

**Trumbull County Children Services  
2282 Reeves Road N.E.  
Warren, Ohio 44483-4354  
(330) 372-2010  
(330) 372-3446 FAX**

## **Agency-Wide Disaster Plan**

Effective December 2, 2009

### **I. Introduction:**

Natural disasters, man-made crises, or medical events can affect the routine ways Trumbull County Children Services (TCCS) operates and serves children, youth and families. It is especially important for any agency caring for vulnerable populations—such as abused and neglected children—to do what it can to prepare for these disasters. The safety and health of the staff and their families is a top priority, as staff need to be safe and know that their families are safe, if they are to ensure the well-being of children in care.

For the purpose of this Plan, “Disasters” have been grouped into the following three types: Natural Disasters, Man-Made Events, and Medical Events.

Natural Disasters: Hurricanes, Tornados, Floods, Droughts, Tsunamis, Landslides, Earthquakes, Winter/Ice Storms, Extreme Temperatures, Fires, and Volcanic Eruptions.

Man-Made Events: Terrorist Attacks, War (including armed conflict and civil strife), Technological Disruptions (e.g., electrical power blackouts/brownouts, computer system and network disruptions, widespread electronic equipment breakdowns), Hazardous Materials Incidents (e.g., chemical, biological, radiological), and Economic Collapse.

Medical Events: Outbreaks of infectious diseases/epidemic and pandemic outbreaks (e.g., flu).

Some of these events are more likely than others. Trumbull County is inland and is not prone to violent earthquakes or volcanic action. On the other hand, Trumbull County has many industrial plants nearby, is traversed by a major highway system, and experiences frequent and dramatic winter weather events. The Agency’s Disaster Response Guide, submitted herein as **Exhibit A**, provides employees with procedures and activities that should be taken should a disaster ever occur.

At the first sign of a potential disaster/emergency situation, the Executive Staff (Executive Director, Deputy Director, Department Managers, Senior Supervisor) are to convene at the alternative work location (Christ Episcopal Church) to assess the disaster situation and formalize the Agency’s Emergency Operational Plan (EOP). (See **Exhibit E**.) The EOP will allow for the continued provision of Agency services and will be based on the

uniqueness of the presenting situation. The Executive Staff will utilize policies and procedures formalized in the Agency-Wide Disaster Plan and the Agency's Residential Treatment Program's Safety and Disaster Preparedness Plan (**Exhibit B**) as the supporting structures and foundation for the development of the EOP. TCCS' Executive Staff will ensure that the EOP addresses all requirements of Section 5101:2-5-13.1 of the Ohio Administrative Code.

This plan has been developed as evidence of the Agency's compliance with Section 5101:2-5-13.1 of the Ohio Administrative Code.

## **II. Important Contact Information & Phone Numbers:**

### **EMERGENCY:**

Ohio State Highway Patrol	1-877-7-PATROL
Local Police Department	330-841-2536
Local Fire Department 3	330-841-2542
Local State Highway Patrol	330-898-2311
American Red Cross – Trumbull County Chapter	330-392-2551

### **BUILDING:**

Building Maintenance	Pat Maenpa	Cell Phone:	330-719-4358
	Jim Brady	Beeper:	330-254-2077
		Cell Phone:	330-719-4254

### **IMPORTANT NUMBERS TO KNOW:**

The home number of your immediate supervisor.

Office of the TCCS Executive Director Extension 1104

Office of the TCCS Deputy Director Extension 1102

### **EMERGENCY ASSEMBLY LOCATION:**

**Rear Parking Lot  
Saint John's Orthodox Church  
2220 Reeves Road, N.E.  
Warren, Ohio 44483**

*(For temporary building closure: safe distance from your building,  
within walking distance.)*

### **ALTERNATE WORK LOCATION:**

**Christ Episcopal Church  
2627 Atlantic Street  
Warren, Ohio 44483  
330-372-4998**

*(In the event your building is closed, report to this location. If a location is not designated, contact your supervisor for instructions.)*

