

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Stanislaus County Community Services Agency Date Completed: 6-28-2016

Name/Title: Dr. Julian N Wren Telephone #: 209-558-2186  
 Person Managing/Overseeing Emergency Plan Implementation

E-mail Address: [Wrenj@stancounty.com](mailto:Wrenj@stancounty.com)

ICPC Liaison Phil Reilly Telephone #: 209-558-2995

E-mail Address: [Reillp@stancounty.com](mailto:Reillp@stancounty.com)

This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans regarding children and non-minor dependents. Children and non-minor dependents in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child & Family Services Improvement Act of 2006 (Public Law [PL] 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under section 6 (a)-(16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

<b>CWS Disaster Response Criteria A:</b>	<b>Identify, locate, and continue availability of services for children and non-minor dependents under state care or supervision who are displaced or adversely affected by a disaster, including children from other states:</b>
Essential Function:	1. Identification and location process of children and non-minor dependants who may be displaced, including children from other states

**Process Description:****CFSD:**

- a. Identify area of disaster by zip code and determine which foster children and non-minor dependants reside in the zip code utilizing SafeMeasures reports and emergency mapping function. If possible, during normal working hours, all Child & Family Services Division (CFSD) personnel with an assigned caseload will contact the children and non-minor dependants on their assigned caseloads via telephone and/or personal home visits utilizing CWS/CMS or the physical case file. If the assigned Child & Family Services Division staff person is not available, another assigned Child & Family Services Division staff person shall make the contacts. Caseload coverage shall be ensured by each Child & Family Services Division Supervisor, Program Manager or Assistant Director, in said order.
- b. All attempted and completed contacts will be entered into CWS/CMS as soon as reasonably possible and in accordance with data entry procedures. While maintaining confidentiality, hand written notes shall be kept on every contact until the data can be entered into CWS/CMS. The following information, at minimum, shall be kept: child's name, caretaker's name, who the SW spoke to (SW must speak to the caretaker, child or approved secondary caretakers), information about the child's health, safety and welfare, the child's location throughout the disaster and any services the child may require. If required, all other documents or forms must be filled out by hand.
- c. In the event of a child death, Child & Family Services Division staff shall contact their immediate Supervisor, Manager, or Assistant Director to notify and obtain further instruction.
- d. When a disaster is local, Stanislaus County Child & Family Services ICPC Coordinator will contact the sending state's assigned Child Welfare Social Worker to inform them of the disaster or emergency and communicate our plans to keep the child safe. In the event that the sending state's assigned Social Worker cannot be reached, Stanislaus County Child & Family Services ICPC liaison will contact the receiving state's ICPC administrator or designee. The response time to inform the sending state of the child's status will depend on the ability to telephone, send a fax, or e-mail the sending state.
- e. In the event that the sending state is not available to contact the children placed in Stanislaus County, Stanislaus County Child & Family Services will invoke the procedures identified in (a and b) to ensure children placed under ICPC are safe and accounted for.
- f. When the disaster occurs in a receiving state that houses a child from Stanislaus County, the

	<p>Stanislaus County case carrying social worker will contact the receiving state agency by telephone, fax or email. If the receiving state's lines are down, the Stanislaus County Child &amp; Family Services ICPC liaison will contact the receiving state's ICPC administrator or designee. The Stanislaus County case carrying social worker will also contact the Red Cross and any emergency shelters set up in the receiving state. The case carrying Social Worker will document efforts made, the emergency plan in effect, and any other pertinent information received from the receiving state in the contact section of CWS/CMS.</p> <p><b>Probation:</b> In the event of a disaster, the placement officer or other designated staff will contact each group/foster home provider by telephone to determine the safety and security status of each child/children or non-minor dependant in their care. If the probation department is satisfied that the safety and security of the child/non-minor dependant is not in jeopardy, the child/children and non-minor dependant will remain with the provider.</p> <p>The probation officer will prepare a list of all children and non-minor dependants needing to be retrieved and their locations.</p> <p>Those children and non-minor dependants who are 90 days or less from completion of placement may be returned to their parent if possible.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p><b>CFSD:</b> Agency will call caregivers/emergency contact person at home or work to find out how the family is doing and what plans are in place for the disaster at hand. Caregivers will be informed where to call to obtain information and assistance in the event of a disaster. If telephones are not operable and if it is safe to travel, agency staff will conduct home visits to check on the children and non-minor dependants and families.</p> <p>Stanislaus County Child &amp; Family Services Division foster care licensing unit provides a Disaster plan packet to all County Approved Resource Family Homes. All our caregivers are required to complete an Emergency Plan, which includes emergency contacts. This plan is kept in the case file and is available to Child &amp; Family Services Division staff in cases of emergency or disaster. During the annual visit, the Resource Family Approval (RFA) worker will review each family's disaster plan.</p>

