- Prepare summary of FYC Division Serious Incident Reports
- Prepare summary report for all unusual situations or circumstances reported by staff
- Submit all summary reports to Section Manager

Social Workers (Dependent Children)

- Continue to update supervisor with current status reports of children in caseload
- Confer with supervisor, as necessary, on circumstances and status of children and homes
- Report any serious injuries or deaths to children in caseload on for FYC Division Serious Incident Report (HSD 722)
- Submit Serious Incident Report to supervisor
- Perform normal duties as time and circumstances allow
- Respond to requests, as directed to perform other disaster-related activities, which may be required of the division, department or county
- Report to the Supervisor any unusual situation or circumstances encountered as a result of the disaster/emergency
- Record all time spent on disaster related activities
- Submit disaster time records to Supervisor at conclusion of disaster related activity period

FYC/Juvenile Probation Division Employees

- Perform normal duties as time and circumstances allow
- Workers could be stationed at shelters, hospitals or law enforcement agencies to collect information on placed children
- Workers will utilize their cell phones if telephone service is interrupted
- One central telephone number would be assigned for workers to call in their reports
- All reports to be recorded on paper if computer system unavailable

Program Planning Analyst – Support Staff

- Assist in the implementation of program needs
- Coordinate operations during emergency/disaster period, including such issues as staffing, human resources, equipment, building operations, safety, space planning and needs, etc
- Follow normal, daily job duties as outlined in policies and procedures as time and circumstances allow
- Maintain a daily log of disaster-related functions, problems, solutions, what worked, what didn't work, etc.
- Summarize daily logs for report to Division Director for final report to executive management
- Direct staff to keep a report of time spent for each disaster related activity/function performed, e.g., shelter duty, language interpretation, rumor control, etc.

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| | <ul style="list-style-type: none"> Summarize time reports for submission to Division Director for final report to executive management <p><u>Support Staff and All Other Employees</u></p> <ul style="list-style-type: none"> Perform normal duties as time and circumstances allow As Social Workers call in to the central telephone number to identify the status of the children on their caseload, support staff will record these updates manually Report to the Supervisor any unusual situation or circumstances encountered as a result of the disaster/emergency Record all time spent on disaster related activities <p>Submit disaster time records to Supervisor at conclusion of disaster related activity period</p> |
| Essential Function: | 10. Alternative locations for operations |
| Process Description: | <p>Child Welfare Services: PRIMARY: 1747 Copperhill Parkway, Santa Rosa ALTERNATE: 2550 Paulin Drive, Santa Rosa</p> <p>Juvenile Probation Services: PRIMARY: 7425 Rancho Los Guilicos R., Dept B, Santa Rosa, CA 95409 ALTERNATE: 600 Administration Dr. Santa Rosa, CA 95403</p> |
| Essential Function: | 11. Orientation and ongoing training |
| Process Description: | <p>All FYC employees shall be trained in basic disaster/emergency procedures and response. Staff Development will provide training to all staff when newly hired.</p> <p>This training shall include:</p> <ul style="list-style-type: none"> What to do in case of emergencies; e.g. earthquake, flood, medical, bomb threats, fire, etc. How to prepare their families and homes for disasters What will be expected of them in reference to the department in the event of a disaster. Annual review of HSD/Probation Administrative Policies and Procedures: <ul style="list-style-type: none"> Appropriate Response to Workplace Violence Earthquake Preparedness Emergency Procedures and Evacuation Plan <p>Encourage employees to keep in their desk or work modules or office a pair of sturdy shoes, change of clothing, flashlight and batteries, non-perishable snacks, etc.</p> <p>Ongoing training will be provided to all staff on the implementation of the disaster response plan.</p> |

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| 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: | <p>Emergency Response – Operation</p> <p>Referrals citing alleged abuse are received by ER from mandated reporters, including doctors, hospitals, relatives, neighbors, caregivers and others who observe a situation where a child could be the victim of abuse, exploitation and/or neglect.</p> <p>In addition to its usual calls, during times of disaster and other major emergencies, ER is likely to receive calls and/or reports of children who are defined as unaccompanied minors, e.g., children who are separated from parents, guardians or caretakers, due to displacement, deprivation, or even death, as a result of the disaster.</p> <p><u>Phone Service</u> If regular phone service is interrupted, cell phones will be used. Certain cell phone numbers will be designated as emergency response numbers and distributed to law enforcement and medical personnel.</p> <p>In a major emergency the following procedures are to be used:</p> <p><u>In-Office:</u></p> <ul style="list-style-type: none"> • Worker receives referral • If it turns out to be an actual referral complete CWS/CMS Off Line Intake Form (HSD 584) make a copy • Log the referral in the Referral Book • Original goes to Supervisor • Copy goes to clerical • If it is not an actual referral log in the Activity Log (SSD 736) <p><u>In the Field:</u></p> <p>Supervisor</p> <ul style="list-style-type: none"> • Receives referral from ER Intake and assesses and evaluates the referral if referral is appropriate assigns to a field worker <p>Social Worker</p> <ul style="list-style-type: none"> • If immediate response is needed, worker goes out for interview. • If immediate response is not needed, responds to referral within 10 days. <p><u>Emergency Procedure</u></p> <ul style="list-style-type: none"> • Complete contact Sheet (HSD 419) and retain until CWS/CMS system is available to update records. <p>If referral indicates the child is at immediate risk and worker is unable to respond due to road outage etc. the appropriate law enforcement agency is to be notified of the referral.</p> |
| Essential Function: | 2. Implementation process for providing new services |

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| <p>Process Description:</p> | <p>Implementation of new services is dependent upon the availability of staff. New abuse and neglect cases which require an immediate or 3-day response will take precedence over working in a shelter.</p> <p>To establish new services, the court and FY&C through a collaborative effort agree on feasible time frames for the generation of court reports and court appearances.</p> <p>Advance arrangements have been made with the court to issue an extending standing order to allow the department, through FY&C Social Workers, to authorized medical treatment for unaccompanied minors (those with no parent or guardian available to give permission for treatment). Social Workers also may need to authorize medical care, treatment and/or surgery for critically injured dependent child/children, where there is no other means of obtaining the needed care for the child/children.</p> <p>In the event unaccompanied minors cannot be reunited with parents or guardians (primarily due to serious injury or death), FYC Social Workers will provide appropriate placement for these minors. This includes processing the required emergency court orders. If a child must be placed in protective custody during a disaster, Valley of the Moon Children's Home, a county-run emergency shelter for children, and emergency foster homes will be used to their fullest capacities.</p> <p>Court Service Unit must be available to provide:</p> <ul style="list-style-type: none"> • Establishment of jurisdictional facts by proving the petition • Dispositional recommendations • Initial. service plan within first 30 days after the child is removed from the home • Guardianship home studies for non-relatives • Prepare court report and submit to legal clerical for formatting in time to provide to all counsel at least 48 hours prior to hearing • Review petition, Detention prima facie packet , police and medical reports, and any relevant case contact notes • Gather evidence and reports to support the allegations in the petition • Contact and interview all appropriate parties • Provide services as directed at the Detention Hearing or as needed to facilitate development' of report • Explore appropriate placement alternatives • Refer parties to appropriate services • Establish parental visitation schedule <p>New services deemed to be non-essential will be postponed until the conditions of the disaster have abated and until the status/capacity of service providers is known. New services deemed to be essential will managed on a case-by-case basis by managers until the conditions of the disaster have improved. Visitation will be a high priority: FY&C will make every effort to facilitate parental visits at appropriate, accessible locations.</p> |
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| 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: | <p>Managers and supervisors shall have copies of their division employee's disaster preparedness lists available <u>at home</u> and <u>in their vehicles</u>. These lists should include names, addresses, home telephone numbers, pager and cellular phone numbers, if applicable, disaster assignment and special skills, e.g., language capability, shelter experience, first aid/CPR knowledge, etc.</p> <p>Managers and/or Supervisors will attempt to contact staff via telephone, pager, cellular phone (if operable) or push to talk to advise them where to report, and when to report (day and time), if different than next working day at normal work site and usual starting time.</p> <p>The first employees contacted are those with critical, sub-critical and essential functions. A critical function is one that <u>must</u> be maintained under all or most disaster circumstances. It is a function that requires a twenty-four hour, seven day a week custodial role and also must be operational to meet required twenty-four hour emergency response mandates.</p> <p>A sub-critical function must be operational by forty-eight (48) hours into the disaster. Sub-critical functions must be operational to meet required twenty-four hour emergency response mandates.</p> <p>Both the critical and sub-critical functions, if not maintained, could pose a substantial and imminent threat to the health and safety of vulnerable children and adults in the county.</p> <p>The following functions have been identified by the department as being critical and sub-critical functions that <u>must</u> be maintained under all or most disaster/emergency circumstances.</p> <p><u>Critical Functions:</u> <u>FY&C</u></p> <ul style="list-style-type: none"> • Operation of Valley of the Moon Children's Home • Immediate Response to allegations of child abandonment and abuse <p><u>Probation</u></p> <ul style="list-style-type: none"> ▪ Operation of the Juvenile Hall, Probation Camp and Sierra Youth Center <p><u>Sub-Critical Functions:</u></p> <ul style="list-style-type: none"> • Operation of the Child Abuse Hotline and response to dependent children's emergencies in foster care or in a family home. <p>All other employees will be contacted after the above primary contacts.</p> |

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| Essential Function: | 2. Communication structure – child welfare personnel (phone tree) |
| Process Description: | For staff located at the FY&C building during a disaster, the internal communication system will be used to transmit information to staff. A manual disaster response phone tree will be initiated at the onset of a disaster or as soon as possible. The phone tree will begin with a designated disaster lead person and will outward and downward until all essential personnel are linked to and participating in the phone tree. Emergency services will be directed to staff identified as displaced by the disaster. |
| Essential Function: | 3. Communication structure – contracted services |
| Process Description: | During the initial contracting process, service providers should share with FY&C their own emergency plans and agree to a communication protocol. Management should consult with service providers as soon as possible about their ability to function to gauge the status of and plans for services to be delivered after the disaster. |
| Essential Function: | 4. Communication process when all normal channels are unavailable |
| Process Description: | <p>If not contacted by management or a supervisor, employees should turn on the radio and/or television (if operable) and listen for instructions regarding work site, reporting times and/or disaster assignments.</p> <p>If telephone and other means of communication are inoperable, employees should ensure family and home safety, and then report to their normal work site, at the usual starting time on the next working day, if physically possible.</p> <p>Employees who have injuries, whose family members have serious injuries requiring their presence and/or who need to relocate their family due to housing damage, must make every attempt to convey this type of information to their supervisor or manager, so that their status is known to the department, both for disaster and usual assignment and payroll purposes.</p> |
| Essential Function: | 5. Communication frequency |
| Process Description: | If possible, all personnel should communicate with their supervisor immediately (no later than 6 hours) after disaster conditions commence. Supervisors will keep a log of the whereabouts and condition of each employee. Essential personnel will be instructed to report to the office immediately. After initial contact is made, the communication frequency will be based on the nature of the disaster and the condition of each employee. For non-displaced persons, they will report to work at their normally scheduled time, unless otherwise instructed by their supervisor. Displaced employees, if possible, should be in communication with their supervisor no less than once per every 24 hours. |
| Essential Function: | 6. Communication with media |
| Process Description: | All requests by the media should be directed to the Director or his/her designee. Sample news releases will be drafted in advance so that they are easily adapted to different types of disasters. |
| Essential Function: | 7. Communication with volunteers |
| Process Description: | The division will communicate with organizations offering volunteers through a designated volunteer coordinator. This person will be responsible for communicating with, screening and assigning volunteers. |
| Essential Function: | 8. Establishment of a toll-free number prior to disaster (include TTY) |
| Process Description: | A toll-free number currently exists (1-800-870-7064). |