**INCIDENT REPORTING: Administrative Services Department Manager**

### **III. Agency Access:**

Due to the sensitive, sometimes volatile, nature of child welfare, the issue of building security is of great importance to everyone at Trumbull County Children Services. The Administration Building of TCCS utilizes an electronic key card system that prohibits non-employees from entering the main part of the building. This system directs the flow of clients and visitors to the front lobby, where they are required to sign in and state the nature of their visit. Upon determining that the visitor can be admitted to the waiting area, the Receptionist is then able to push a button which allows the visitor to open a secured door and obtain access to the waiting area. The visitor is unable to leave the waiting area and enter other parts of the building unless escorted by an Agency staff member. Throughout various parts of the Administration Building, there are doors that require a "card key" in order to pass through. Clients and visitors cannot enter, unless they are escorted by staff. After hours, the Administration Building is equipped with motion detectors and sound detectors throughout the building and is monitored by Sonitrol of Northern Ohio, a security company that has an office in Warren. The system is monitored 7 days a week and the burglar alarms are monitored when the system is armed after hours. All fire alarms are directed to the Warren City Fire Department via an electronic call box. A fire drill is conducted at least semiannually for the Administration Building.

Trumbull County Children Services also prohibits the possession of weapons on Agency premises except by qualified law enforcement personnel. There is a sign posted in the Agency lobby which states, "Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

Within the Administration Building, four visitation rooms are equipped with closed circuit TV's to allow internal monitoring, as needed. Should there be a safety concern noted, the receptionist notifies staff at the switchboard area, allowing a coded message to be announced through the Public Address system throughout the Agency, alerting supervisors that assistance is needed in the Lobby area.

To ensure communication for staff who are working in the field, the Agency has cellular phones available for staff to take with them, and many staff carry their own personal cellular telephones. Each Supervisor carries a pager and must keep the pager on so that he/she can be reached immediately. Every service area staff member at the Agency has a telephone at his/her desk.

### **IV. Staff Responsibilities:**

The success of the Agency-Wide Disaster Plan relies upon each TCCS employee to become familiar with the safety, security and emergency response procedures of the department. The following responsibilities should be viewed as standard response and awareness guidelines for all TCCS employees at all locations. Employee Responsibilities include the following:

- Treat every alarm as if it were a real event.
- Participate in safety and security training opportunities (such as fire drills).
- Become familiar with the "Important Numbers to Know". Contact

appropriate personnel in the event of an emergency.

- Be conscious of your personal valuables and county-owned property/information – contain or lock up accordingly.
- Support and comply with the department's disaster recovery plan.
- Know your assigned role in the event of an emergency.
- Familiarize yourself with your office's designated report-in/assembly location (outside of the building, within walking distance).
- Identify your office's alternate work location (in the event your building is closed).
- Notify your supervisor of any gaps in the current safety/security procedures and/or disaster recovery plan. Employees should help to ensure updates are incorporated.
- Assist your supervisor by identifying operational or facility changes that may alter established emergency procedures.
- During declared emergencies, contact your immediate supervisor for more information, as soon as possible, to let him or her be aware of your present situation, safety, availability to work and any other pertinent information.

## V. **Supervisor Responsibilities**

Supervisors of this Agency have the task of overseeing the day-to-day business operations while keeping a steady focus on the future needs and expectations of our clients and citizens. Supervisors are equally responsible for providing employees the opportunity to confidently perform their responsibilities.

### A. **Daily Supervisor responsibilities include the following:**

- Maintain a heightened level of safety and security awareness.
- Proactively accept responsibility to ensure employees and services are prepared to successfully respond in the event of an emergency.
- Take a leadership role in all matters relating to the Agency Disaster Plan and this list of responsibilities.
- Encourage employee participation in drills.

### B. **Agency-wide Disaster Plan Supervisor's Checklists**

Agency-wide Disaster Plan Supervisor's Checklists (**Exhibit C**) provide direction related to tasks for which supervisors are accountable, in addition to topics to review with staff. Completed checklists should be given to the Administrative Services Department Manager. The completion of this checklist ensures the

following:

- That all TCCS supervisors discuss safety procedures with their employees.
- The familiarization of employees with your floor plan, evacuation route, emergency report-in location, site of fire extinguishers and hoses, and location/operation of fire alarm pull stations.
- That all employees receive adequate training in safety and security procedures.
- That each employee possesses a current copy of the Agency's safety and security information.
- That employees are provided a copy of the relevant portion of the Agency's current Continuity of Operations Plan and are familiar with their role in the plan.

