

## Placer County Children’s System of Care (CSOC) and Probation Disaster Response Plan

County & Agency Name:  
**Placer County Children’s System of Care and Probation**

Date Completed:  
**April 30, 2019**

Name/Title: **Jennifer Cook, Program Manager**  
*Person Overseeing Emergency Plan Implementation*

Telephone #: **(530) 889-6700**  
Email Address: [JCook@placer.ca.gov](mailto:JCook@placer.ca.gov)

Name/Title: **Candyce Skinner, Program Manager**  
*Interstate Compact on the Placement of Children (ICPC) Liaison*

Telephone #: **(530) 889-6700**  
Email Address: [CSkinner@placer.ca.gov](mailto:CSkinner@placer.ca.gov)

Name/Title: **Brian Passenheim, Program Manager**  
*Probation*

Telephone #: **(530) 889-6700**  
Email Address: [BPassenh@placer.ca.gov](mailto:BPassenh@placer.ca.gov)

Name/Title: **Alissa Sykes, Program Manager**  
*Child Welfare Services*

Telephone #: **(530) 889-6700**  
Email Address: [ASykes@placer.ca.gov](mailto:ASykes@placer.ca.gov)

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law [PL] 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under section 6(a)-(16) and Welfare and Institutions Code Section 16500.1(c)(1). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans. Children and non-minor dependents in the probation system must also be included in the plan. County plans must be amended annually to include Child Welfare Services (CWS) Disaster Response Plans.

<b>CWS Disaster Response Criteria A:</b>	<b>Identify, locate, and continue availability of services for CWS children, Probation children, non-minor dependents, including non-minor dependents residing in foster care, out-of-county placements, children placed in or out of California through the Interstate Compact on the Placement of Children (ICPC), out-of-state non-minor dependents under county care or supervision who are displaced or adversely affected by a disaster:</b>
Essential Function:	1. Identification and location process of CWS children, Probation children, non-minor dependents, including those in probation residing in foster care, out-of-county placements, ICPC children, and out-of-state non-minor dependents who may be displaced.

Process Description:	<p>The Supervisor or Program Manager on Duty will utilize SafeMeasures to locate Placer County children/youth in out-of-home care.</p> <p>The process to identify children/youth in out-of-home care will be maintained in the on-call materials kept by the After Hours Supervisor (<i>see Appendix A</i>).</p> <p>If notification of the disaster is received after hours, or in the event that County offices are closed, this function shall be completed by the on-call CSOC staff.</p>
Essential Function:	2. Communication with resource families.
Process Description:	<p>The CSOC/Probation Program Manager on Duty will assign staff to contact each potentially-affected child, resource family, or placement to determine if the child/youth and their placement family are safe. The child/youth may need to be moved to another placement and, in some cases, be moved out-of-county temporarily until the county is deemed safe for the child/youth to return.</p> <ol style="list-style-type: none"> <li>a. Attempt phone calls (using business, home, and/or cell numbers) and/or emails to the placement homes in the identified disaster area.</li> <li>b. If unable to reach the resource family, Foster Family Agency (FFA) staff, or Short-Term Residential Therapeutic Program (STRTP) administrator, the worker will contact his/her supervisor who will determine if law enforcement in the designated disaster area needs to assist with locating the minor(s) and families.</li> </ol> <p>In the event that County offices are closed, this function will be completed by on-call staff. Determination to send law enforcement to complete a welfare check will be made by the After Hours Supervisor in consultation with the Program Manager on Call.</p> <p>The on-call staff will also utilize the attorney lists to inform them of which children/youth are directly affected by the disaster and provide information regarding any temporary placements.</p>
Essential Function:	3. Identification of evacuation procedures <i>whether or not the event is known in advance</i> .
Process Description:	<p>The evacuation process for CSOC offices, facilities, and programs, including staff and consumer populations, will be followed according to policy.</p> <p>The Program Manager or their designee shall make all necessary arrangements to evacuate out-of-home children/youth from the identified disaster areas as circumstances dictate.</p>
Essential Function:	4. Identification of shelters.
Process Description:	The Office of Emergency Services (OES) will determine the location of emergency shelters as