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|---|--|-----------------|---------------------------|---|--|
| CWS Disaster Response Criteria D: | Preserve essential program records: | | | | |
| Essential Function: | 1. Record preservation process | | | | |
| Process Description: | <p>It is imperative that manual records are maintained in the event of a disaster and the computers are unavailable. The following procedures will apply for storage of case names for identification of clients receiving benefits and services.</p> <p><u>Placement Records</u> Each month a report will be run off CWS/CMS & ACCESS and copies will be stored at the following sites.</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"><u>FY&C</u></td> <td style="text-align: center; vertical-align: top;"><u>Juvenile Probation</u></td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Front reception desk at Copperhill • Placement Supervisor's office • Valley of the Moon, Program Manager's Office • ICPC placement </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Placement Supervisor's Office • Juvenile Probation Services, Division Director's Office </td> </tr> </table> <p><u>Foster Care Records</u> The Emergency Caseload Report is downloaded from CalWIN monthly onto password-protected discs. These discs are distributed to a group of designated managers who keep the most up-to-date copy of the disc along with a laptop computer at their homes throughout Sonoma County. In addition, paper copies of the report are stored at the following sites.</p> <ul style="list-style-type: none"> • Eligibility Supervisor's desk at Copperhill • Program Planning Analyst's office at Copperhill • Fiscal Office at Westwind | <u>FY&C</u> | <u>Juvenile Probation</u> | <ul style="list-style-type: none"> • Front reception desk at Copperhill • Placement Supervisor's office • Valley of the Moon, Program Manager's Office • ICPC placement | <ul style="list-style-type: none"> • Placement Supervisor's Office • Juvenile Probation Services, Division Director's Office |
| <u>FY&C</u> | <u>Juvenile Probation</u> | | | | |
| <ul style="list-style-type: none"> • Front reception desk at Copperhill • Placement Supervisor's office • Valley of the Moon, Program Manager's Office • ICPC placement | <ul style="list-style-type: none"> • Placement Supervisor's Office • Juvenile Probation Services, Division Director's Office | | | | |
| Essential Function: | 2. Use of off-site back-up system | | | | |
| Process Description: | <p>Paper records will be stored at the following off-site locations:</p> <ul style="list-style-type: none"> • Fiscal Office at 3600 Westwind Blvd., Santa Rosa • Valley of the Moon Children's Center, 112 Children's Circle, Santa Rosa | | | | |

| CWS Disaster Response Criteria E: | Coordinate services and share information with other states: |
|--|---|
| Essential Function: | 1. Interstate Compact on the Placement of Children (ICPC) reporting process |
| Process Description: | Every effort will be made to locate ICPC children and ensure their needs are being met. Social workers will contact ICPC social workers from the sending state to provide relevant child updates. Social workers will also contact ICPC social workers in states for which we are the sending state to inquire about the status of children if that state is also affected by the disaster. |
| Essential Function: | 2. Mental health providers |
| Process Description: | During the initial contracting process, mental health providers should share with FY&C their own emergency plans, which must include provisions for maintaining contact with FY&C clients, and agree to a communication protocol. Management should consult with mental health providers as soon as possible during/after a disaster about their ability to function to gauge the status of and plans for services to be delivered after the disaster. |
| Essential Function: | 3. Courts |
| Process Description: | Efforts will be coordinated with courts with regard to locating children and workers. Communication will be ongoing about any necessary delays in court proceedings and on emergency placements of children. If, in response to the disaster, foster families cross state lines with foster children without legal authority, FY&C social workers will notify the court make and make every effort to work with the foster family to ensure ethical and legal issues are resolved. ICPC requests will be processed as stated above. |
| Essential Function: | 4. Federal partners |
| Process Description: | Contact will be maintained with federal partners to facilitate the sharing of information and to communicate about federal requirements and local needs. |
| Essential Function: | 5. CDSS |
| Process Description: | Contact will be maintained with CDSS and other state partners to facilitate the sharing of information and to communicate about state requirements and local needs. |
| Essential Function: | 6. Tribes |
| Process Description: | The division will communicate and coordinate with local tribes through the local Indian Child Welfare Act roundtable network. Local tribes will be apprised, in advance of a disaster, of the process by which this division will work with them on locating displaced Native American children. |
| Essential Function: | 7. Volunteers |
| Process Description: | The division will draw on any trained or available volunteers, located through volunteer coordinating organizations. |

List of Attachments

- Attachment 1 Emergency Action Plan – Child Welfare Office, 1747 Copperhill Parkway, Santa Rosa
- Attachment 2 Emergency Action Plan – Valley of the Moon Children’s Center, 112 Children’s Circle, Santa Rosa
- Attachment 3 Emergency Action Plan – Valley of the Moon Children’s Home, 100 Children’s Circle, Santa Rosa
- Attachment 4 Evacuation Map – Child Welfare Office
- Attachment 5 Evacuation Maps – Valley of the Moon Children’s Center
- Attachment 6 Disaster Preparedness Plan – Valley of the Moon Children’s Center

EMERGENCY ACTION PLAN**Human Services Department Site-Specific Addendum****Building:** Family, Youth and Children Westwind Business Park Building “E”**Facility Location:** 1747 Copperhill Parkway Santa Rosa, CA**Facility Emergency Coordinator:** Nick Honey – Director, FY&C Division 565-4343 (Alt Mon)**1ST Alternate:** Bob Harper– CWSS Section Manager 565-4345 (Off Alt Mon)**2ND Alternate:** Mignon Evans – CWSS Section Manager 565-4344 (Off Alt Fri)**Building Safety Coordinator:** Josephine Zimmerman – Office Support Supervisor 565-8590 (Off Mon)**SITE EMERGENCY TEAM ORGANIZATION**

| Team Member | Areas of Responsibility | Assembly |
|---------------------------------------|--|--|
| Facility Emergency Coordinator | <ul style="list-style-type: none"> • Activate employee notification methods in building or work site. (Receptionist will notify Emergency Team Leaders to evacuate and clear offices, restrooms and meeting rooms by pulling the fire alarm. • Order evacuation, shelter in place or other emergency procedures. TAKE CELL PHONE when evacuating. • Call 911 - communicate with responders. • Establish command center; assume command until first responders arrive on the scene. If a joint emergency with Child Support Services Division, coordinate command center with Child Support Department Head. • Notify County Administrator, Risk Management, Real Estate Manager & Landlord, HSD Director/Division Director of the emergency. <ul style="list-style-type: none"> • Communicate with Emergency Team Members. • Assist Emergency Team Members in accounting for employees and the public. • Secure evacuated building as necessary. • Establish procedures for further evacuation if incident expands. • Confer with CAO and Director/Division Director to determine if and when the building will be shut down and employees sent home or relocate to another site. • Confer with Emergency Responders and authorize re-entry into the building. | <p>Command Center Location:</p> <p>Division Director’s Office</p> <p>Command Center during an Evacuation:</p> <p>Primary Area: South parking lot – Copperhill Parkway sidewalk across from bus stop, where it is safe and out of the way of emergency vehicles.</p> <p>Alternate Site: Parking lot at 3600 Westwind Blvd</p> |
| Emergency Team Leaders | <ul style="list-style-type: none"> • Evacuate areas of responsibility. Clear all cubicles, offices, meeting rooms, lunchrooms, reception areas and bathrooms. Say “this is not a drill, evacuate immediately”. Assist visitors/clients with evacuation special needs. • Account for employees, visitors and clients. • Notify Facility Emergency Coordinator (Nick) of missing persons. • Prevent building re-entry until authorized by Facility Emergency Coordinator (Nick) or emergency responders. • Retain employees in assembly area until direction is | <p>Assembly Area(s):</p> <p>Primary Area: South parking lot – Copperhill Parkway sidewalk across from bus stop</p> <p>First Aid Team Location</p> <p>Alternate Site: Parking lot at 3600 Westwind Blvd</p> |

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| | received from the incident commander and County Administrator's Office (CAO). | |
| Personal Safety Assistants | Assist Employee with Evacuation Needs to evacuate. | |
| Bldg Safety Coordinator | • Assist Facility Emergency Coordinator as needed. | Command Center |
| First Aid Team Members: | • Bring First Aid Kit and Team's Primary First Aid Kit when possible to the primary assembly area and set up a First Aid station. | Primary Assembly Area |
| Supervisors | • Bring employee roster, out of office schedules, employee emergency info. | Primary Assembly Area |
| Receptionist | • Bring Sign-in/out sheets and Employee Medical Cards. | Primary Assembly Area |

| Emergency Team Leaders | Phone/Day Off | Area of Responsibility (Clear area & Conduct Head Count) | Assembly Area |
|--|---|--|------------------------------|
| Betty Johnson Alternate/Assistant Paul Dunaway | 565-4353 (Fri.) 565-4353 (Fri) | Area A: North West section of building, including cubicles, offices NW Exit (Employee door to rear/north parking lot) | Primary Assembly Area |
| Jerry Allen Alternate/Assistant Shari Hawkins | 565-4349 (Mon) 565-4360 (Fri) | Area B: North East section of building, including cubicles, offices NE Exit (Employee entrance by the fountain) | Primary Assembly Area |
| Valerie Abbott Alternate/Assistant Josie Zimmerman | 565-4371 (5 days) 565-8590 (Mon) | Area C: South East section of building, including Lobby, interview rooms, restrooms & Jane Addams Room. SE Exit (Main Lobby entrance) | Primary Assembly Area |
| Katie Greaves Alternate/Assistant Kathy Halloran | 565-4261 (Alt Fri) 565-4346 (Alt Fri) | Area D: South West Area of building, including lunchroom, meeting rooms, restrooms, closed files area, Cubicles SW Exit (Employee door by the staff room) | Primary Assembly Area |

| EMERGENCY TELEPHONE NUMBERS | | |
|------------------------------------|----------------------|--------------------------------------|
| Fire Department | 911 | 528-5151 |
| Police Department | 911 | 528-5222 |
| Paramedics/Ambulance | 911 | 528-5222 |
| Sheriff's Department | Office | 565-2121 |
| County Administrator | Office | 565-2431 |
| Risk Management | Office | 565-2942 |
| Real Estate Manager | Office | 565-2463 |
| Human Services Director | Office Jo Weber | 565- 5855 (5 Day) Cell: 396-0469 |
| Director, FY&C Division | Office Nick Honey | 565-4343 (Alt Fri) Cell: 695-5297 |
| Family Support Dept Head | Cindy Julie Paik | 565-4141 |
| Executive Secretary | Rhonda Wright | 565-4094 |
| Department Safety Coordinator | Rebecca West | 565-5801 Cell: 975-6998 |

| OTHER IMPORTANT NUMBERS | | |
|---|---|---|
| Landlord/Property Manager: Keegan & Coppin Co., Inc. | Office Jim Kallinger Senior Property Manager 1355 N. Dutton Ave., Suite 100 Santa Rosa, CA 95401-7110 | (707) 528-1400 X 123 In an Emergency Call (707) 664-6182 (Holidays, Weekends and After Hrs.) Fax (707) 524-1417 |
| Fire/Alarm Systems Maintenance: Keegan & Coppin Co., Inc. | Same as Above | Same as Above |
| For HVAC or Utilities Shut Down: Keegan & Coppin Co., Inc. | Same as Above | Same as Above |
| PG&E | 24 Hour Emergency or Outages | 1-800-743-5000 1-800-743-5002 |
| Facilities Operations for Door Access | During the Day Call: <u>Office</u> Emergency on Week-end, Nights & Holidays Call: * <u>Sheriff's</u> <u>Dispatch</u> | Day -565-2550 Emergency on Week-end, Nights & Holiday 565-2213 |
| Communications for Phones | During the Day Call: <u>Office</u> Emergency on Week-end, Nights & Holidays Call: * <u>Sheriff's</u> <u>Dispatch</u> | Day 656-1990 Emergency on Week-end, Nights & Holidays 565-2213 |
| CalTrans | Highway Conditions | 1-800-427-7623 |

***Note Sheriff's Dispatch will facilitate the calls to Fac Ops & Communications On Duty After-Hours Worker.**

ALARM SYSTEMS:

- Pull down Fire Alarm – AFP-200 When a pull station, smoke detector, and/or sprinkler head is activated, ADT Command Center is notified and dispatches the Fire Department & Property Management. Keegan & Coppin Property Management should be notified immediately if the pull station is activated. Fire Safety Supply inspects the sprinklers and smoke detectors quarterly. The Building Facility Coordinator/Safety Coordinator conducts biannual safety inspections of fire extinguishers.
- Horn/Megaphone for building as alarm back up/whistles for Emergency Team Leaders/Alternates
 - Distress Button in Reception area to call for manager/supervisor help
 - Panic alarm devices specific to each interview room are available from receptionist
 - Verbal notification
- Receptionist D-term phone is equipped with speed dial to Section Managers and to Supervisors to notify them of an emergency situation.
- Emergency Phrases:
 - Mr. Strong = call 911 immediately

EMERGENCY PROCEDURES:

The Sonoma County general emergency procedures are in the Blueprints for Safety “Emergency Preparedness Binder” with HSD Building Safety Coordinators.