	<p><b>Probation:</b> In the event wards who are placed in a group home or foster home become displaced or adversely affected by a disaster, the placement officer or other designated staff will contact each group home/foster home of those children and non-minor dependants affected. Contact can be made in person, by telephone, or with the assistance of allied agencies (e.g., local law enforcement, local probation services). The placement officer is to determine the safety and security status of each ward in their care. If the Probation Department is satisfied that the safety and security of the child is not in jeopardy, the child will remain with the provider.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p><b>CFSD:</b> In addition to the County Emergency Plan maintained through the Chief Executive Office, Child &amp; Family Services will continue to provide services as outlined in this document.</p> <p><b>Probation:</b> Probation will contact care providers and identify needs. Probation will collaborate with care providers to ensure that the youths’/Non-Minor dependant’s needs are met or that there is a plan to ensure that all needs will be met. Probation youth/adult dependants and care providers are advised to contact the Youth Detention Facility/Juvenile Hall. Copies of emergency plans are maintained at the Youth Detention Facility / Juvenile Hall.</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<p><b>CFSD:</b> In addition to the County Emergency Plan maintained through the Chief Executive Office, Child &amp; Family Services will continue to provide services as outlined in this document.</p> <p><b>Probation:</b> Probation will contact care providers and identify needs. Probation will collaborate with care providers to ensure that the youths’/Non-Minor dependant’s needs are met or that there is a plan to ensure that all needs will be met. Probation youth/adult dependants and care providers are advised to contact the Youth Detention Facility/Juvenile Hall. Copies of emergency plans are maintained at the Youth Detention Facility / Juvenile Hall.</p>
Essential Function:	5. Identification of shelters

**Process Description:****CFSD:**

- a. In times of natural disasters and emergencies, the American Red Cross (ARC) has the responsibility for meeting urgent and emergency needs of victims for food, clothing and shelter in congregate care or other facilities; disaster welfare inquiry, emergency first aid and other basic elements for human comfort and survival. The ARC has agreements with over 60 potential shelter sites within Stanislaus County.
- b. The County will provide needed staff, as available, and to the extent permitted by State law, to assist ARC in disaster and emergency operations. Staff salary and benefits will be provided by the County in both preparedness training and operational assignments.
- c. Child & Family Services Division staff shall be assigned to a designated shelter and/or command post to process the initial intake and registration of unaccompanied minors, as well as make efforts to reunify said children with their parents, legal guardian or responsible relatives in accordance with regulations and legislation governing child welfare practice, if needed.
- d. Child & Family Services Division staff located at the shelters shall accept Suspected Child Abuse Reports (SCARs) and respond in accordance with legislation, regulations and Agency policies dictating child welfare practice. Child & Family Services Division staff shall provide pre-placement preventative services and/or foster care placement services, as needed, and as regulated by current legislation, regulations and Agency policies guiding child welfare practice.