	<p>necessary.</p> <p>If a client needs emergency housing in a motel room, on-call staff will discuss the situation with the After Hours Supervisor who will make the decision about using emergency-shelter care.</p> <p><b>Important Numbers Include:</b></p> <p>Placer County Sheriff's Office: (530) 889-7800</p> <p>Placer County Office of Emergency Services: (530) 886-5300.</p> <p>Placer County Counsel's Office: (530) 889-4044</p>
Essential Function:	5. Parental notification procedures.
Process Description:	<p>The CSOC/Probation Program Manager or their designee will maintain communication with other essential child welfare personnel, as well as the biological parents of any children/youth who are affected or displaced because of the disaster. At the first opportunity, the County's Public Information Officer (530-886-4646) will be contacted to alert media partners per OES guidelines.</p> <p>Once clear information is available as to the status of the affected children/youth, the assigned case manager or supervisor will contact the biological parents to inform them of the current status of their children/youth, including any temporary relocation, without disclosing any confidential information.</p>
Essential Function:	6. Alternative processes for providing continued services.
Process Description:	Improvise as needed. Service priorities will be based upon identified mental health needs or other special needs of affected children/youth.
Essential Function:	7. Staff assignment process.
Process Description:	Supervisors and managers who are routinely scheduled on the after-hours calendar will respond as the Disaster Response Team unless otherwise displaced as a result of the disaster or advised by HHS management. In the event the staff person has been displaced, the on-call team member with first awareness will notify the CSOC Director or Assistant Director via cell phone. The CSOC/Probation Program Manager on call will function as the team leader under response conditions. Further staff deployments will be determined by the CSOC Director or Assistant Director for CSOC staff and the Chief Probation Officer for Probation staff, unless they are unable to do so, at which time the CSOC/Probation Program Manager on call will determine staff deployments.
Essential Function:	8. Workload planning.

Process Description:	Regular business practices will remain in effect during a disaster unless relief is given by the State.
Essential Function:	9. Alternative locations for operations.
Process Description:	If County buildings are inaccessible, directions from the County Executive Officer will be followed.
Essential Function:	10. Orientation and ongoing training.
Process Description:	All Children’s System of Care staff will receive a copy of the Placer County Child Welfare Services Disaster Response Plan and a link to the plan will be maintained on the CSOC website and posted in Intake team workspaces.
<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:	If an “Immediate Response” referral is received during a disaster, the on-call staff will consult with their supervisors regarding the method of response and will follow the protocols for usual response to CPS referrals unless directed otherwise. Depending on the nature and scope of the disaster, it may be necessary to seek accompaniment of law enforcement to assure safety of all parties during the investigation.
Essential Function:	2. Determine circumstances surrounding the child’s potential entrance during a disaster.
Process Description:	CWS will respond to all immediate referrals received via the CWS Hotline or any other means. Other referrals will be responded to within 10 days. All efforts will be made to continue current investigations and meet statutory investigative timelines. Mandates remain in place unless relief is given by the State.
Essential Function:	3. Implementation process for providing new services during a disaster.
Process Description:	Families will be assessed for immediate services and, in case of displaced children/youth in out-of-home placements, may be temporarily relocated to another placement to assure continuity of care and the safety of the child/youth. The overarching goal is to keep families safe and, as appropriate, together to the best of the abilities of the on-call staff.
Essential Function:	4. Services emphasizing reunification due to disaster.
Process Description:	On-call staff will assist in locating parents/relatives, provide assistance as needed with mitigating