Human Services Department emergency procedures are located in the Health and Safety Section 15 of the Department Manual (DM). The DM is available to all employees on the HSD Intranet Resources Page.

Material Safety Data Sheets (MSDS) Binder – located in Division Secretary’s office.

Human Services Department Disaster Preparedness Plan – to be located in Division Secretary’s office.

Building Safety Plan – located in managers/supervisors, Reception and Division Secretary’s IIPP Handbooks.

Building Emergency Action Plan Addendum: site-specific emergency procedures – located with supervisors/managers and Building Safety Team Members.

PORTABLE FIRE EXTINGUISHER USE:

Building fire extinguishers are located as noted on each buildings evacuation map.

In the event of a fire, employees are to call 911, notify a supervisor/manager and evacuate.

Only employees who have undergone annual fire extinguisher training are authorized to use extinguishers and only when a fire is in the beginning stage and is containable. HSD Safety Videos are available to supervisors for annual refresher trainings. Documentation of the training must be maintained.

- County Policy states that in the event of a fire leave the building immediately.

FIRST AID/MEDICAL EMERGENCIES:

First aid kits (grab bags) are located with each Building First Aid Team Member. The First Aid Team’s Primary First Aid Kit is located in the cubical across office #201 (Shari Hawkins). First Aid supplies for employees are located in the Lunchroom. A Disaster Preparedness Kit is located in the middle of the building, next to the printer.

In the event of a medical emergency employees are to call the Emergency/First Aid number posted on office phones. In the event of a serious emergency, call 911 immediately.

The following employees are trained, certified and designated as first aid providers:

| First Aid Team Members | Phone Number/Day Off |
|-------------------------------|-----------------------------|
| Jerry Allen (Coordinator) | 4349 (Off Mon) |
| Teresa Borrajo | 4255 (Off Mon) |
| Pat Mulloolly (PHN) | 4398 |
| Raquel Oandason | 4351 (Off Mon) |
| Robert Moffett | 4392 |
| Laurie Reis | 4267 (Off Fri) |

EVACUATION ROUTE AND ASSEMBLY AREA MAPS:

Evacuation maps identifying exit routes and fire extinguishers are to be posted in or outside meeting rooms, lunchrooms, and in each employee area in the building.

TRAINING:

All employees (including temporary employees) will be trained at our facility at the time of hire, when this plan changes, and annually thereafter. The training will be the responsibility of the supervisor in each work area and documentation must be maintained.

The Facility Emergency Coordinator and Emergency Team Leaders will receive additional training to ensure that they are knowledgeable about emergency procedures for specific incidents, evacuation procedures and procedures to shelter in place.

EMERGENCY ACTION PLAN

Human Services Department Site-Specific Addendum

Building: Valley of the Moon Children’s Center Administration and Redwood Children’s Center

Facility Location: 112 Children’s Circle Santa Rosa, California at Los Guilicos Center

Facility Emergency Coordinator: Alfredo Perez – VMCH/RCC Section Manager 565-8394 (Off Alt Fri)

1ST Alternate: Meg Easter-Dawson VMCC Program Manager 565-8383 (Off AltMon)

2ND Alternate: Diane Madrigal – VMCH Program Manager 565-6355 (5 Day)

Building Safety Coordinator: Diane Madrigal – VMCH Program Manager 565-6355 (5 Day)

Barbara Cromwell – Office Support Supervisor 565-8373 (5 Day)

| SITE EMERGENCY TEAM ORGANIZATION | | |
|---|--|---|
| Team Member | Areas of Responsibility | Assembly |
| Facility Emergency Coordinator | <ul style="list-style-type: none"> • Activate employee notification methods in building or work site. (Receptionist will notify Emergency Team Leaders) • Order evacuation, shelter in place or other emergency procedures. TAKE YOUR CELL PHONE when evacuating. • Call 911 - communicate with responders. • Establish command center; assume command until first responders arrive. Coordinate with VMCH Program Manager. • Notify County Administrator, Risk Management, HSD Director/Division Director of the emergency. • Communicate with Emergency Team Members. • Assist Emergency Team Members in accounting for employees and the public. • Direct shutdown of critical equipment as necessary and secure evacuated building. • Establish procedures for further evacuation if incident expands. • Confer with CAO and Director/Division Director to determine if and when the building will be shut down and employees sent home or relocate to another site. • Confer with Emergency Responders and authorize re-entry into the building. | <p>Command Center Location:</p> <p>Valley of the Moon Children’s Center (Phase 3) Training Room (565-6353)</p> <p>Command Center during an Evacuation:</p> <p>Primary Area: SCOE Gym</p> <p>If multiple building evacuation- Coordinate Command Center with VMCH Program Manager.</p> <p>Alternate Site: VMCH (Residential Building) dining room</p> |
| Emergency Team Leaders | <ul style="list-style-type: none"> • Evacuate areas of responsibility, evacuate and clear offices, restrooms and meeting rooms. Say “this is not a drill, evacuate immediately”. Assist visitors/clients with special evacuation needs. • Account for employees, visitors and clients. • Notify Facility Emergency Coordinator of missing persons. • Prevent building re-entry until authorized by Facility Emergency Coordinator or emergency responders. • Retain employees/residents in assembly area until direction is received from the incident commander. | <p>Assembly Area(s):</p> <p>Primary Area: Gym at the SCOE school site</p> <p>Alternate Site: VMCH (Residential Building) dining room</p> |

| | | |
|-----------------------------------|--|---------------|
| Personal Safety Assistants | <ul style="list-style-type: none"> Assist employee with Special Evacuation Needs evacuate. | |
| First Aid Team Members | <ul style="list-style-type: none"> Bring First Aid Kit and Building's Primary FA Kit when possible to the primary assembly area and set up a First Aid station. | Assembly Area |

| Emergency Team Leaders | Phone/Day Off | Area of Responsibility (Clear area & Conduct Head Count) | Assembly Area |
|--|--|---|--|
| Kim McCarty Alternate: Suni Levi | 565-6360 (Off Fri.) 565-6361 (Off Mon.) | Area 1: RCC Family rooms & Lobby Exit – RCC main door | Primary Area: Gym at the SCOE school site Alternate Site: VMCH (Residential Building) dining room |
| Elise Gressman-Weaver Alternate: Laura Levin | 565-6362 (Off Mon.) 565-6363 (Off Fri.) | Area 2: RCC Central Area including Conference Room Exit – West door | |
| Doreen Hamann Alternate: Jeannie Stocum | 565-6358 (5 Day) 565-6360 (Off Mon.) | Area 3: Visiting area and VMCC Lobby Exit – VMCC Main Entrance | |
| Meg Easter-Dawson Alternate: Alfredo Perez | 565-8383 (Alt. Mon) 565-8394 (Alt Fri) | Area 4: VMCC Central Area Exit – Safest Exit | |
| Kim Buscaino Alternate: Kathy Young | 565-6338 (5 Day) 565-6325 (5 Day) | Area 5: VMCC Mental Health Exit – Medical/MH Reception or North door | |
| Barbara Cromwell Alternate: Lupe Hatfield | 565-8373 (5 Day) 565-8143 (5 Day) | Area 6: VMCC Medical and Counseling areas Exit – Safest Exit | |
| Jamie Ott | 565-4331 (Off Fri.) | Area 7: Admissions & Infant/Toddler | |

EMERGENCY TELEPHONE NUMBERS

| | | |
|-------------------------------|--------------------|--|
| Fire Department | 911 | 528-5151 |
| Police Department | 911 | 528-5222 |
| Paramedics/Ambulance | 911 | 528-5222 |
| Sheriff's Department | Office | 565-2121 |
| Facilities Operations | Office | 565-2550 |
| County Administrator | Office | 565-2431 |
| Risk Management | Office | 565-2942 |
| Human Services Director | Office Jo Weber | 565- 5855 Cell: 396-0469 |
| Division Director, FY&C | Nick Honey | 565-4343 (Alt Mon.) Cell: 695-5297 |
| Department Safety Coordinator | Rebecca West | 565-5801 (Off Alt Mon) Cell: 975-6998 |

OTHER IMPORTANT NUMBERS

| | | |
|---|---------------------------------|----------------------------------|
| For HVAC or Utilities Shut Down* : Facilities Operations | Rich Bagala | 565-6324 |
| Fire/Alarm Systems Maintenance: ESP Alarms | Office | 528-3401 |
| PG&E | 24 Hour Emergency or Outages | 1-800-743-5000 1-800-743-5002 |
| Weather Bureau | Forecast | 976-1212 |

| | | |
|--|---|----------------|
| | Or Other Info | 976-9600 |
| CalTrans | Highway Conditions | 1-800-427-7623 |
| Sutter Medical Center 3325 Chanate Road | Closest Medical Facility With 24-Hour Care | 576-4000 |

* In the event of a major earthquake, gas lines at the Los Guilicos Complex are designed to automatically shut down.

ALARM SYSTEMS:

- Pull down Fire Alarm (Notifier NFS 3030)
When a pull station, smoke detector, and/or sprinkler head is activated, ESP Alarms is notified and dispatches the Fire Department and Police. Facilities Operations is to conduct monthly tests of the fire alarm and emergency lighting, and inspect fire extinguishers monthly. Facilities Operations is to inspect the sprinklers and smoke detectors quarterly. Simplex Grinnell (707-224-9882) services the sprinkler system every 5 years.

The Building Facility Coordinator/Safety Coordinator conducts building safety inspections every 6 months that includes inspection of fire extinguishers.

- Whistles are used as alarms by Emergency Team Leaders.
- Verbal notification
- Receptionist d-term phone with intercom panic button to notify up to 12-15 designated managers, supervisors & support staff of emergency situation.
- Cell Phones/Walkie Talkies
- Emergency Phrases: I need a supervisor to the front desk = need a manager immediately, Mr. Strong = call 911 immediately

EMERGENCY PROCEDURES:

Human Services Department emergency procedures are located in the Health and Safety Section 15 of the Department Manual (DM). The DM is available to all employees on the HSD Intranet Resources Page.

Material Safety Data Sheets (MSDS) Binder – located in reception area.

Human Services Department Disaster Preparedness Plan – located in VMCH/RCC Section Manager’s office.

Building Safety Plan – located the Red Safety Binder

Building Emergency Action Plan Addendum - Site-Specific emergency evacuation procedures – located in this

Safety binder located in both buildings:

Administrative Services building

- VMCC Lobby
- Section Manager’s office
- RCC Coordinator’s office
- Office Support Supervisor’s office
- Volunteer and Community Programs Manager’s office
- Program Manager’s office

Residential Building

- East Wing Supervisors’ office
- West Wing Supervisors’ office
- Central Wing Supervisors’ office
- Chef’s office

Valley of the Moon Policy and Procedural Manual – located in VMCC/VMCH Section Manager’s office, VMCH Program Manager’s office, VMCH East ,West Wing and Central Supervisor’s offices.

PORTABLE FIRE EXTINGUISHER USE:

Building fire extinguishers are located as noted on each buildings evacuation map.

In the event of a fire, employees are to call 911, notify a supervisor/manager and evacuate.

Only employees who have undergone annual fire extinguisher training are authorized to use extinguishers and only when a fire is in the beginning stage and is containable. HSD Safety Videos are available to supervisors for refresher training. Documentation of the training must be maintained.

FIRST AID/MEDICAL EMERGENCIES:

An employee's first aid kit is located in the Break Room in the VMCC Building.

In the event of a serious medical emergency employees are to call 911 immediately.

All Direct Care Staff at the Children's home are trained, certified and designated as first aid providers.

EVACUATION ROUTE AND ASSEMBLY AREA MAPS:

Evacuation maps identifying exit routes and fire extinguishers and pull alarms are to be posted in or outside meeting rooms, lunchrooms, and in each area in the building.