**Probation:**

A contact person will be established for Probation and the Juvenile Hall will be available to provide shelter as needed for minors. As part of the Probation Department's Continuity of Operations Plan (COOP), in the event that the Juvenile Hall is not available during a disaster, the Stanislaus County Probation Department has a backup plan organized with the Stanislaus County Sheriff to utilize the Stanislaus County Public Safety Center (PSC). As a contingency plan if the Public Safety Center is not accessible, Merced County Juvenile Justice Correctional Complex (JJCC) is available to assist.

Essential Function:	6. Parental notification procedures
Process Description:	<p><b>CFSD:</b> As soon as possible after ensuring the safety of all children in foster care, Child &amp; Family Services Division personnel make due diligent attempts to notify parents and/or legal guardians of the safety of his/her child, unless parental rights have been terminated.</p> <p><b>Probation:</b> The placement officer will be responsible for contacting parents/guardians and advising of the circumstances and the status of their child/non-minor dependant.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p><b>CFSD:</b></p> <ol style="list-style-type: none"> <li>a. In the event of a disaster, all staff who are in a safe area, are to contact their regularly assigned Program Manager for emergency assignments. Those who have cell phones or radios, are to turn them on and keep them available for use as needed. Active efforts to follow all Court Orders made prior to the disaster will be made.</li> <li>b. Child &amp; Family Services Division staff shall ensure ongoing case management duties are fulfilled on behalf of all dependent children and non-minor dependants and their families as applicable to current legislation, regulations and Agency policies guiding child welfare practice.</li> </ol> <p><b>Probation:</b> In the event wards are displaced from their assigned group home or foster home, cannot temporarily be returned to their parent/guardian nor immediately laterally placed, and cannot be housed in the Juvenile Hall, the placement officer or assigned staff will secure temporary shelter until appropriately placed or housed at Stanislaus County Juvenile Hall. Efforts will be made to house wards in facilities as close to Stanislaus County as possible; i.e. Stanislaus County PSC or Merced County JJCC.</p>
Essential Function:	8. Staff assignment process
Process Description:	<p><b>CFSD:</b></p> <ol style="list-style-type: none"> <li>a. On the basis of an assessment, the Program Manager, in conjunction with the Assistant Director,</li> </ol>

	<p>will delineate the staff needed to address the unique needs presented by the emergency.</p> <p>b. In the event of a life threatening situation, the Child &amp; Family Services Division staff will require the approval of a program manager and/or Assistant Director to act in opposition to an existing Court Order and a Court Report will be filed as soon as possible explaining why the applicable Court Order could not be followed.</p> <p>c. Unless otherwise directed, all CSA personnel are required to work their regularly scheduled work calendar and hours.</p> <p><b>Probation:</b> An updated list of Probation personnel will be kept in the office of the Placement Supervising Probation Officer. The Placement Supervising Deputy Probation Officer, in consultation with Assistant Chief Probation Officer, will make, as necessary, assignments to continue mandated services. Probation employees are to report to their normal place of employment unless informed otherwise.</p>
Essential Function:	9. Workload planning
Process Description:	<p><b>CFSD:</b></p> <p>a. In the event personnel are unable to contact their regularly assigned Program Manager, the Turlock Outstation or closest outstation to their residence to check in for assignment.</p> <p>b. After ensuring the safety of their own families, personnel shall immediately report to their designated station and conduct their assigned duties and responsibilities, as long as it is safe.</p> <p>c. Active efforts to follow all Court Orders made prior to the disaster will be made.</p> <p><b>Probation:</b> Regular business practice will be carried out as much as possible. To handle critical functions, the Assistant Chief Probation Officer will direct work to the Division Director and Placement Supervising Probation Officer who will relay the plan to line staff.</p>
Essential Function:	10. Alternative locations for operations
Process Description:	<p><b>CFSD:</b> In the event our central office is damaged or otherwise unavailable to be used in an emergency, The</p>