	any safety concerns upon location, and reunify children/youth whenever it is safe and appropriate to do so.
<b>CWS Disaster Response Criteria C:</b>	<b>Address and provide care for unaccompanied minors:</b>
Essential Function:	1. Structure – CWS personnel.
Process Description:	Children’s System of Care (CSOC) personnel who have the appropriate training and background clearances may be re-assigned to provide temporary care and supervision of unaccompanied minors. Additionally, trained staff may be assigned, as necessary, to investigate circumstances of the unaccompanied minor, including efforts to locate the responsible adult for the minor.
Essential Function:	2. Address language barriers to communicate quickly and effectively.
Process Description:	When possible, the CSOC will first attempt to utilize bi-lingual social work staff to provide care for unaccompanied minors whose primary language is other than English. If unable to meet this need with department staff, CSOC will utilize certified interpreters, staff from other government agencies (e.g. law enforcement) who can provide translation services, or the Language Line.
Essential Function:	3. Determine likelihood of reunification and steps toward reunification.
Process Description:	<p>Intakes of unaccompanied minors will be sent to Family and Children’s Service (FACS) for investigation of the circumstances that caused them to come to the attention of CSOC, and family-finding efforts will begin immediately.</p> <p>In addition to CSOC internal tools, the American Red Cross Safe &amp; Well website (<a href="https://safeandwell.communityos.org/cms/index.php">https://safeandwell.communityos.org/cms/index.php</a>) and FEMA’s National Child Locator Center (1-866-908-9570 or 1-877-908-9570) can be used to search for family members.</p> <p>If the parents or responsible adults can be identified, the children will be returned to their care. The parents or responsible adults must show a form of government-issued Identification before the children can be returned to them.</p> <p>If the parent(s) or responsible adult(s) is not located, then the child/youth will be placed into protective custody pursuant to WIC §306, and a petition will be filed with the juvenile court pursuant to WIC §332. Pursuant to WIC §313 and §315, a petition shall be filed with the Juvenile Dependency Court within 48 business hours from the time the child was put into protective custody, and a detention hearing shall be held the next judicial day. Family-finding efforts as detailed above will continue.</p>

	<p>If relatives or Non-Related Extended Family Members (NREFMs) are found that can care for the child during this time period, and they meet the standards set forth in WIC §309(d), then the recommendation to the Court will be to release the child to the relative or NREFM and to authorize referrals for services.</p> <p>If a child/youth is from out-of-state or out-of-county, the appropriate authorities in that child's jurisdiction will be contacted, and the return of the child/youth to his/her county or state of residence will be arranged.</p>
Essential Function:	4. Assess and make determination within 30 days.
Process Description:	<p>If the parents or relatives have not been found by the time of the Jurisdictional/Dispositional Hearings, the Social Worker will recommend Family Reunification services. All efforts to locate the minor's parent or responsible adult as well as to search for family members will continue. Any relative that is found will be contacted, and all efforts will be made to place the child/youth with this family member. Throughout the life of the case, the Social Worker will continue to search for the parent or responsible adult. If the parent or responsible adult is found, the Social Worker will determine the ability of that parent or responsible adult to be reunited with his or her child/youth. The Social Worker should recommend return of the child/youth to his or her parent or responsible adult if the Social Worker assesses that such a return would not create a substantial risk or detriment to the safety, protection, or physical or emotional wellbeing of the child/youth. If the Social Worker assesses that no further judicial involvement is necessary, he or she will recommend dismissal of the case. The family may be offered after-care services.</p> <p>If the parent(s) or legal guardian(s) is determined to be deceased, the Social Worker will ask the Court to terminate reunification services and set a selection and implementation hearing. At this hearing, the Social Worker will recommend a permanent plan of adoption or legal guardianship.</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:	In the event of a disaster, CSOC and Probation staff are responsible for reporting to their usual work location. If it is not possible to report to their usual work location, they are to report to the County facility closest to their current location, contact their Supervisor or Program Manager, and await further assignment.
Essential Function:	2. Communication structure – child welfare personnel (phone tree).