TRAINING:

All employees (including temporary employees) will be trained at our facility at the time of hire, when this plan changes, and annually thereafter. The training will be the responsibility of the supervisor in each work area and documentation must be maintained.

The Facility Emergency Coordinator and Emergency Team Leaders will receive additional training to ensure that they are knowledgeable about emergency procedures for specific incidents, evacuation procedures and procedures to shelter in place.

EMERGENCY ACTION PLAN**Human Services Department Site-Specific Addendum****Building:** Valley of the Moon Children's Home**Facility Location:** 100 Children's Circle, Santa Rosa at Los Guilicos Complex**Facility Emergency Coordinator:** Diane Madrigal – VMCH Program Manager 565-6355 (5 Day)
To page VMCH Program Manager dial 565-6350**1ST Alternate:** Alfredo Perez – VMCH/RCC Section Manager 565-8394 (Off Alt Fri)**2ND Alternate:** Duty Supervisor for each shift**3RD Alternate:** Nick Honey - Director, FY&C Division 565- 4343 (Off Fri)**Building Safety Coordinator:** Diane Madrigal – VMCH Program Manager 565-6355 (5 Day)Barbara Cromwell – Office Support Supervisor 565-8373 (5 Day)**SITE EMERGENCY TEAM ORGANIZATION**

| Team Member | Areas of Responsibility | Assembly |
|---------------------------------------|--|--|
| Facility Emergency Coordinator | <ul style="list-style-type: none"> • Activate employee notification methods in building. • Order evacuation, shelter in place or other emergency procedures. TAKE YOUR CELL PHONE when evacuating. • Call 911 - communicate with responders. • Establish command center; assume command until first responders arrive on the scene. • Notify County Administrator, Risk Management, HSD Director/Division Director/Section Manager, Facilities Operations of the emergency. • Communicate with Emergency Team Members. • Assist Emergency Team Members in accounting for residents, visitors and employees. • Direct shutdown of critical equipment as necessary and secure evacuated building. • Establish procedures for further evacuation if incident expands. • Confer with CAO and Director/Division Director to determine if and when the building will be shut down and relocated to another site. | <p>Command Center Location:</p> <p>PDM Conference Room (565-8156) (Admit Wing)</p> <p>Command Center during an Evacuation:</p> <p>Primary Area: West VMCH parking lot, where it is safe and out of the traffic pattern for emergency vehicles;</p> <p>If multiple building evacuation- Coordinate Command Center with VMCH/RCC Section Manager or alternate.</p> |
| Emergency Team Leaders | <ul style="list-style-type: none"> • Evacuate areas of responsibility. Say “this is not a drill, evacuate immediately”. • Assist any resident, employee or visitor with special evacuation needs. • Account for residents, employees and visitors. • Notify Facility Emergency Coordinator of missing persons. • Prevent building re-entry until authorized by Facility Emergency Coordinator or emergency responders. • Retain residents and employees in assembly area until direction is received from the incident commander and CAO. | <p>Assembly Area(s):</p> <p>Primary Area: West VMCH parking lot, where it is safe and out of the traffic pattern for emergency vehicles</p> <p>Alternate Site: school gym at the SCOE school site or “Old Moon” Administrative Support Bldg, 7440 Rancho Los Guilicos Road</p> |

| Emergency Team Leaders | Area of Responsibility (Clear area & Conduct Head Count) | Assembly Area |
|--|--|---|
| Direct Care Staff The Duty Supervisor will assign specific Direct Care Staff to check that all wings of bldg are vacated. | Direct all residents and visitors in area to the nearest exit and out of the building. Clear all rooms in all wings of the building, check laundry rooms, bathrooms, meeting rooms, kitchen etc. Exit by nearest door out of building | Primary Area: West parking lot, where it is safe and out of the traffic pattern for emergency vehicles; Alternate Site: school gym at the SCOE school site or “Old Moon” Administrative Support Bldg, 7440 Rancho Los Guilicos Road |

| EMERGENCY TELEPHONE NUMBERS | | |
|------------------------------------|--------------------|--|
| Fire Department | 911 | 528-5151 |
| Police Department | 911 | 528-5222 |
| Paramedics/Ambulance | 911 | 528-5222 |
| Sheriff’s Department | Office | 565-2511 |
| County Administrator | Office | 565-2431 |
| Risk Management | Office | 565-2942 |
| Facilities Operations | Office | 565-2550 (After hours call Sheriff) |
| Human Services Director | Office Jo Weber | 565-5855 Cell: 396-0469 |
| Director, FY&C Division | Nick Honey | 565-4343 (Alt. Mon.) Cell: 695-5297 |
| Department Safety Coordinator | Judith Merrin | 565-5850 |

| OTHER IMPORTANT NUMBERS | | |
|---|---|----------------------------------|
| Fire/Alarm Systems Maintenance: ESP Alarms | Office | 528-3401 |
| For HVAC or Utilities Shut Down: * Facilities Operations | Steve Bartlett | 565-2550 |
| PG&E | 24 Hour Emergency or Outages | 1-800-743-5000 1-800-743-5002 |
| Weather Bureau | Forecast or Other Info | 976-1212 976-9600 |
| CalTrans | Highway Conditions | 1-800-427-7623 |
| Poison Control Center | 911 | 1-800-876-4766 |
| Sutter Medical Center 3325 Chanate Road | Closest Medical Facility With 24-Hour Care | 576-4000 |

* In the event of a major earthquake, gas lines at the Los Guilicos Complex are designed to automatically shut down.

ALARM SYSTEMS:

- Pull down Fire Alarm (Notifier NFS 3030)
When a pull station, smoke detector, and/or sprinkler head is activated, ESP Alarms is notified and dispatches the Fire Department & Police. Facilities Operations is to conduct a monthly test of the fire alarm and emergency lighting, and monthly inspection of fire

extinguishers. Fac Ops is to conduct quarterly testing of the sprinkler system. Simplex Grinnell (707-224-9882) services the sprinkler system every 5 years.

The Building Facility Coordinator/Building Safety Coordinator conducts a building safety inspection every 6 months that includes inspection of fire extinguishers.

- PA Intercom:
Using any phone: lift receiver and activate by hitting the *, 4, #, 0 buttons to page within the entire building.
- Horn/Megaphone for building back-up alarm; whistles are used as alarms by Emergency Team Leaders/Alternates
- Verbal notification
- Cell Phones/Walkie Talkies
- Emergency Phrases: Mr. Weeks = need a manager immediately,
Mr. Strong = call 911 immediately

EMERGENCY PROCEDURES:

The Sonoma County general emergency procedures are in the Blueprints for Safety “**Emergency Preparedness Binder**” with HSD Building Safety Coordinators.

Human Services Department emergency procedures are located in the Department’s IIPP Handbook. Managers and supervisors have IIPP Handbooks, a copy is available to staff at the Reception Desk. The IIPP Handbook is available on the HSD Intranet Home Page at Department Manual- Section 15.

DM Section 15-3 Accident Reporting

DM Section 15-4 Medical Emergencies/Emergency First Aid

DM Section 15-8 Emergency Evacuation Plan

DM Section 15-9 Bomb Threat, Earthquake And Fire Safety - Emergency Action Plan

DM Section 15-10 Maintaining Personal Safety in the Workplace

DM Section 15-10.1 Handling Violence in the Workplace

DM Section 15-10.2 Handling Domestic Violence Issues in the Workplace

DM Section 15-10.3 Identifying Clients with a History of Violent Behavior

Material Safety Data Sheets (MSDS) Binder – located in Admit Clerical area in West Wing.

Human Services Department Disaster Preparedness Plan – located in VMCH/RCC Section Manager’s office.

Building Safety Plan – located in Supervisors and Managers IIPP Handbooks and available on-line at WORD FNC Common VMCH folder.

Building Emergency Action Plan Addendum - Site-Specific emergency evacuation procedures – located in EAP Safety Folders in the Section Manager’s office at Old Moon, the VMCH Program Manager and each VMCH Supervisor’s office, in the kitchen, Meds Room, and in the Admit Clerical area.

Valley of the Moon Policy and Procedural Manual – located in VMCH/RCC Section Manager’s office, VMCH Program Managers office, and VMCH East and West Wing Supervisors offices.

PORTABLE FIRE EXTINGUISHER USE:

Building fire extinguishers (12) are located in all laundry rooms, day rooms, kitchen and in the dining room.

In the event of a fire, our employees are to call 911, notify a supervisor/manager and evacuate.

Only employees who have undergone annual fire extinguisher training are authorized to use extinguishers and only when a fire is in the beginning stage and is containable. HSD Safety Videos are available to supervisors to train use of fire extinguishers. Documentation of the training must be maintained.

FIRST AID/MEDICAL EMERGENCIES:

First aid kits at VMCH are located in the Laundry Room in each wing and in the kitchen area. First Aid supplies are also located in the Meds Room.

In the event of a serious medical emergency employees are to call 911 immediately.

All VMCH Direct Care Staff are trained, certified and designated as first aid providers.

EVACUATION ROUTE AND ASSEMBLY AREA MAPS:

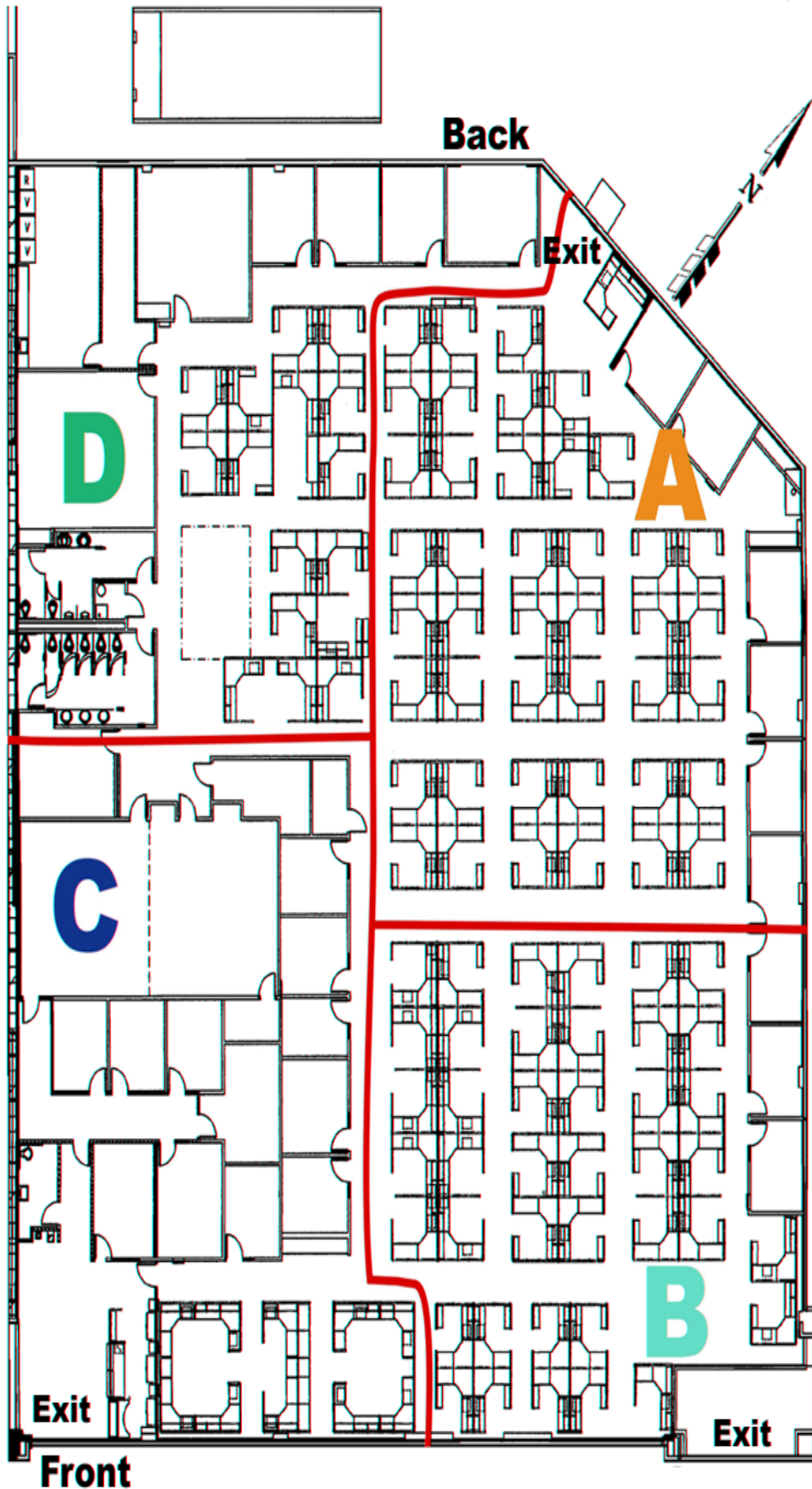
Evacuation maps identifying exit routes and fire extinguishers are to be posted in the West Wing Great Room, East Wing Great Room, each hall on both wings, Kitchen, and Dining Room.