	<p>Community Services Agency Business Continuity Plans call for us to:</p> <ol style="list-style-type: none"> <li>a. Limit business activity to that accorded by magnitude of disaster, i.e., health &amp; safety issues only.</li> <li>b. Station available staff according to location to the closest Stanislaus County Outstation prior to proceeding to the shelter or command station. Work multiple shifts at these locations, to the extent possible.</li> </ol> <p><b>Probation:</b>  Primary location – 2215 Blue Gum Avenue, Modesto, CA 95358. Office relocation will be determined by the Chief and Assistant Chief Probation Officer as needed. In the event that the Juvenile Hall is not available during a disaster, the Stanislaus County Probation Department has a backup plan organized with the Stanislaus County Sheriff to utilize the Stanislaus County Public Safety Center (PSC). As a contingency plan if the Public Safety Center is not accessible, Merced County Juvenile Justice Correctional Complex (JJCC) is available to assist. This is part of the Probation Department’s Continuity of Operation Plan (COOP).</p>
Essential Function:	11.Orientation and ongoing training
Process Description:	<p><b>CFSD:</b>  Supervisors will review with staff the Child &amp; Family Services Division disaster plan periodically.</p> <p>One way to do this will be by conducting tabletop exercises or having staff attend disaster preparations related trainings. Orientation on disaster plan will also be included in our Resource Family Approval (RFA) training. The FFA quarterly meetings will incorporate education on Disaster Planning and discuss the various approaches each foster home has in place to respond to a disaster.</p> <p><b>Probation:</b>  Orientation and ongoing training will take place at Probation offices as directed by the Chief and Assistant Chief Probation Officer.</p>
<b>CWS Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:</b>
Essential Function:	1. Investigation process
Process Description:	<b>CFSD:</b>

- a. Emergency Response services to the public shall continue during and after a disaster. Child abuse and neglect investigations shall be conducted in accordance with regulations, legislation and Agency policies and procedures active in affect prior to the disaster Child & Family Services Division personnel shall, after a child has been placed into custody, locate foster care placements on behalf of those children.
- b. Child & Family Services Division personnel shall continue searching for placement on behalf of detained children until safe, suitable and approved/licensed placements are found and made. During the placement search, Child & Family Services Division personnel shall be assigned to rotating shifts for the care and supervision of detained children. The care and supervision site may be in a designated shelter or other facility that is safe and has food, water, and proper sanitation for the children.
- c. Welfare and Institutions Code Petitions and Reports must be prepared and filed within statutory guidelines during and after a disaster in the event the Court system is functioning. The Agency is still held to statutory requirements for the detention of children if Court days are being counted in the County. All other legal and civil rights accorded to children and their families will also continue to apply during or after a disaster; therefore, Child & Family Services Division personnel will make active efforts to comply with those regulations.
- d. Child & Family Services Division personnel shall assist “unaccompanied minors” resulting from the disaster. These children may be delivered to Child & Family Services Division personnel, sent to emergency shelters and/or must be responded to by Child & Family Services Division personnel in other areas of the County. Child & Family Services Division personnel shall make every effort to locate the children’s parents, legal guardians and/or responsible relatives to release the children to during or after the disaster in accordance with the Welfare and Institutions Code and Agency policies and procedures.
- e. If children can be released safely, all efforts, services and contacts shall be entered into CWS/CMS as a referral and closed appropriately. While maintaining confidentiality, hand written notes, documents and forms shall be completed if CWS/CMS is not available and the information shall be entered as soon as possible when CWS/CMS becomes available.
- f. If children cannot be safely released or no one fitting the required caretaker description in Welfare and Institution Code can be located on behalf of the child, Child & Family Services Division personnel shall treat the referral as a detention pursuant to Welfare and Institutions Code Section 300(g) (abandonment, caretaker absence).