Process Description:	<p>See #1 above. In the event of a disaster, the CSOC Director and Assistant Director will contact the Program Managers who will, in turn, contact the Supervisors. Supervisors will maintain contact with line staff and report back to the Program Managers.</p> <p>In the event that the Director and Assistant Director are not available, the on-call Program Manager at the time of the emergency, as leader of the CSOC Disaster Response Team, will assume responsibility for contacting staff. The Placer County Juvenile Detention Facility (530-886-4875 or 530-886-4850) will be notified and be responsible for contacting Probation Staff.</p>
Essential Function:	3. Communication structure – contracted services.
Process Description:	If the contractor is a placement facility, or if the contractor has a child/youth with them at the time of the disaster, they are responsible for the safety of the child/youth in their care until such time as they are relieved of that responsibility by the on-call staff or After Hours Supervisor.
Essential Function:	4. Communication process when all normal channels are unavailable.
Process Description:	Staff is responsible for reporting to identified locations and contacting their Supervisor for further instructions.
Essential Function:	5. Communication frequency.
Process Description:	CSOC and Probation's focus is on initial contact with staff to determine need and availability. Further communication will be initiated as necessary.
Essential Function:	6. Communication with media.
Process Description:	At the first opportunity, the County's Public Information Officer will be contacted to alert media partners per OES guidelines. After Placer County's Public Information Officer has been contacted, the Juvenile Detention Facility Supervisor shall make the following notifications immediately: Probation Manager, Children's Systems of Care, Juvenile Hall Superintendent, Assistant Chief Probation Officer, or Chief Probation Officer.
Essential Function:	7. Communication with volunteers.
Process Description:	In the event of a disaster, all persons, organizations, or agencies volunteering or offering assistance will be referred to the Placer County Office of Emergency Services for direction and assignment.

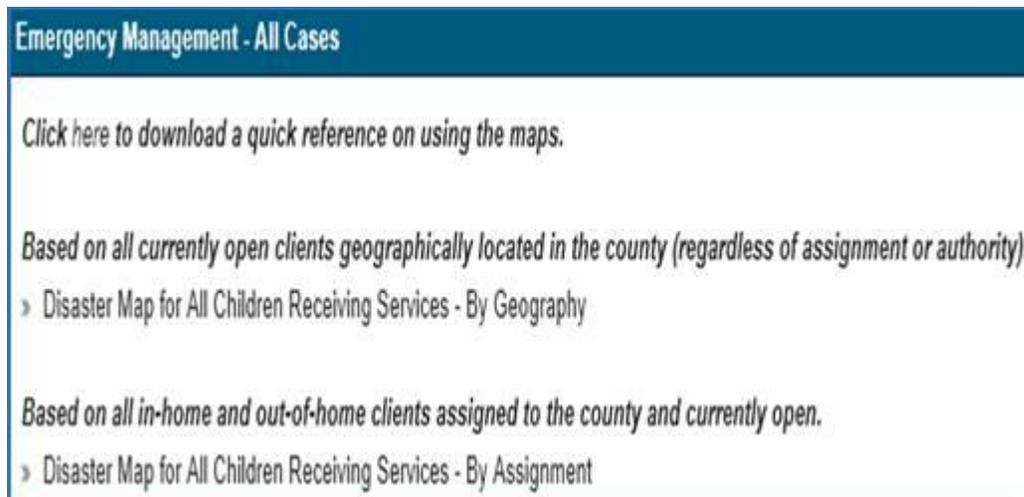
Essential Function:	8. Establishment of a toll-free number prior to disaster, including Telecommunication Device for the Deaf (TDD).
Process Description:	Placer County Office of Emergency Services: 2968 Richardson Drive Auburn, CA 95603 9-1-1 or (800) 488-4308 ext. 5300 TDD: Call <b>9-1-1</b> Current Emergency Information Web Page (Includes County-wide radio stations and alternate contact methods): <a href="https://www.placer.ca.gov/1379/Current-Emergency-Information">https://www.placer.ca.gov/1379/Current-Emergency-Information</a>
<b>CWS Disaster Response Criteria E:</b>	<b>Preserve essential program records:</b>
Essential Function:	1. Record preservation process.
Process Description:	In the event of an evacuation at any CSOC clinic site, staff will adhere to existing policy on the safeguarding and monitoring of all private health information.
Essential Function:	2. Use of off-site back-up system.
Process Description:	In the event of an evacuation of the CSOC Enterprise location, emergency operations will be transferred to the CSOC Sunset office. In the event of an evacuation of the CSOC Sunset location, emergency operations will be transferred to the CSOC Enterprise location.
<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 ICPC occurs with both the sending state and CDSS:</b>
Essential Function:	1. ICPC reporting process must include a process that disseminates information to both the sending state and CDSS.
Process Description:	The on-call staff will contact the appropriate case plan participants for any child/youth that is placed out-of-county in either an ICPC or court-ordered placement in addition to the child/youth's siblings and parents. This staff member will also contact the sending state and CDSS.