TRAINING:

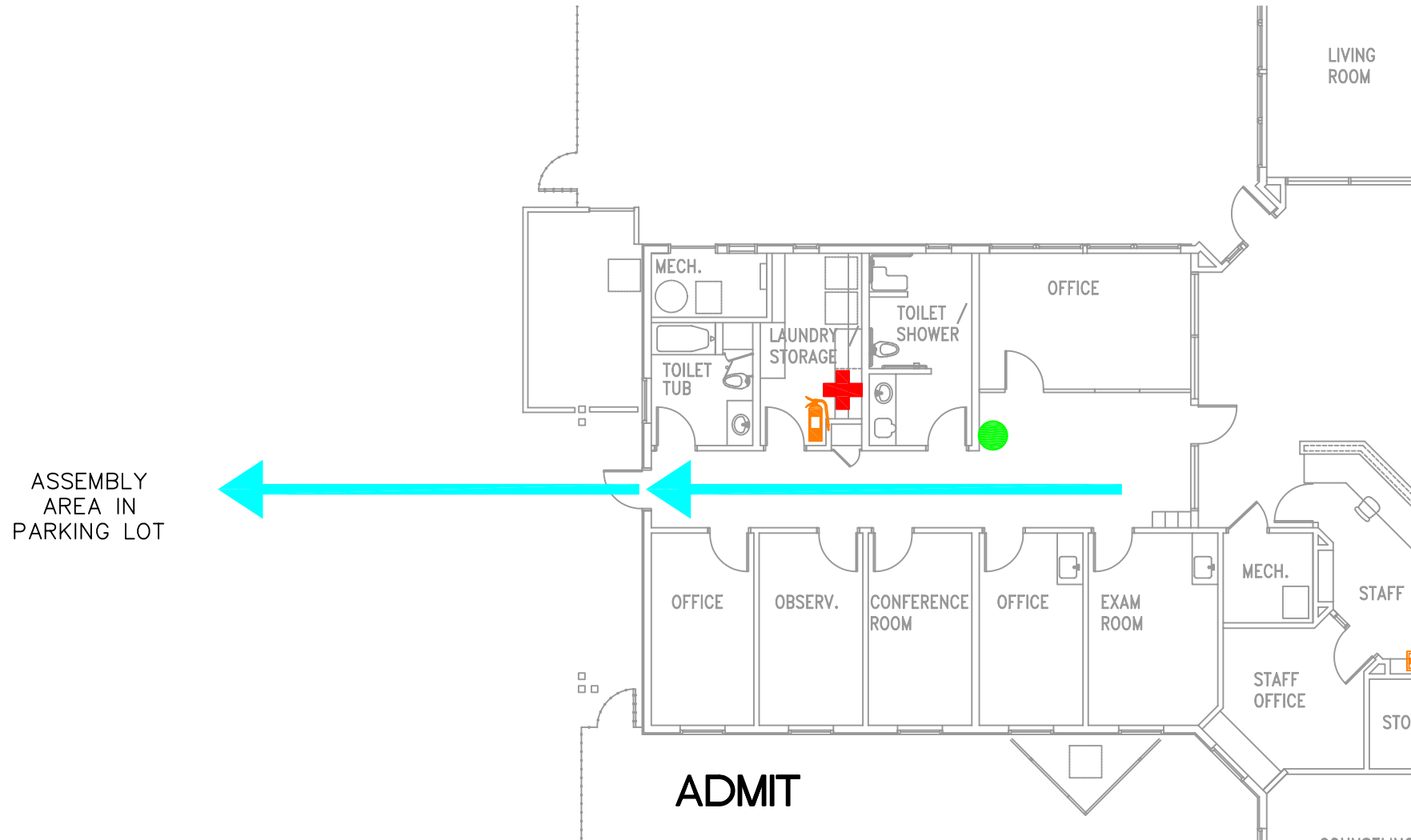
All employees (including temporary employees) will be trained at our facility at the time of hire, when this plan changes, and annually thereafter. The training will be the responsibility of the supervisor in each work area and documentation must be maintained.

The Facility Emergency Coordinator and Emergency Team Leaders will receive additional training to ensure that they are knowledgeable about emergency procedures for specific incidents, evacuation procedures and procedures to shelter in place. See the Department's IIPP Handbook for DM Section 15 safety procedures, including DM 15-8 Emergency Evacuation Plan and DM 15-9 Bomb Threats, Earthquake and Fire Safety - Emergency Action Plan.






WESTWIND BUSINESS PARK BUILDING "E" EVACUATION ROUTES FY&C Office



EVACUATION ROUTE

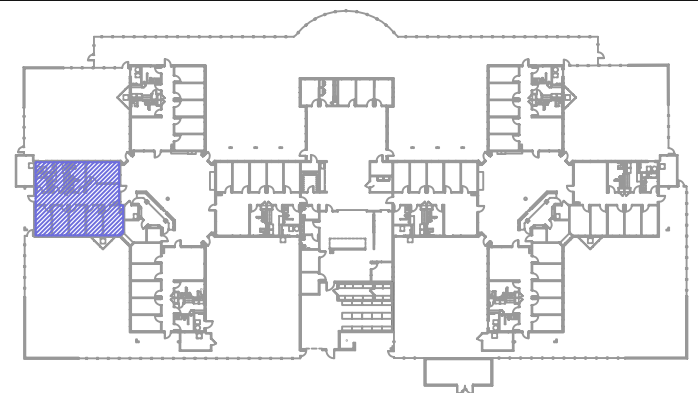


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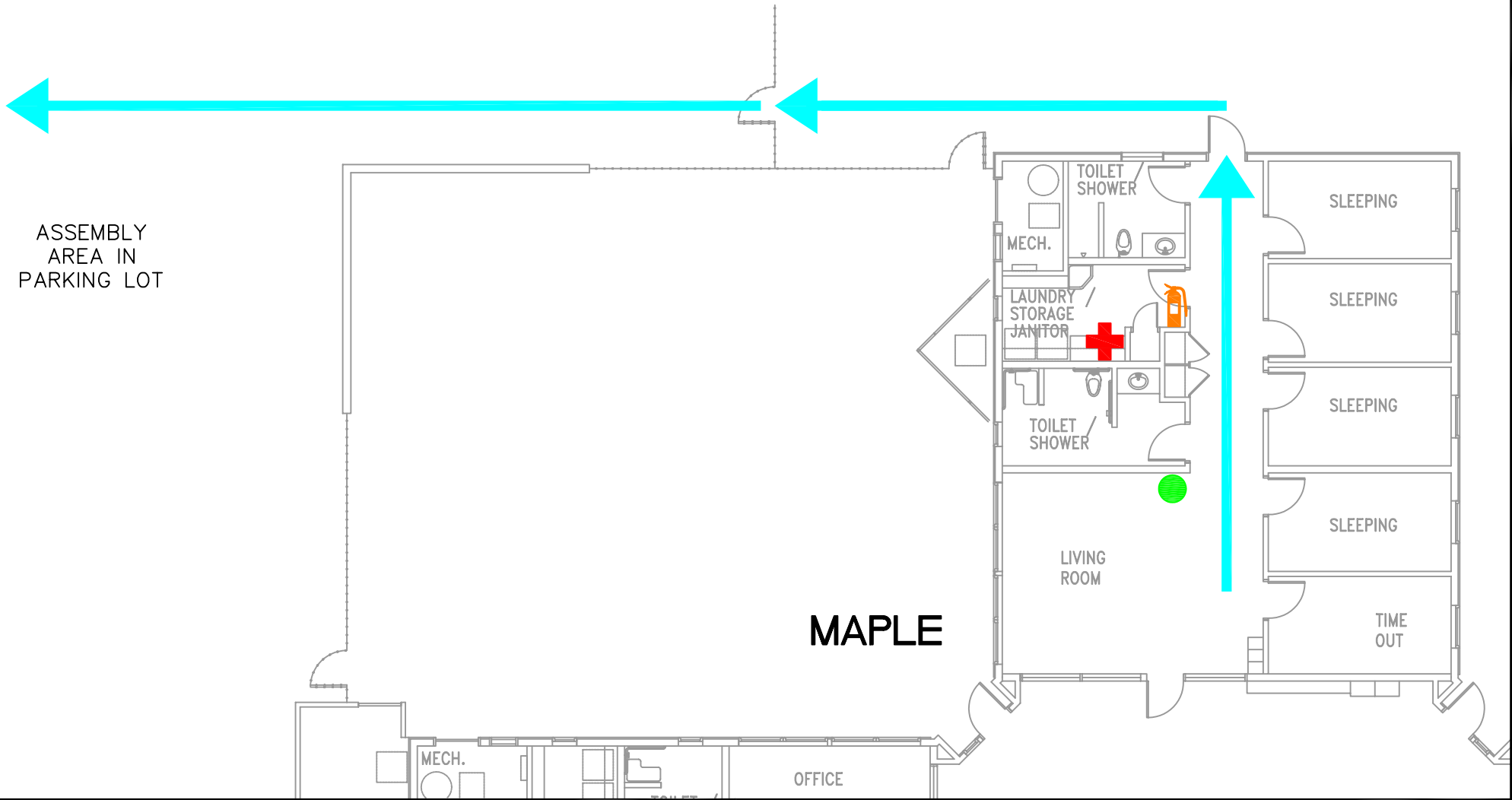
-  YOU ARE HERE
-  EVACUATION ROUTE
-  FIRE EXTINGUISHER
-  FIRST AID
-  PULL STATION