**C. New Employee Agency-Wide Disaster Plan Orientation**

- Within thirty days of employment, new employees should be briefed on the procedures outlined in this plan.
- Introduce new employees to others on the floor and in the facility.

**D. Employee Emergency Information:**

- Provide the Employee Emergency Information Form (**Exhibit D**) to all employees for completion. Explain to employees that if they require emergency medical attention, basic medical information will assist medical professionals in assessing their condition. Likewise, employees' families want to be notified of medical emergencies. We strongly urge employees to voluntarily complete the form.
- Forms should be maintained within the Administrative Services office and made available to authorized personnel. Employees concerned about privacy may seal the form in an envelope with their name to only be opened in the event of a medical emergency.

**VI. Disaster Response Kits:**

TCCS' Executive Staff (Executive Director, Deputy Director, Department Managers, Senior Supervisors) have Disaster Response Kits, which contain any/all documents, forms, contact information necessary to enact the policies and procedures outlined in the Agency-Wide Disaster Plan. At a minimum, TCCS' Disaster Response Kits contain the following:

- Contact information for all Agency employees;
- Contact information for all Board Members;
- A copy of the Agency-Wide Disaster Plan, including any/all Exhibits;

- The “Directory of Trumbull County Officials,” which contains the names, telephone numbers, and addresses of all elected and law enforcement officials;
- Contact information for all local television and radio stations;
- A list of all open cases, organized by the Department and Supervisor to which it is assigned, that includes contact information for all open cases.
- Hard copies of all mission critical Ohio Department of Job & Family Services (ODJFS) and non-ODJFS forms and documents (i.e., Safety Assessment, Family Assessment, Case Plan, Juvenile Rule 6 form, Payroll Sheets, etc.) ;
- A copy of the Agency’s Personnel Practices Manual;
- A current copy of the Children’s Center & Secure for Children Unit Roster;
- A current roster of all children in the Agency’s custody (to include those in Independent Living), including the names, addresses, telephone numbers, and emergency contact information of their substitute caregivers and birth families;
- The names, addresses, telephone numbers, and emergency contact information for all Agency foster and adoptive parents;
- A current copy of the Medication Log for the Children in the Agency’s Residential Treatment Program;
- Contact information for the birth families of the children in the Agency’s Residential Treatment Program;
- A copy of all Agency contracts and contact information for those contractees;
- A copy of the CD or flash drive provided by the Trumbull County Juvenile Court containing all of the Agency’s legal filings; and
- A current copy of the Agency’s Statistical Report.

It is the responsibility of the Agency’s Planner to ensure that all Disaster Response Kits are updated at least monthly. As deemed appropriate and necessary, additional items, forms, and/or documents may be added to the Disaster Response Kits. Disaster Response Kits are to be kept off-site by each supervisor and each supervisor is responsible for keeping Disaster Response Kits in a proper working condition in a secure, yet accessible location, in the event of an emergency.

## **VII. Essential Personnel:**

The EOP will establish the minimum staff levels needed to allow the Agency to continue to fulfill its legal mandate. Although the exact level of personnel needed may vary by situation, the minimum staff levels will consist of: The Executive Director, Deputy Director, Department Managers/Senior Supervisors, Supervisors, and Emergency Team Members. Building maintenance personnel are to be included in the case of a disaster affecting any structure on TCCS property. Based on the staffing needs established in the EOP, Administrators and Supervisors will be responsible for contacting their workers by telephone, cell phone, pager, e-mail, or other means to impart important information, instructions, and directions. The State Automated Child Welfare Information System (SACWIS), the Agency's website, and media announcements will also be utilized for general communication to the staff and the public. If deemed as being appropriate and necessary given the presenting situation, and as defined in the EOP, TCCS employees may be given temporary permission to work from their homes.