Essential Function:	2. Mental health providers.
Process Description:	CSOC will implement the Placer Mental Health Disaster Plan as directed by the Local Mental Health Director.
Essential Function:	3. Courts.
Process Description:	The Program Manager on Duty will coordinate disaster-response efforts with the courts and will work collaboratively with the courts to achieve positive outcomes for children/youth who are displaced by the disaster.
Essential Function:	4. Federal partners.
Process Description:	All necessary services and information sharing during a disaster will be coordinated by the Program Manager on Duty. Designated staff will be assigned to communicate the Children's System of Care's needs for services, and all required information will be submitted upon request or as required on an on-going basis.
Essential Function:	5. CDSS.
Process Description:	All necessary services and information sharing during a disaster will be coordinated by the Program Manager on Duty. Designated staff will be assigned to communicate the Children's System of Care's needs for services, and all required information will be submitted upon request or as required on an on-going basis.
Essential Function:	6. Tribes.
Process Description:	<p>An American Indian tribe shall have jurisdiction exclusive as to any state over any child custody proceeding involving an Indian child who resides or is domiciled within the reservation of such tribe, except where such jurisdiction is otherwise vested in the state by existing Federal law. Where an American Indian child is a ward of a tribal court, the tribe shall retain exclusive jurisdiction, notwithstanding the residence or domicile of the child.</p> <p>In the event of a disaster, designated staff will be assigned to communicate with the appropriate tribal authorities to ensure the safety of children who are wards of a tribal court who may be impacted by the emergency.</p> <p>Should an ICWA eligible child need to be placed with a new caregiver, not previously approved by the tribe, the Bureau of Indian Affairs will be notified:</p>

	<p>Bureau of Indian Affairs  2800 Cottage Way  Sacramento, CA 95825  (916) 978-6000</p>
Essential Function:	7. Volunteers.
Process Description:	<p>In the event of a disaster, all persons, organizations, or agencies volunteering or offering assistance will be referred to the Placer County Office of Emergency Services for direction and assignment. Contact information is:</p> <p>Placer County Office of Emergency Services:  2968 Richardson Drive  Auburn, CA 95603  9-1-1 or (800) 488-4308 ext. 5300  TDD: Call <b>9-1-1</b></p> <p>Current Emergency Information Web Page (Includes County-wide radio stations and alternate contact methods):  <a href="https://www.placer.ca.gov/1379/Current-Emergency-Information">https://www.placer.ca.gov/1379/Current-Emergency-Information</a></p>

## Appendix A – Accessing Disaster Preparedness Reports Using SafeMeasures

1. Log in to **SafeMeasures** at: <https://app.safemeasures.org/ca/Account/?ReturnUrl=%2Fca>
2. Select from one of the two options listed in the “**Emergency Management – All Cases**” area on the main page, or search the Index for “Disaster Map.”