ASSEMBLY
AREA IN
PARKING LOT



EVACUATION ROUTE

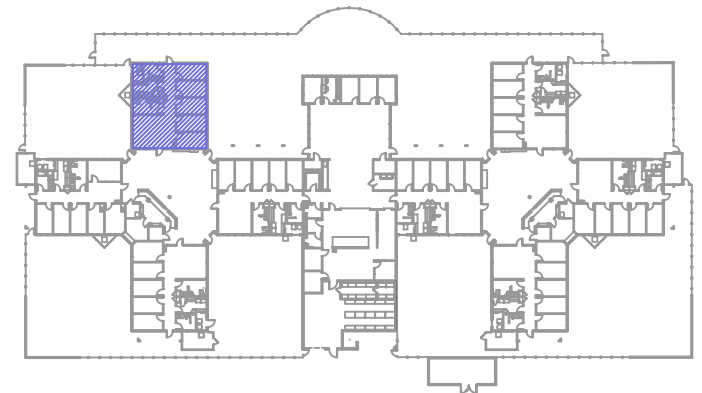


KEY

-  YOU ARE HERE
-  EVACUATION ROUTE
-  FIRE EXTINGUISHER
-  FIRST AID
-  PULL STATION








ASSEMBLY
AREA IN
PARKING LOT



EVACUATION ROUTE

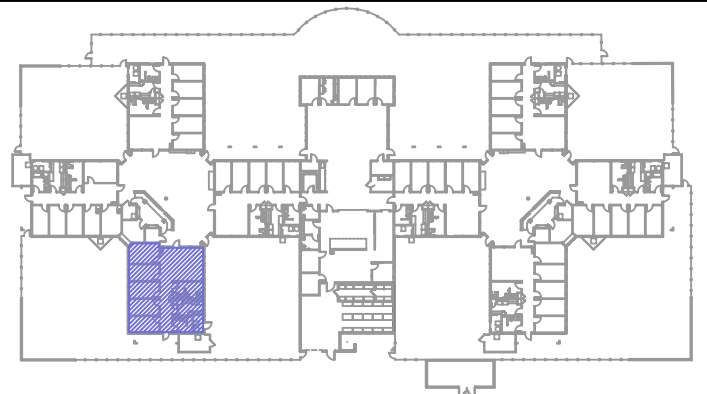


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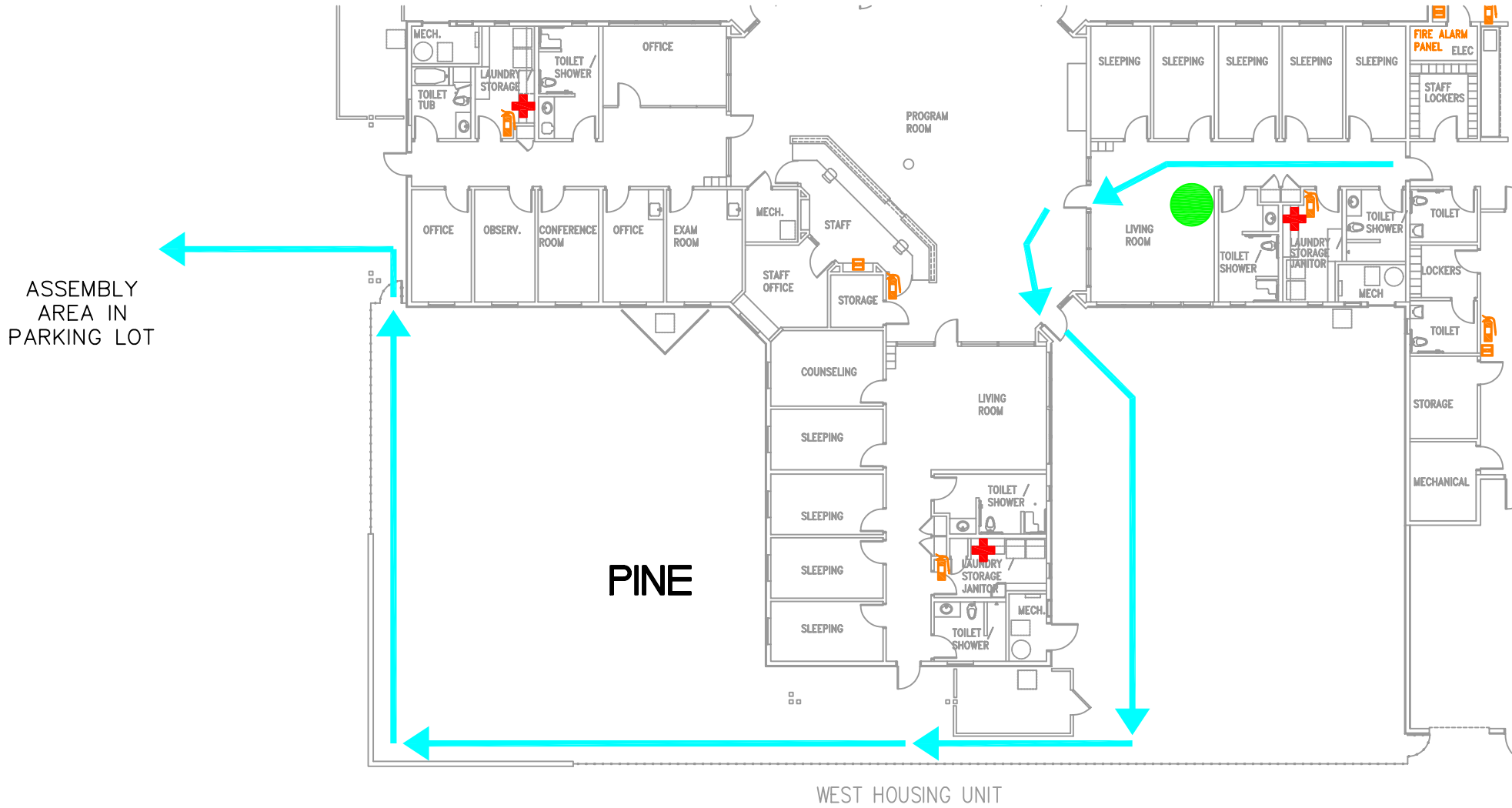
-  YOU ARE HERE
-  EVACUATION ROUTE
-  FIRE EXTINGUISHER
-  FIRST AID
-  PULL STATION








ASSEMBLY AREA IN PARKING LOT



EVACUATION ROUTE

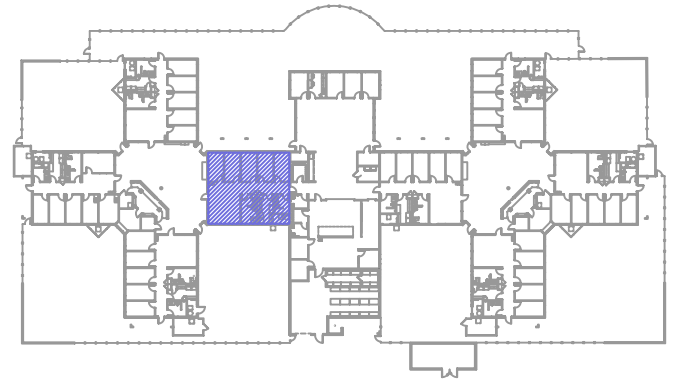


KEY

-  YOU ARE HERE
-  EVACUATION ROUTE
-  FIRST AID
-  FIRE EXTINGUISHER
-  PULL STATION

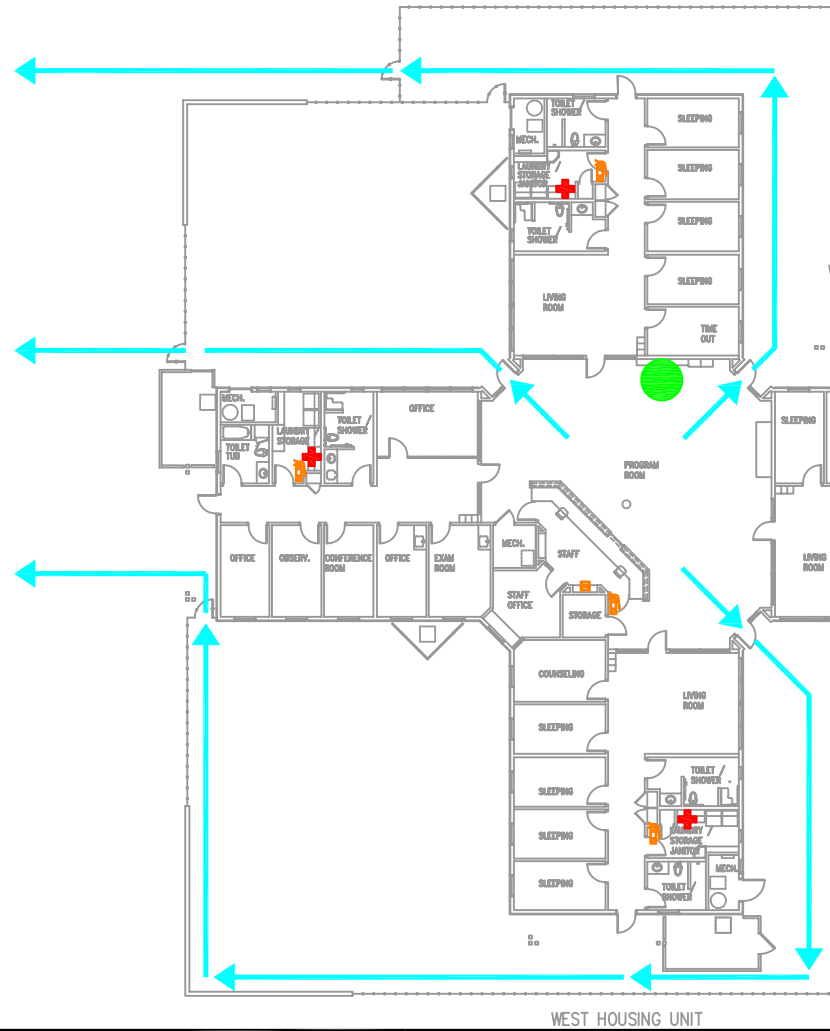


**ASSEMBLY
AREA IN
PARKING LOT**








EVACUATION ROUTE

ASSEMBLY
AREA IN
PARKING LOT



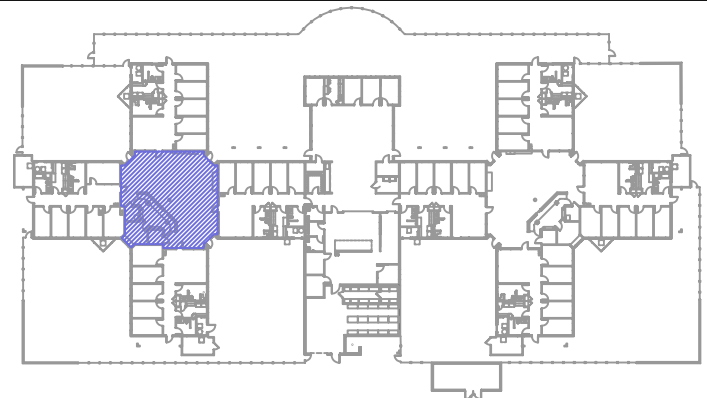
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-  EVACUATION ROUTE
-  FIRE EXTINGUISHER