	<p><b>Probation:</b></p> <ol style="list-style-type: none"> <li>1. Probation will designate trained staff to respond to any new child welfare/non-minor dependant investigation needs. Staff will be designated and directed by the Chief and Assistant Chief Probation Officer or designee. Responses and reporting will comply with state mandates.</li> <li>2. Children who cannot be returned to their parent or guardian will be temporarily housed in within the juvenile detention facility. Probation staff will provide around the clock supervision.</li> <li>3. The placement officer will be responsible for contacting parents and advising of the circumstances and the status of their child, etc.</li> <li>4. Non-minor dependants will be assisted in accordance with the Chief Executive Office emergency disaster plan.</li> </ol>
Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	<p><b>CFSD:</b> Child &amp; Family Services Division personnel shall assist “unaccompanied minors” resulting from the disaster. These children may be delivered to Child &amp; Family Services Division personnel, sent to emergency shelters and/or must be responded to by Child &amp; Family Services Division personnel in other areas of the County. Child &amp; Family Services Division personnel shall make every effort to locate the children’s parents, legal guardians and/or responsible relatives to release the children to during or after the disaster in accordance with the Welfare and Institutions Code and Agency policies and procedures.</p> <p><b>Probation:</b> The process of all new referrals is generated by Court order from delinquency court.</p>
Essential Function:	3. Implementation process for providing new services
Process Description:	<p><b>CFSD:</b></p> <ol style="list-style-type: none"> <li>a. Emergency Response services to the public shall continue during and after a disaster. Child</li> </ol>

abuse and neglect investigations shall be conducted in accordance with regulations, legislation and Agency policies and procedures active in affect prior to the disaster Child & Family Services Division personnel shall, after a child has been placed into custody, locate foster care placements on behalf of those children.

- b. Child & Family Services Division personnel shall continue searching for placement on behalf of detained children until safe, suitable and approved/licensed placements are found and made. During the placement search, Child & Family Services Division personnel shall be assigned to rotating shifts for the care and supervision of detained children. The care and supervision site may be in a designated shelter or other facility that is safe and has food, water and proper sanitation for the children.
- c. Welfare and Institutions Code Petitions and Reports must be prepared and filed within statutory guidelines during and after a disaster in the event the Court system is functioning. The Agency is still held to statutory requirements for the detention of children if Court days are being counted in the County. All other legal and civil rights accorded to children and their families will also continue to apply during or after a disaster; therefore, Child & Family Services Division personnel will make active efforts to comply with those regulations.
- d. Child & Family Services Division personnel shall assist “unaccompanied minors” resulting from the disaster. These children may be delivered to Child & Family Services Division personnel, sent to emergency shelters and/or must be responded to by Child & Family Services Division personnel in other areas of the County. Child & Family Services Division personnel shall make every effort to locate the children’s parents, legal guardians and/or responsible relatives to release the children to during or after the disaster in accordance with the Welfare and Institutions Code and Agency policies and procedures.
- e. If children can be released safely, all efforts, services and contacts shall be entered into CWS/CMS as a referral and closed appropriately. While maintaining confidentiality, hand written notes, documents and forms shall be completed if CWS/CMS is not available and the information shall be entered as soon as possible when CWS/CMS becomes available.
- f. If children cannot be safely released or no one fitting the required caretaker description in Welfare and Institution Code can be located on behalf of the child, Child & Family Services Division personnel shall treat the referral as a detention pursuant to Welfare and Institutions Code Section 300(g) (abandonment, caretaker absence).