If it appears that the unavailability of Agency offices will extend beyond three (3) work days, the Executive Director shall immediately convene a meeting of the Board and Agency Executive Staff to develop a written long-term contingency plan that addresses, at minimum, the following agenda items:

- Review and refinement of the EOP.
- Establishment of an Agency "hotline" telephone answering service for referrals and information.
- Continuation of key Agency functions, including response to referrals and services to open cases and foster parents.
- Establishment of a temporary work site (and supplies, equipment, etc.) for non-direct service personnel as appropriate.
- Coordination with neighboring sister agencies for support and assistance.
- Implementation of urgent plans for the repair of Agency offices.

The Executive Director will be responsible for communicating the decisions made during any emergency Board Meetings to all staff, substitute caregivers, and all print and electronic media.

During an emergency situation or disaster that renders the Agency's Residential Treatment Units uninhabitable, the Agency's Executive Staff (Executive Director, Deputy Director, Department Managers, Senior Supervisor) will ensure that the Agency's Residential Treatment Program is adequately staffed to meet the needs of its residents. During the crisis period, the Residential Coordinators will remain on site. At a minimum, TCCS will assure a ratio of one staff person to ten children level of supervision. Unless otherwise directed, regularly scheduled child care staff are to continue to supervise the residents at the Alternative Work Site as if they were at one of the residential units.

### **VIII. Alternative Work Location(s):**

The temporary work site for staff to report the next day for instructions shall be the

following: **Christ Episcopal Church, 2627 Atlantic Street, Warren, 330-372-4998.** Assignments for response to child abuse/neglect referrals and other field work will be made from this office setting.

If due to the disaster Christ Episcopal Church is unavailable, the Agency will utilize the offices of **Trumbull County Department of Job & Family Services, 280 N. Park Avenue, Warren, Ohio 44481**, as its temporary work site.

If both Christ Episcopal Church and Trumbull County Department of Job & Family Services are unavailable, the Agency will utilize either **Mahoning County Children Services, or Ashtabula County Children Services**, as its temporary work site.

## **IX. Communication Plan For Staff, Substitute Caregivers (Including the Residential Treatment Program's Staff), & Other Critical Team Members:**

In the immediate aftermath of a disaster/emergency situation, the Executive Director and other administrators will communicate with each other by telephone, cell phone, pager, e-mail, or any other means available for example, through postings on the Agency's website or through the media.

If they are unable to reach each other due to the severity of the situation, the Executive Staff understand that they will be expected to meet at the Alternative Worksite identified in this plan within four hours of learning of the disaster, or as soon as is feasibly possible given the situation. The Executive Director will be responsible for contacting Board Members, by whatever means is possible, to inform them of the situation.

The Executive Director (or an administrator delegate) will immediately notify print and electronic media and major law enforcement departments of the news of an Agency facility shutdown including the following information for broadcast: Reason for the shutdown; estimated duration of shutdown; and direction that reports of child abuse/neglect should be made to local police departments. Throughout the duration of the crisis, the Executive Director shall be responsible for updating the print and electronic media on developments regarding the building disaster and shall use these outlets to inform the public as to how Agency services can be accessed.

As defined by the Emergency Operation Plan, Administrators and Supervisors will be responsible for contacting their workers by telephone, cell phone, pager, e-mail, or other means to impart important information, instructions, and directions. The State Automated Child Welfare Information System (SACWIS), the Agency's website ([www.trumbulcsb.com](http://www.trumbulcsb.com)), and media announcements will also be utilized for general communication to the staff and the public.

The Agency's Department Manager of Out-Of-Home Services will ensure that the assigned caseworker attempts telephone contact or face to face contact (where telephone contact is unsuccessful) with the Substitute/Kinship Care providers who currently have children placed in their homes within twenty-four hours of a declared emergency situation. They will also ensure that the Residential Treatment Coordinators contact all program staff within twenty-four hours of any disruption in normal operations. This communication will occur by telephone, cell phone, pager, e-mail, or any other means available.

The Executive Director (or an administrator delegate) will be responsible for contacting other Critical Team Members/Community Partners, as deemed appropriate and necessary given the situation.