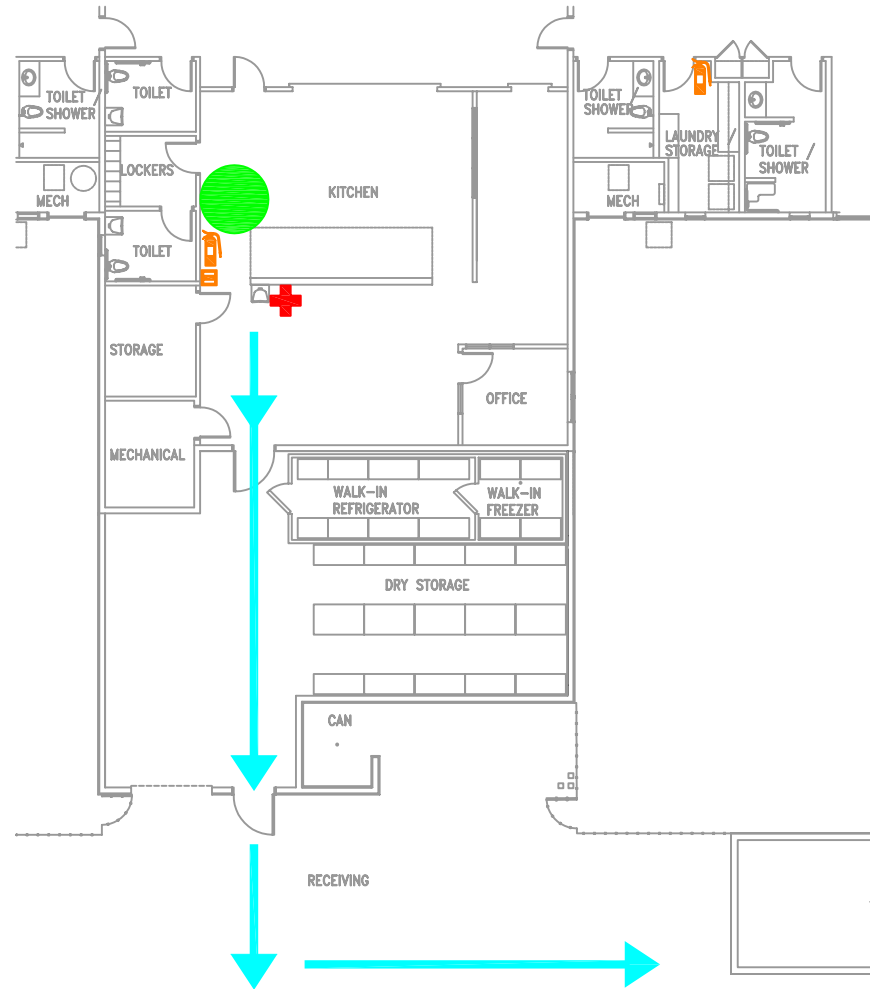
-  FIRST AID
-  PULL STATION



ASSEMBLY
AREA IN
PARKING LOT








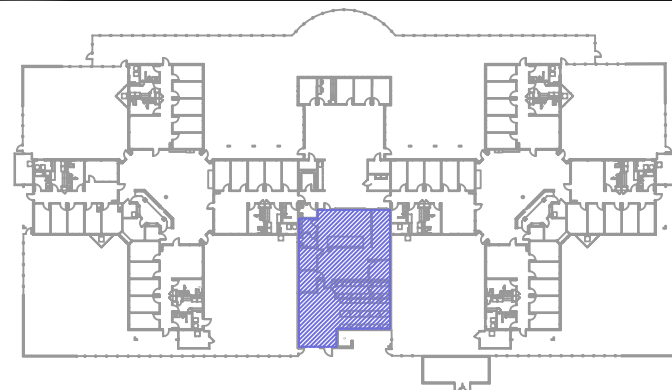
EVACUATION ROUTE



ASSEMBLY
AREA AT
SCHOOL GYM

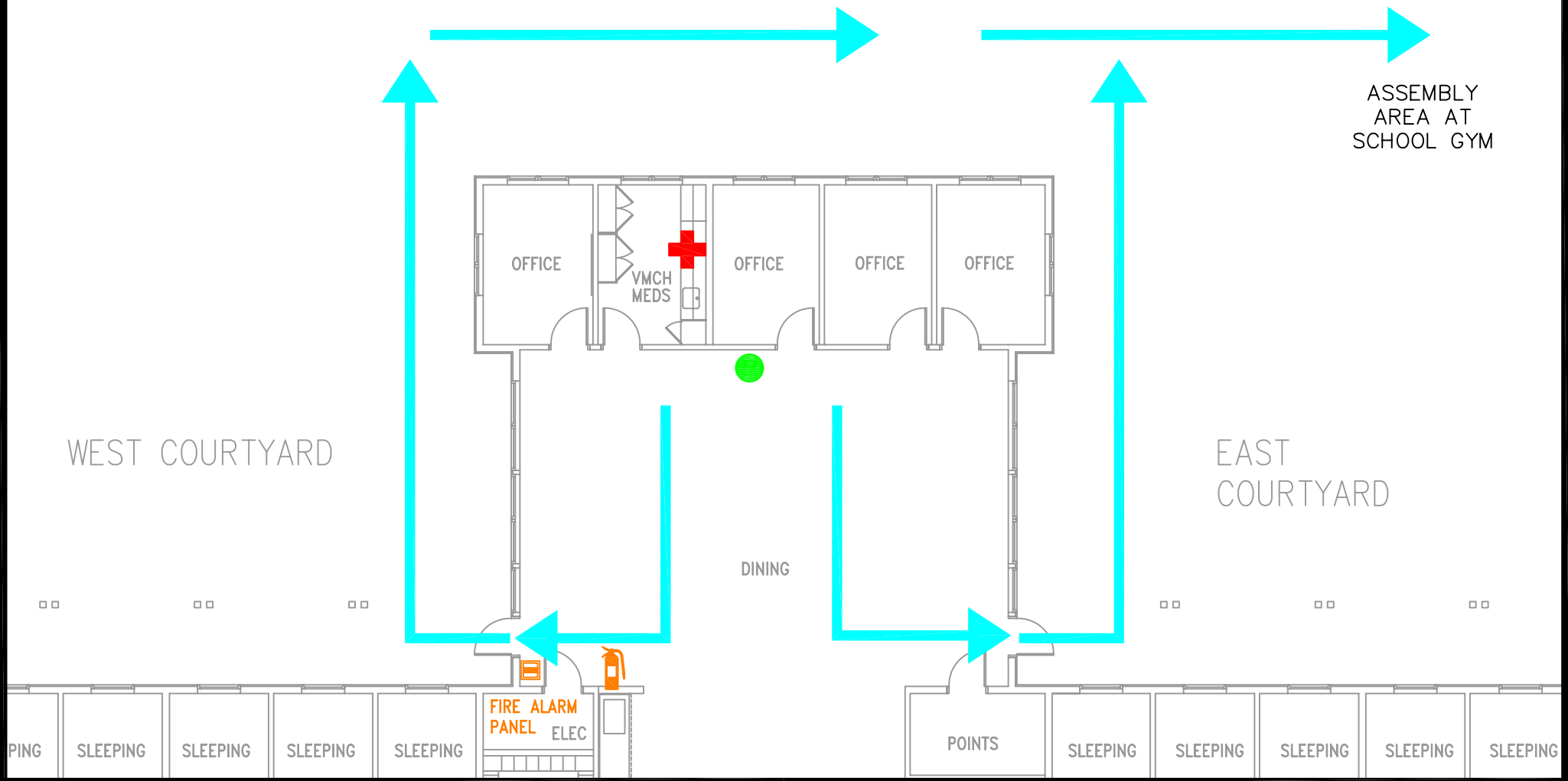
KEY

-  YOU ARE HERE
-  EVACUATION ROUTE
-  FIRE EXTINGUISHER
-  FIRST AID
-  PULL STATION








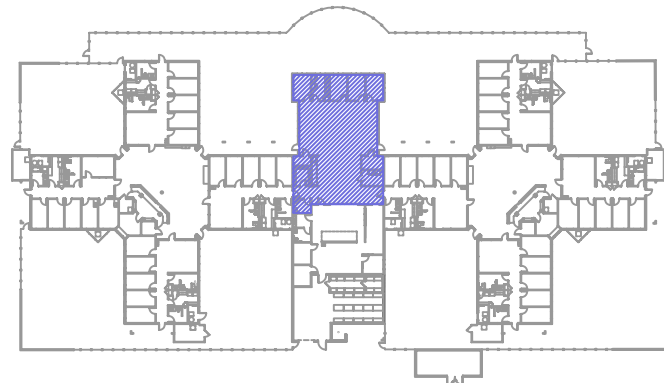
ASSEMBLY
AREA AT
SCHOOL GYM

EVACUATION ROUTE



KEY

-  YOU ARE HERE
-  EVACUATION ROUTE
-  FIRE EXTINGUISHER
-  FIRST AID
-  PULL STATION



**ASSEMBLY
AREA AT
SCHOOL GYM**

Valley of the Moon Children's Center Disaster Preparedness Plan

I. HSD Essential Function

Operation of the Valley of the Moon Children's Home is a Department critical function. In addition to continuing its twenty-four hours-a-day, seven days a week custodial role for its population and meeting 24-hour emergency response placement mandates for abused, exploited and neglected minors, the Children's Home may become a shelter for unaccompanied minors during a major countywide or localized disaster. The Department will continue to operate Redwood Children's Center as feasible.

II. Chain of Command

- Director, Family, Youth & Children's Division
- Section Manager, Valley of the Moon Children's Home
- Program Manager, Valley of the Moon Children's Home

III. Primary and Alternate Operations Sites

PRIMARY: 100 Children's Circle, Santa Rosa

ALTERNATES: (1) SCOE school facilities Rancho Los Guilicos Rd, Santa Rosa
(2) "Old Moon" Administrative Support Building
7440 Rancho Los Guilicos Road, Santa Rosa.

IV. Staffing for Critical and Essential Functions

As a critical function VMCH will require staffing on an immediate and continuous basis.

Essential staffing will be at the discretion of the Division Director, dependent on the information received from executive management and the extent of the disaster. RCC will function on an as needed basis.

Due to the nature of the facility and its function, during a county-wide disaster/emergency staff assigned to VMCH will be needed exclusively for the 24-hour operation of the facility. VMCH may require the services from the Family, Youth & Children's and RCC staff for shift relief and assistance to VMCH, as the need dictates.

Staff will be given assignments based on skills, expertise, experience, and on the division, department or county emergency needs.

Staff positions available at VMCH:

- Section Manager (1)
- Program Manager (1)
- Social Worker Supervisor, RCC (1)
- Social Worker, VMCH (1)
- Social Workers, RCC (2)
- Residential Care Supervisors (6)
- Residential Care Counselors (25)
- Family Nurse Practitioner (1)
- Office Support Supervisor (1)
- Office Support Workers (3)
- Chef (1)
- Cooks (2)
- Residential Service Worker – Custodian (1)

V. Procedures

A. Disaster Responsibilities

1. Section Manager

Tasks

- Obtain briefing on status and extent of disaster
- Receive reports from staff re: injuries, damage, deaths, etc.
- Relay damage report to Division Director for report to EOC
- Assess needs for VMCH for alternate sites, first aid, food needs, personnel, volunteers, etc., based on damage reports received.
- Call 9-1-1, if necessary and available, for life and death situations
- Perform normal, daily duties, as time and circumstances permit
- Assess condition of emergency water and other supplies
- Maintain a log of disaster activities, actions taken, damage, injuries, etc. for after disaster report
- Track all time spent on disaster/emergency functions
- Instruct staff to report unusual incidents, problems, etc. for log of disaster actions/activities Instruct staff to track all time spent specifically on disaster/emergency functions, as a result of the incidents
- Determine when it is necessary to issue emergency

supplies

- If necessary, select staff to form rescue, security, child care and damage assessment teams
- If necessary, select a location to be used for a medical treatment area
- If fatalities are sustained and no outside help is available, establish a temporary morgue
- Designate Emergency Coordinator, Emergency teams

2. Emergency Coordinator (Program Manager)

The Emergency Coordinator (EC) has the overall responsibility for managing the emergency until relieved of duty. The EC develops and implements strategic decisions and approves access to emergency supplies. The EC supervises the emergency teams.

Tasks:

- Establish and remain at the command post
- Select emergency teams
- Coordinate staff activity
- Manage all operations
- Approve use of resources
- Use emergency log to record all decisions and commands regarding the emergency

B. Establishing Emergency Teams

1. Child Care Team. Team Leader - Supervisor as available or designated lead staff member. Team composed of Direct Care Staff. Is responsible for evacuating children to a safe area and caring for them.

Tasks:

- Evacuate children to a safe area
- Verify population and check for injuries
- Calm children
- Provide care to children
- Obtain briefing from EC

2. Assessment Team. Team Leader – Supervisor. Team composed of direct care staff. Is responsible for checking all structures to determine whether they can be occupied and if any hazardous conditions exist. This team will also be responsible for correcting hazardous conditions that do not affect structural integrity of the buildings.

Tasks:

- Determine if evacuation routes are clear
- Work closely with Facility Operations
- Shuts off utilities and sprinklers, if necessary

- Clears debris
 - If possible remove needed supplies and records from building
3. Communication Team. Team Leader - Program Manager Volunteer and Community Programs. Team Composed of program Administrative Aide and Office Support staff as assigned. Team will determine communication needs and maintain communication between facility and public safety officers.
- Tasks:
- Test use of telephone lines, cell phones, fax, radios, courier service
 - Sets up battery operated radio and tunes to 1350 AM, reports to Emergency Coordinator
 - Seeks assistance from local Sheriff and or emergency medical personnel
4. Medical and First Aid Team. Team Leader – Assigned Medication staff and Family Nurse Practitioner. Team will determine medical needs of children and staff.
- Tasks:
- Assess injuries and supervises emergency treatment
 - Secures first-aid supplies
 - Set up treatment area
 - Assign staff to clean up medicines or any hazardous spills
5. Supply, Food & Logistics Team. Team Leader - Facility Chef. Team members – Cooks and Residential Service Workers. Is assigned to organize the needs of VMCH.
- Tasks:
- Sets up temporary camp
 - Distributes supplies, food and water as instructed by Emergency Coordinator
6. Search and Rescue Team. Redwood Children’s Center workers will form if needed and as appropriate.
- Tasks:
- Assist with evacuation
 - Locate missing persons
 - Report all injuries or deaths to Emergency Coordinator
7. Float Pool. Team - Office Support Workers and on-site FY&C personnel. Team will be assigned duties as required by the Emergency Coordinator.
- Tasks:

- Reports to Emergency Coordinator for assignment as needed -
- e.g., messenger

C. Emergency Data

1. Emergency Telephone Numbers

9-1-1 (or workplace emergency number): **9-1-1**
 Fire: **9-1-1** (emergency) or **528-5151** (for non 9-1-1 calls)
 Police: **9-1-1** (emergency) or **528-5222** (for non 9-1-1 calls)
 Poison Control Center: **1-800-876-4766** (if emergency call **9-1-1**)
 Facility maintenance: **565-2550 (or after hours call Sheriff's 565-2121)**
 Number of this telephone: **707/565-6350**
 County Administrators Office: **565-2431**
 Risk Management: **565-2942**

2. Other Important Phone Numbers

Power and Gas Co.: (P.G.&E.) **1-800-743-5000** (24 hour emergency)
Or for information on outages: **1-800-743-5002**
 Weather bureau: **976-1212** (Forecast) or **976-9600** (Other information)
 Name & address of medical facility with 24-hour care: **Sutter Medical Center:**
3325 Chanate Road, Santa Rosa, CA (707) 576-4000

3. Emergency Information to Report

Valley of the Moon Children's Home
Los Guilicos Complex
100 Children's Circle, Santa Rosa, CA
Nearest Cross Street-Highway 12 (Sonoma Highway)
Directions-From 101, East on Hwy 12, to Pythian Rd., left on Pythian Rd, straight on Rancho Los Guilicos, left to Children Circle

- ◆ Caller's name
- ◆ What happened
- ◆ How many people are injured
- ◆ Condition of injured person(s)
- ◆ Help (care) being provided

Note: Do not hang up first. EMS dispatcher will indicate when call can be terminated.