	<p><b>Probation:</b> When possible, Probation will, at the direction of the Chief and Deputy Assistant Chief Probation Officer or designee will direct staff to implement any new services necessary.</p>
Essential Function:	g. Services emphasizing reunification due to disaster
Process Description:	<p><b>CFSD:</b> CWS will help the families with the necessities needed in order to return their children to the care of their parents, legal guardian, or responsible relatives in accordance with regulations and legislation governing child welfare practice, if needed.</p> <p><b>Probation:</b> Temporary housing at the Stanislaus County Juvenile Hall will be arranged pending re-placement or evaluation of reunification.</p>
<b>CWS Disaster Response Criteria C:</b>	<b>Address and provide care for unaccompanied minors and unaccompanied non-minor dependents:</b>
Essential Function:	1. Structure – child welfare personnel
Process Description:	<p><b>CFSD:</b> Child &amp; Family Services Division personnel shall assist “unaccompanied minors” resulting from the disaster. These children may be delivered to Child &amp; Family Services Division personnel, sent to emergency shelters and/or must be responded to by Child &amp; Family Services Division personnel in other areas of the County. Child &amp; Family Services Division personnel shall make every effort to locate the children’s parents, legal guardians and/or responsible relatives to release the children to during or after the disaster in accordance with the Welfare and Institutions Code and Agency policies and procedures.</p>
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	<p><b>CFSD:</b> Child &amp; Family Services have certified multi-lingual staff that are available as well as contracted emergency interpreters and language line if telephone services are available.</p>
Essential Function:	3. Determine likelihood of reunification and steps toward reunification

Process Description:	<p><b>CFSD:</b> The likelihood of reunification is high when the only reason the minor is unaccompanied is due to the disaster and their parents/relatives are located. Child &amp; Family Services staff will make concerted efforts to determine if reunification is in the best interest of the child(ren). In the event that reunification is not assessed to be safe, the Child &amp; Family Services Staff will act in accordance with the Welfare and Institutions Code 300.</p>
Essential Description:	4. Assess and make a determination within 30 days
	<p><b>CFSD:</b> At the behest of the executive administration, social workers will be assigned to accompany minors to search for parents/relatives on a continual basis (when safe) to make a determination if further actions is needed.</p>
<b>CWS Disaster Response Criteria D:</b>	<b>Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	<p><b>CFSD:</b> In the event of a disaster, each manager is expected to report immediately to the Department Operations Center (DOC), located in the Director’s Conference Room. When a manager with an assignment is not available, their designated backup will perform the assignment. Managers without specific assignments will report to their respective Assistant Director or designated backup.</p> <p><b>Probation:</b> Staff will be directed to report to their normal workstations and contact their supervisor for direction. If their regular workstation is unavailable, staff is directed to contact their Supervising Probation Officer via cell phone for direction. The Supervising Probation Officer is to report to the Division Director and the Division Director is to report to the Probation Assistant Chief Probation Officer.</p>
Essential Function:	2. Communication structure – child welfare personnel (phone tree)

Process Description:	<p><b>CFSD:</b> On the basis of an assessment, the Program Manager, in conjunction with Assistant Director, will delineate the staff needed to address the unique needs presented by the emergency. Working with the Assistant Director, the program managers will activate and utilize the pre-established phone tree.</p> <p><b>Probation:</b> The probation department will utilize the probation department’s phone tree list and protocol to contact all necessary staff to implement this operation in the event of a disaster and the need to locate group home/foster care probation wards.</p>
Essential Function:	3. Communication structure – contracted services
Process Description:	<p><b>CFSD:</b> On the basis of an assessment, the program manager, in conjunction with Assistant Director, will delineate the staff needed to address the unique needs presented by the emergency including a point of contact to communicate with contracted service agencies. Working with the Assistant Director, the program managers will develop a phone tree.</p>
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	<p><b>CFSD:</b> If Child &amp; Family Services Division staff is unable to contact a supervisor or program manager, staff is to listen to emergency channel to receive information on disaster response. The emergency channel will provide information regarding the extent of disaster and the location, safety permitting, where child welfare services will continue to be provided. If no information regarding Child &amp; Family Services Division is provided on the designated emergency channel (i.e. radio), Child &amp; Family Services Division staff will call the CPS hotline. In the event that those avenues are not available, Child &amp; Family Services Division staff will attempt face-to-face communication as workforce availability permits.</p> <p><b>Probation:</b> Probation will attempt face-to-face communication as workforce availability permits. Probation will also seek assistance from the County Office of Emergency Operations Center (EOC) for other modes of communication.</p>
Essential Function:	5. Communication frequency