**X. Essential Work Activities:**

If a disaster were to occur, the following essential work activities must continue in order to ensure the safety of the children, to support caregivers, and to respond to service providers:

- Responding to new reports of child maltreatment. The details for how TCCS will fulfill this legal mandate if a disaster were to occur have been provided in Section XI of this plan.
- Case management services for all ongoing cases, including monthly face-to-face contact with all children, parents, caregivers, and custodians;
- Transportation to all essential medical appointments for children in substitute care placement;
- While supervised visits between children and their families may need to be temporarily stopped, as soon as feasibly possible, TCCS would arrange a small private area for children and their parents to visit.
- The Recertification of Foster Homes;
- Adoption Services, as outlined in the Agency's Adoption Plan;
- Foster Care Recruitment, as outlined in the Agency's Recruitment Plan.
- Residential Treatment Services;
- Determination of IV-E eligibility for children being placed into the Agency's custody;
- Current payroll information;
- The placement of children into substitute care; and
- The completion of all pending foster Care home studies.

The EOP will prioritize the procedures for the provision of these services if a disaster were to occur that disrupts the Agency's ability to carry out normal daily operations.

**XI. Responding To New Reports of Child Maltreatment:**

As noted in Section IX of this plan, in the immediate aftermath of a disaster/emergency situation, the Executive Director (or an administrator delegate) will immediately notify print and electronic media that reports of child abuse/neglect should be made to local police departments or Trumbull County's 911 emergency calling system. This information will also be posted on the Agency's website. Throughout the duration of the crisis, the Executive Director shall be responsible for updating the print and electronic media on developments regarding the building disaster and shall use these outlets to inform the public as to how Agency services can be accessed. If it is viable, the Agency Emergency Team caseworker(s) and supervisor(s) will be able to handle incoming reports of child abuse or neglect and will be able to work from home, as they do currently, to service the referral. Caseworkers can access SACWIS from home, or if internet access is unavailable, can record information on paper copies of SACWIS forms in order to provide services.

**XII Tracking of Clients and Substitute Caregivers:**

Detailed client and substitute caregiver contact information is maintained in the Agency's Disaster Response kits. A complete listing of the documents/information maintained in the Agency's Disaster Response Kits is provided in Section VI of this Plan.

If available, current contact information can be accessed through SACWIS. If computer systems are down or access to the internet or computer is unavailable, all documentation must be done manually.

**XIII. Services to Families Receiving In-home Supportive Services:**

If a disaster/emergency situation were to occur, the primary focus of the Agency's services to families receiving In-home Supportive Services would be to reestablish contact and to complete an "Emergency Needs Assessment" (**Exhibit H**). The Emergency Needs Assessment process will focus on continuity of service provision and the identification of any "service gaps" caused by the disaster/emergency situation.

In the event of a disaster, the following activities would occur on all In-home Supportive Services cases:

- Attempt telephone contact or face to face contact (where telephone contact is unsuccessful) with the family within twenty-four hours of the declared disaster.
- Within one week of the disaster, or sooner if deemed necessary due to the uniqueness of the situation or the case, the assigned Caseworker will attempt to have face-to-face contact with the family.
- The assigned Caseworker will complete an Emergency Needs Assessment.
- Refer the family to appropriate agencies who could offer assistance if the Agency is unable to provide those services.
- In cases where access to client's homes is considered dangerous or prohibited, alternative plans will be made.
- Agency staff will have at least monthly face-to-face contact with the parents/caregivers, and all children in the home.

Unless otherwise indicated during the Emergency Needs Assessment process, all Case Plans finalized prior to the disaster/emergency situation would remain in effect. Every effort will be made to fulfill any/all Ohio Revised and Administrative Code requirements.

In cases of extreme emergencies, when the Agency's staff are unable to contact or visit clients and/or foster/adoptive parents, law enforcement may be contacted to conduct a "well child" visit.

#### **XIV. Services to Children in Substitute Care and Kinship Placements:**

If a disaster were to occur, the primary focus of the Agency's services to Children in Substitute Care and Kinship Placements would be to reestablish contact and to complete an "Emergency Needs Assessment" (**Exhibit H**). The Emergency Needs Assessment process will focus on continuity of service provision and the identification of any "service gaps" caused by the disaster/emergency situation.