4. Building Fire Control Systems

| Fire Controls | System Description | Maintenance / Inspection Frequency | |
|---|---|--|---------------------------------------|
| | | Service Firm | Fac Ops |
| Fire Alarm System | Notifier NFS 3030 | ESP Alarms Acct No. 38722423 Telephone: | Monthly detector test |
| Emergency Lighting System | Battery backup all sleeping rooms, dorms, dayrooms, kitchen, dining rooms | | Monthly check with fire alarm testing |
| Automatic Sprinkler System | Facility – wide all rooms | Grinell 5-year service | Quarterly flow and annunciator test |
| Portable Fire Extinguishers | 12 total - all laundry rooms, dayrooms, kitchen, dining room | Santa Rosa Fire Department – annual service | Monthly service check |
| Fixed Extinguishing System (CO2, Halon) | Ansul | Santa Rosa Fire Department – annual service Empire Steam Cleaning | Monthly Inspection 6-month service |

5. General Procedures

Due to the remoteness of the Children’s Home, staff may be on their own for a period of time. The functions to be undertaken by staff as an immediate response to a damaging earthquake or other disaster are:

- Site Assessment
- Fire suppression
- Search and rescue
- First aid

If adequate staff is available, these activities should be undertaken simultaneously, with staff pre-assigned their primary responsibility. If adequate staff is not available to undertake response function simultaneously, they should be carried out in the following order:

- Site Assessment: Coordinate with Facility Operations (). Check and turn off gas, and/or electricity only if gas can be smelled or if other damage is evident. Turn off water if pipes are broken or leaking.
- Fire Suppression: Check for and suppress small fires.

Attempt to notify the fire department. For larger fires follow the procedures for evacuation of the building. Trained employees are authorized to use portable fire extinguishers (see attached list).

- Search and Rescue. Quickly search the facility for people who may be trapped or injured.
- First Aid: Administer first aid to injured persons. Note and record assistance from other responders, including names of injured persons. All Direct care Staff and Supervisors at Valley of the Moon are trained and designated as first aid providers (all certifications on file).

REMEMBER — take a deep breath and remain calm. You will make better decisions if you are not in a panic and the children and other staff will be more likely to respond positively.

1. Evacuation

Follow Emergency Action Plan established in VMCH Policy and Procedures Manual Part IV Chapter 04-02 . Keep in mind the following:

- You may need to communicate the order to evacuate without use of any power
- There may be debris in the hallways and doors may be jammed
- Injured or mobility impaired people will need assistance
- Transportation may be needed
- All areas must be searched and all persons must be accounted for including staff and visitors
- If time permits and it is safe, remove pertinent information from the building including
- personnel information, emergency medical information and medications, roster of residents and staff
- If site is relocated, secure the building
- Leave a note stating, destination, time vacated, list of staff and residents, which vehicles taken, cellular telephone number, and any other telephone number that may be available to use
- Obtain necessary supplies and clothing, including medications and emergency supplies

****Note: Floor plan is attached****

2. Storage of Emergency Supplies

Disaster Kits will be stored in gray plastic

containers and will be clearly marked as to contents. The kits will be located in the Kitchen of the VMCH (2), VMCC – Conference room closet (4). Each kit has radios, flashlights, food and medical supplies to provide for 3 people for 3 days.

The VMCH kitchen supplies will provide food and drinks from existing inventory. This will have on hand up to 12 fifteen-gallon water containers in the kitchen.

Emergency medical supplies will be available in the Med room storage area in the secured metal racks and in the VMCC Medical wing.

Emergency packets are also stored in all vehicles used for transportation of children.

It is the responsibility of the Emergency Coordinator to ensure that supplies are checked and maintained on a regular schedule.

3. Rosters

A record of the daily roster should be faxed to the Copperhill site daily and maintained in the legal clerical supervisor's office to be used for emergencies.

4. Volunteers

Members from the community may volunteer to assist in time of emergency. These volunteers may be utilized in various ways such as search and rescue, clean up, cooking, assisting in setting up sites, etc. Under no circumstances should they be utilized in supervision of children.

5. Sanitation - Emergency Toilet

Emergency toilet procedure is attached

6. Water Purification

Water purification procedure is attached

7. Emergency Supplies

SUPPLIES BASED ON 20 PERSONS FOR A 72-HOUR PERIOD

| First Aid Supplies | Minimum |
|---|----------------|
| Alcohol | 1 bottle |
| Alcohol prep (100 per box) | 2 boxes |
| Aluminum foil (18 inches wide) | 1 roll |
| Antibiotic ointment (Neosporin, etc) | 2 tubes |
| Antibiotic solution (betadine) | 1 bottle |
| Aromatic spirits of ammonia (10/box) | 2 boxes |
| Aspirin | 1 bottle |
| Band-aids (assorted sizes) | 1 box |
| Bandage (ace wrap, varying widths) | 1 box each |
| Bandage scissors | 2 pair |
| Bandage, triangular (36x40x55 inches) | 2 |
| Basin, emesis (disposable) | 5 |
| Basin, round (disposable) | 5 |
| Benzene hexachloride 1% | 1 |
| Or Kwell (lice treatment) | 1 bottle |
| Blankets | 20 |
| Blood Pressure cuff | 1 |
| Burn preparation (silver sulfadiazine) | 1 tube |
| Burn sheets (sterile, disposable) | 1 package |
| Cervical collar (small, medium) | 1 each |
| Chest or box with lock to store supplies | 1 |
| Cots | 5 |
| Cotton balls (unsterile) | 1 large bag |
| Diarrhea medicine | 1 bottle |
| Disinfectant (handwashing) | 1 bottle |
| Dressings (2x2's, 3x3's, 4x4's sterile) | 1 box each |
| Dressings (5x9's, 8x 10's sterile) | 1 box each |
| Dressings (eye pad, oval sterile) | 1 box each |
| Dressings (Vaseline gauze 3x36" sterile) | 1 box each |
| Garbage bags (assorted sizes) | 1 box |
| Ipecac | 1 bottle |
| Kleenex | 2 boxes |
| Note pads | 5 |
| Ophthalmic topical ointment | 1 tube |
| Ophthalmic solution (eye wash) | 1 bottle |
| Pack, (cold and hot) | 1 each |
| Paper cups | 2 boxes |
| Paper bags | 2 boxes |
| Paper towels | 1 case |
| Pencils or pens | 1 package each |
| Petroleum jelly | 1 jar |
| Pitcher with cover (used as measuring device) | 1 |

Emergency Supplies continued

| | |
|--|----------------------------|
| First Aid Supplies, cont. | |
| Q-tip swabs | 1 box |
| Safety pins (assorted sizes) | 1 box |
| Sanitary napkins (can be used for Heavy bleeding) | ½ case |
| Soap (disinfectant) | 1 bottle |
| Salt (1 tsp per quart sterile water = normal saline) | |
| Spine board (long & short) | 1 |
| Stethoscope | 1 |
| Sterile gloves (med & large) | 1 box each |
| Table | 1 |
| Tape (adhesive 1 & 2 inch) | 1 box |
| Thermometer (disposable) | 1 box each rectal and oral |
| Towelettes (moist) | 3 boxes |
| Treatment log | 1 |
| Tweezers | 1 large pair |
| Tylenol | 1 bottle |
| Water (sterile) | 1 bottle |
| First aid book | 1 |

| | |
|--|--|
| Miscellaneous Supplies | |
| Pocket knife | |
| Extra car keys | |
| Tent or large tarps | |
| Sewing kit | |
| Paper and pencils | |
| Medicine dropper (for measuring bleach etc.) | |
| Blankets (20) | |
| Sunscreen | |
| Light sticks (20) | |
| Money | |
| Waterproof matches in container | |
| Fire extinguishers | |
| 2 large rolls of clear plastic (to replace windows) | |
| Forms that may be needed for records during the disaster | |

Emergency Supplies continued

| Hygiene Supplies | |
|--------------------------------------|-------------|
| Large plastic trash bags | 1 box |
| Large trash cans (plastic 5 gal) | 2 |
| Soap | 2 bars |
| Feminine hygiene products | 1 case each |
| Toilet paper | 1 case |
| Bleach | 12 gallons |
| Lysol | 1 bottle |
| Powdered lime or dry chlorine bleach | |
| Towelettes | 1 case |
| Pail (handwashing) | 2 |

| Cooking Supplies | |
|--------------------------------|-------------|
| BBQ - propane tank or kerosene | 1 |
| large and small pots | 2 of each |
| frying pans | 2 |
| Foil | 3 boxes |
| Plastic forks, knives, spoons | 180 of each |
| Paper plates, & cups | 180 of each |
| Spatula | 2 |
| Large spoons | 2 |
| Manual can opener | 2 |

| Communications | |
|---------------------------------------|---|
| Portable radio | 2 |
| Batteries (must be replaced annually) | |
| Walkie talkies | |
| Cell phones | |
| Flashlights | 6 |

| Infant Supplies | |
|------------------------|--|
| Formula | |
| Bottles | |
| Pacifiers | |
| Soap and baby powder | |
| Baby wipes | |
| Disposable diapers | |
| Canned food and juices | |

| | |
|--|------------|
| Food Supplies - All Food Must Be Dated | |
| Food bars | 50 |
| Canned — soup, spaghetti sauce, juices, meats, fruits, vegetables | |
| Dried goods (must be stored in jars or plastic) fruit, crackers, potatoes, rice, pasta | |
| Milk (if dried, increase water supply) | |
| Sugar | |
| Salt | |
| Pepper | |
| Hard candy | |
| Cereal | |
| Instant coffee or tea | |
| Cooking oil | |
| Flour | |
| Baking powder | |
| <i>**All food must be rotated every 6 months.</i> | |
| | |
| Water | |
| 3 day supply (must be rotated every 3 months) | 60 gallons |

VI. Redwood Children's Center

Redwood Children's Center must be available to:

- Accept referrals from a law enforcement officer or child welfare worker Conduct interviews with children
- Act as support staff to VMCH in the event of a disaster

A. Procedure:

- Report to assigned or alternate sites.
 - Perform normal duties as time and circumstances allow.
1. Social Service Supervisor (Redwood Children's Center)
 - Perform normal duties as time and circumstances allow
 - Confer with workers, as requested on specific circumstances
 - Instruct staff to record all findings
 - Inform staff of current status and impact of disaster/emergency, as information becomes known
 - Advise staff, if applicable, to report to other sites
 - Instruct staff to record all time spent on disaster/emergency related activities
 - Log any unusual disaster situation or circumstances reported by workers
 - Track all time spent on disaster/emergency related, activities
 - Summarize disaster time reports received from staff (include own)
 - Prepare summary report for all unusual situations or circumstances reported by staff and submit all summary reports to Program Manager
 2. Social Workers (Redwood Children's Center)
 - Follow normal, daily job duties as outlined in policies and procedures
 - Report any damage noted to supplies, equipment, computers, telephones, etc. to supervisor
 - Report for assigned disaster/emergency functions, if applicable
 - Maintain a daily log of disaster related activities (e.g., Shelter duty)
 - Complete a daily report of time spent during disaster, as applicable or disaster related functions performed
 - Submit activity log and time report to supervisor each day of disaster related activity