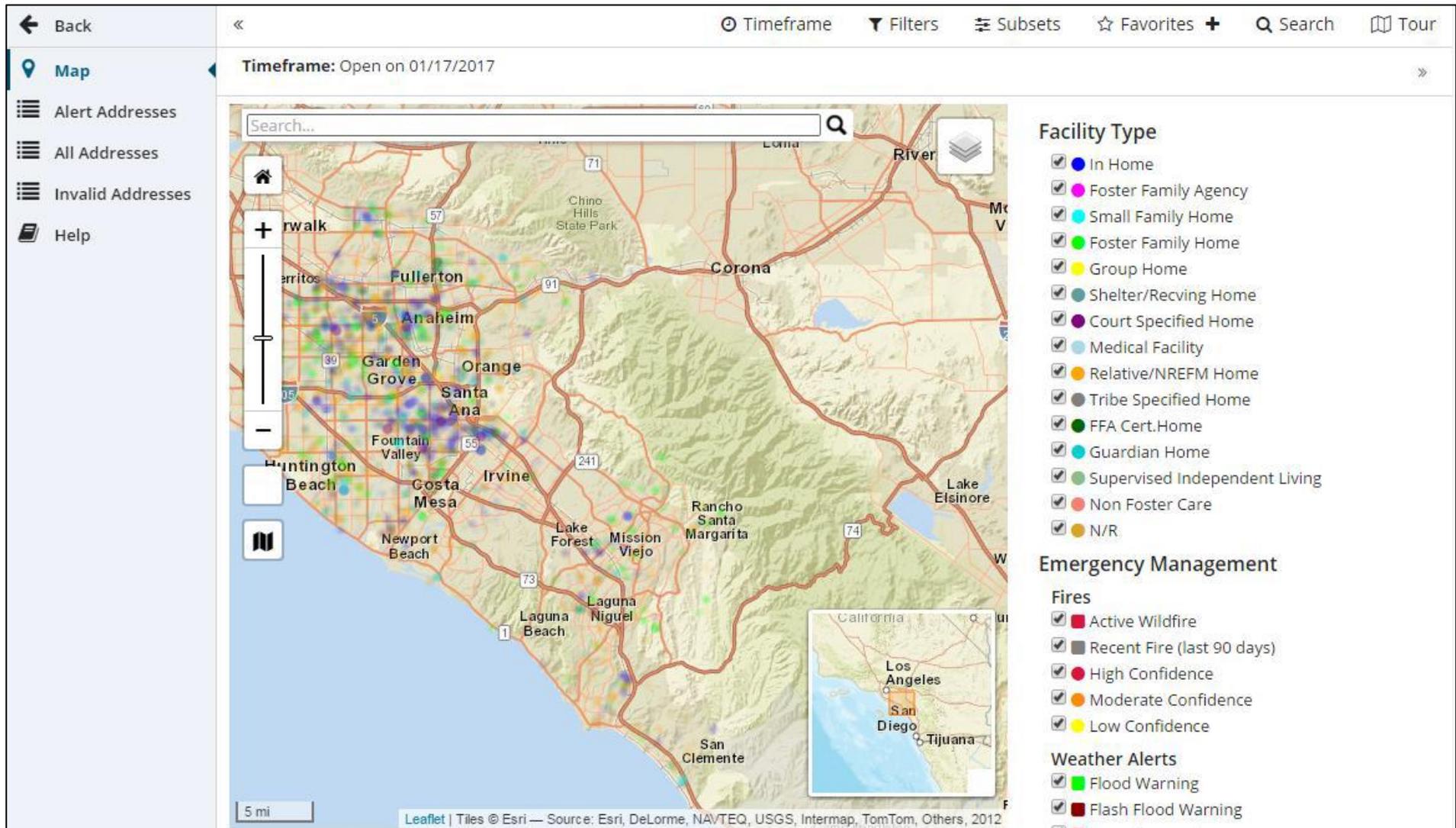
**By Geography Report** – Shows Children Residing in the Geographic Area on the Report in Open FM, FR, PP Cases, and Assigned to any County:

- [Disaster Map for All Children Receiving Services - By Geography](#)

**By Assignment Report** – Shows Children Residing in the Report Area Assigned to Placer County Only:

- [Disaster Map for All Children Receiving Services - By Assignment](#)

3. If you have any difficulty running either report and/or do not currently have access to SafeMeasures, contact your IT team to help you run it to ensure that the most current list is available to you.



Sample map from the SafeMeasures Disaster Map’s Quick Reference Guide, which explains navigation options.