In the event of a disaster, the following activities would occur on Substitute Care and Kinship Care cases:

- Attempt telephone contact or face to face contact (where telephone contact is unsuccessful) with the Substitute/ Kinship Care providers who currently have children placed in their homes within twenty-four hours of a declared disaster.
- Attempt telephone or face to face contact with children in the Independent Living Program to assess their needs and safety.
- Attempt telephone contact or face to face contact (where telephone contact is unsuccessful) with the involved birth parents of children in care within twenty-four hours of a declared disaster.
- Within one week of the disaster, or sooner if deemed necessary due to the uniqueness of the situation or the case, the assigned Caseworker will attempt to have face-to-face contact with all children in Substitute Care and Kinship Placements, and involved birth parents.
- The assigned Caseworker will complete an Emergency Needs Assessment. On Substitute and Kinship Care cases. Emergency Needs Assessments will be completed for both the substitute caregivers and involved birth parents.
- Refer family/caregiver/children to appropriate agencies who could offer assistance if the Agency is unable to provide those services.
- In cases where access to family/caregiver/children's homes is considered dangerous or prohibited, alternative plans will be made.
- Agency staff will have at least monthly face-to-face contact with all children in the home and with the Substitute/ Kinship Care providers. In addition, the Independent Living Coordinator is to have at least monthly face-to-face

contact with every child in the Independent Living Program.

Unless otherwise indicated during the Emergency Needs Assessment process, all Case Plans finalized prior to the disaster/emergency situation would remain in effect. Every effort will be made to fulfill any/all Ohio Revised and Administrative Code requirements.

For details regarding the services that will be offered to the children in the Agency's Residential Treatment Program, refer to Residential Treatment Program's Safety and Disaster Preparedness Plan, which is attached to this Plan as **Exhibit B**.

**XV. The Maintenance & Security of Agency Records:**

TCCS maintains both paper and electronic records on the Agency, its clients, personnel, and contract agencies. At the first sign of a potential disaster situation, the Department Manager of Fiscal and Planning and/or the Data Systems Manager are authorized to act independently to shut down and safeguard the Agency's computerized data system if this can be accomplished safely. The Ohio Department of Job and Family Services already routinely completes a centralized backup of the Agency's server. The centralized backup process works in the following manner:

- On a nightly basis, any data files that have been changed since the previous session, are transmitted to a Storage Area Network (SAN) in Columbus via existing data circuits.
- The following morning, all incremental changes to the SAN are archived to offsite tape. The offsite tape system maintains 30 versions of active files, and one version (the last version) of any files that are deleted.
  - The SAN maintains a mirror image of all county servers, and can (optionally) be utilized as the source storage server in the event of a county catastrophe.
  - Incremental restores of files back to the county (the most common task requested) are simply copied from the SAN to the county server.

All of the components of the Agency's management information system provide for rapid access, timeliness, reliability of information. The Agency's computerized and manual components of the management information system are accessible to authorized staff twenty-four hours a day, except for times when maintenance and/or back-ups are being completed. TCCS will attempt to secure, protect and relocate all paper records, if necessary, during a disaster, as well as secure and protect their computers from any damages resulting from a disaster. The Agency's computerized components are protected by up-to-date anti-virus/firewall software, and the information stored in these components, which include the Agency-Wide Disaster Plan, and all case record information, are "backed-up" daily by ODJFS. ODJFS' network servers are located in Columbus, Ohio, which is approximately 180 miles south of Trumbull County. In the event that access to the Agency's computerized data system is lost or temporarily disrupted, all activities will be hand written on "hard copies" of applicable forms, and then entered into the electronic system when access is restored.

TCCS' payroll and fiscal information is maintained and updated offsite by the Trumbull County Auditors Office.

## **XVI. The Maintenance & Security of Legal Records:**

Quarterly, the Trumbull County Juvenile Court provides the Agency with a CD or flash drive containing all documents that have been filed with the Court. A copy of this CD or flash drive is placed in the Agency's Disaster Response Kits, which are described in detail in Section VI of this Plan.

