

5101:2-5-13.1 **Disaster preparedness plan requirements.**

(A) A public children services agency (PCSA), private child placing agency (PCPA), private non-custodial agency (PNA), and any residential facility that is in operation on the effective date of this rule shall create, in writing, a disaster preparedness plan within sixty days of the effective date of this rule and include this plan in its agency foster care policy. All residential facilities shall comply with this rule in addition to rule 5101:2-9-07 of the Administrative Code.

(B) After sixty days from the effective date of this rule, any PCSA, PCPA, PNA or residential facility shall submit its plan to the Ohio department of job and family services (ODJFS) at any of the following times:

(1) At the time of application for initial certification or recertification.

(2) Upon review of PCSA foster home records by ODJFS.

(3) Within ten days of a foster care policy change that would have an effect on the disaster preparedness plan.

(C) The following areas shall be addressed in a PCSA or a PCPA disaster preparedness plan:

(1) Identification of essential personnel needed for the operation of the agency.

(2) Alternative physical work location including provisions for temporary work sites.

(3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, statewide automated child welfare information system (SACWIS) or telephone access.

(4) Identification of essential work activities that must continue in order to ensure the safety of children, support caregivers and service providers.

(5) Procedures for handling new reports of child maltreatment if the agency is responsible for responding to reports concerning children.

(6) Procedures for tracking clients and substitute caregivers with or without SACWIS or other technical system in place.

(7) Continuity of services to families receiving in-home supportive services.

(8) Continuity of services to children in substitute care and kinship care placements.

(9) Maintenance and security of agency records not included in SACWIS including soft copies stored in other software applications or hard copies.

- (10) Maintenance and security of court records for child protective services cases and PCPA adoption court records.
- (11) Coordination of services with law enforcement, hospitals/medical providers or other disaster response agencies for the following:

 - (a) Children in agency custody.
 - (b) Children with no known or available parent, guardian or custodian.
- (12) Working with emergency shelters for the following:

 - (a) Staff training in disaster preparedness.
 - (b) Coordination of services for children and families in emergency shelters (physical location; shared responsibilities).
 - (c) Volunteers.
- (13) Plans of cooperation/memoranda of understanding with neighboring counties which, at a minimum, would address duties and requirements.
- (D) The following areas shall be addressed in a disaster preparedness plan for a PNA or any residential facility including those residential facilities operated by a PCPA or PCSA:

 - (1) Identification of essential personnel needed for the operation of the agency.
 - (2) Identification of an alternative physical work location including provisions for temporary work sites.
 - (3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, SACWIS or telephone access.
 - (4) Identification of essential work activities that must continue in order to ensure child safety and support caregivers, youth and service providers, and facility staff, if applicable.
 - (5) Procedures for tracking clients and substitute caregivers.
 - (6) Continuity of services to children in substitute care.
 - (7) Maintenance and security of agency records.

Effective: 08/25/2008

R.C. 119.032 review dates: 08/01/2013

CERTIFIED ELECTRONICALLY

Certification

07/11/2008

Date

Promulgated Under: 119.03
Statutory Authority: 5103.03, 5103.07, 5153.166
Rule Amplifies: 5103.02, 5103.03