Process Description:	<p><b>CFSD:</b> Communication between management and line staff will happen at least once a day, and more often as necessary to advise of new information or instructions.</p> <p><b>Probation:</b> Communication between management and line staff will happen at least once a day, and more often as necessary to advise of new information or instructions.</p>
Essential Function:	6. Communication with media
Process Description:	<p><b>CFSD</b> The designated Public Information Officer will be the liaison between Child &amp; Family Services Division and the Media. In the event the Public Information Officer is unavailable, The Director, Deputy Directors, or a designee will maintain contact with the media.</p> <p><b>Probation:</b> The designated Public Information Officer will be the liaison between Probation and the Media. In the event the Public Information Officer is unavailable, the Chief Probation Officer, Assistant Chief Probation Officer, or a designee will maintain contact with the media.</p>
Essential Function:	7. Communication with volunteers
Process Description:	<p><b>CFSD and Probation</b> Communication will be coordinated through Stanislaus County's Continuity of Operations Planning System.</p>
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	<p><b>CFSD:</b> In the event of an emergency, Stanislaus County Child &amp; Family Services is equipped with a 24-hour hotline number (1-800-558-3665) that includes contracted TTY services if needed.</p> <p>In addition, the Stanislaus County Office of Emergency Services will coordinate communication efforts for the County as a whole.</p>

<b>CWS Disaster Response Criteria E:</b>	<b>Preserve essential program records:</b>
<b>Essential Function:</b>	1. Record preservation process
<b>Process Description:</b>	<p><b>CFSD:</b> Stanislaus County Child &amp; Family Services maintains paper files for each child in placement or with an open case/referral. The Stanislaus County Community Services Agency Child &amp; Family Services Division operates under a statewide Child Welfare Services/Case Management System (CWS/CMS). This system is off site and is backed up daily by IBM.</p> <p><b>Probation:</b> For any youth placed outside of the state, the Probation Department will contact the provider and make them aware of the situation and the state of events in Stanislaus County in the event of an emergency.</p>
<b>Essential Function:</b>	2. Use of off-site back-up system
<b>Process Description:</b>	<p><b>CFSD:</b> The Stanislaus County Community Services Agency Child &amp; Family Services Division operates under a statewide Child Welfare Services/Case Management System (CWS/CMS). This system is off site and is backed up daily by IBM. Managers and supervisors also have access to a computer program called C-IV. C-IV can provide lists of all children in out of home care. A weekly updated roster (hardcopy) of all children and non-minor dependants in care is in the administrative binder. The administrative binder is carried by the on call manager who is available 24 hours a day. The roster includes the case number, SSN, DOB, name, and address, where all the children and non-minor dependants in CWS are placed. A copy of this roster is kept with the on call manager, the Assistant Director and in the Child Protective Services Intake office. If the CPS office is not available then the designated alternate Off-Site work station (i.e. Stanislaus County Outstations)</p> <p><b>Probation:</b> The probation department will routinely prepare a list of all children and non-minor dependants in group homes and all children/non-minor dependants in foster care with names of group homes, addresses, phone numbers and two or more contact personnel. The list will also contain information about special medical or mental health needs of the children and non-minor dependants in placement and the names, addresses and phone numbers of parents and or guardians.</p>

	<p>The lists will be e-mailed and printed out by all facility and probation managers and the information will be kept at the three offices. The three offices include the Juvenile Institutions, Adult Field Services, and Juvenile Field Services. In addition, the placement supervisor, the division manager and back up placement officer will retain a copy of the information with them at all times. The officers are responsible for keeping the information in a secure location for confidentiality purposes. Obsolete copies will be periodically mechanically shredded.</p> <p>The placement officer will also develop a list of all potential group homes and foster homes for emergency placement housing purposes. The list will be emailed to all three offices and printed out and secured in a location accessible to staff. In addition, the placement officer and back placement officers will retain a copy of the information with them at all times.</p> <p>All lists will be updated once per month or when change in information occurs. The placement officer will be responsible for all updates and dissemination of information to the five office locations via e-mail.</p>
<b>CWS Disaster Response Criteria F:</b>	<b>Coordinate services and share information with other states and counties, include a description of the process utilized by the county to ensure that information regarding children placed pursuant to the Interstate Compact on the Placement of Children (ICPC) occurs with both the sending state and CDSS:</b>
Essential Function:	1. Interstate Compact on the Placement of Children reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	<p><b>CFSD:</b> When a disaster is local, Stanislaus County Child &amp; Family Services will contact the sending state's assigned Child Welfare Social Worker to inform them of the disaster or emergency and communicate our plans to keep the child safe. In the event that the sending state's assigned Social Worker cannot be reached, Stanislaus County Child &amp; Family Services ICPC liaison will contact the receiving state's ICPC administrator or designee. The response time to inform the sending state of the child's status will depend on the ability to telephone, send a fax, or e-mail the sending state.</p> <p>When the disaster occurs in a receiving state that houses a child from Stanislaus County, the Stanislaus County case carrying social worker will contact the receiving state agency by telephone, fax or email. If the receiving state's lines are down, the Stanislaus County Child &amp; Family Services</p>

	<p>ICPC liaison will contact the receiving state’s ICPC administrator or designee. The Stanislaus County case carrying social worker will also contact the Red Cross and any emergency shelters set up in the receiving state. The case carrying Social Worker will document efforts made, the emergency plan in effect, and any other pertinent information received from the receiving state in the contact section of CWS/CMS.</p>
Essential Function:	2. Mental health providers
Process Description:	<p><b>CFSD:</b> Child &amp; Family Services Division staff will respond to emergencies with other emergency personnel as requested and as applicable to their roles and duties (i.e. Law Enforcement, Fire, Public Health, Mental Health, and Probation).</p> <p><b>Probation:</b> Probation staff will respond to emergencies with other emergency personnel as requested and as applicable to their roles and duties (i.e. Law Enforcement, Fire, Public Health, Mental Health, and CFSD).</p> <p>The Stanislaus County Mental Health Department may be called upon to provide mental health services during and after a disaster. The assigned Social Workers or Probation Officers will make referrals and contacts with Mental Health as appropriate.</p>
Essential Function:	a. Courts
Process Description:	<p><b>CFSD:</b> Welfare and Institutions Code Petitions and Reports must be prepared and filed within statutory guidelines during and after a disaster in the event the Court system is functioning. The Agency is still held to statutory requirements for the detention of children if Court days are being counted in the County. All other legal and civil rights accorded to children and their families will also continue to apply during or after a disaster; therefore, Child &amp; Family Services Division personnel will make active efforts to comply with those regulations.</p>

	<p><b>Probation:</b> The probation department will secure a Standing Order from the Juvenile Court to allow for the temporary housing of placement children in the County juvenile detention facility for the purpose of securing their safety until suitable and safe housing can be established.</p>
Essential Function:	b. Federal partners
Process Description:	<p><b>CFSD:</b> The Stanislaus County Child &amp; Family Services Division and Probation Department will work with federal partners as appropriate to ensure the safety and well-being of children/Non-Minor Dependents in Stanislaus County.</p>
Essential Function:	c. CDSS
Process Description:	<p><b>CFSD:</b> Stanislaus County Community Services Agency (CSA) will coordinate disaster services with the local county Office of Emergency Services and the California Department of Social Services (CDSS) to ensure appropriate response in the event of a disaster. An agency representative from CSA will be identified and serve as the primary contact with the Emergency Operations Center (EOC) Liaison Officer and CDSS. All coordination with the EOC liaison officer, the allocation of CSA staffing resources, and incident planning should be channeled through this person.</p>
Essential Function:	a. Tribes
Process Description:	<p><b>CFSD:</b> Tribes will be notified in the same manner as parents and legal guardians regarding the safety and well-being of Native American children in placement.</p>
Essential Function:	b. Volunteers
Process Description:	Not Applicable.