## **XVII. The Coordination of Services:**

During any disaster/emergency situation, TCCS will coordinate, communicate and cooperate with the appropriate local, state and federal governmental authorities, as well as with emergency responders. If service recipients are present during any emergency situation, the assigned Caseworker(s) and Supervisor(s) are responsible for coordinating and communicating with those service recipients. The appropriate Supervisor is responsible for ensuring the evacuation of their staff and/or clients with mobility challenges or other special needs.

In any emergency situation, Trumbull County policy mandates that Trumbull County Children Services participates in and follows direction of the Trumbull County Disaster Recovery Team. TCCS has been an active member of this team since 2004. This Team has developed emergency preparedness procedures, such as the identification of key staff, listing of vendors, maintenance of electronic/hard copies of critical forms, etc. The purpose of the Trumbull County Disaster Recovery Team is to ensure the continuation and coordination of critical services during an emergency situation.

Under the direction of the Trumbull County Disaster Recovery Team, TCCS will work collaboratively with local emergency shelters to coordinate services for children and families. Local emergency shelters include the following: the AMOS Christy House, 919 Main Street, SW, Warren, Ohio 44483; the Warren Family Mission, 361 Elm Rd., NE, Warren, Ohio 44483; Someplace Safe, 1540 Tod Avenue, NW, Warren, Ohio, 44485; Daybreak, 2611 Homestead Avenue, Youngstown, Ohio 44502; and the Rescue Mission, 962 Martin Luther King Blvd., Youngstown, Ohio 44501.

TCCS does not make use of volunteers in its program of services, or as replacements for paid staff. Due to the non-voluntary aspect of Child Welfare programs, the Agency does not use volunteers in order to respect and protect the confidentiality of Agency clients.

In cases of extreme emergencies, when the Agency's staff are unable to contact or visit clients and/or foster/adoptive parents, law enforcement may be contacted to conduct a "well child" visit.

Within 30 days of this plan being approved by ODJFS, the Agency's Quality Assurance Department will contact the Trumbull County Chapter of the Red Cross to assist with training of the Agency's employees on disaster preparedness.

## **XVIII. Plan of Cooperation with Neighboring Counties:**

In the event of a disaster that would disrupt TCCS' normal day-to-day functions, the Agency has entered into Plans of Cooperation with Mahoning County Children Services (**Exhibit F**) and Ashtabula County Children Services (**Exhibit G**). These plans will allow TCCS, Mahoning County Children Services and Ashtabula County Children Services to continue to fulfill their legal mandates if their communities should ever experience a

disaster.

**XIX. Continuous Improvement and Assistance:**

To promote continuous process improvement, all TCCS employees are strongly encouraged to share their ideas for enhancement of TCCS' Agency-Wide Disaster Plan. Additionally, they are encouraged to report concerns regarding the plan. Comments or questions regarding the Agency-Wide Disaster Plan should be submitted to the Agency's Planner or Quality Assurance Supervisor.

Within 30 days of this plan being approved by ODJFS, the Agency's Quality Assurance Department will ensure that all Agency employees are trained on its requirements and content.

## **Exhibit A**

# **Trumbull County Children Services' Disaster Response Guide**

## **Declared Weather Emergency**

*For county employees, only the County Commissioners can declare a natural disaster and/or weather emergency. In the case of such an event, the County Commissioners would contact the TCCS Executive Director, and a declaration would be broadcast on local radio/television stations. If an emergency is declared during work hours, a notice will go out over the loudspeaker and the Agency's e-mail system. In addition, those workers out in the field will be notified by their supervisors. Only employees designated as essential are required to report for work, including members of the Emergency Team. The Deputy Director, Department Managers, Senior Supervisors, and Supervisors do not have the authority to excuse employees from work without the approval of the TCCS Executive Director.*

*Any local emergency declaration by county commissioners is applicable to county employees. If other, undesigned local officials have declared an emergency and you choose not to report for work, you will be required to use personal or vacation leave to account for the missed work hours.*

*If you are unclear as to whether an emergency has been declared, you may call your immediate supervisor for updated information.*

### **What is a Weather Emergency?**

“Weather emergency” is a term which refers to all formal declarations or proclamations which may limit a county employee's obligation to travel to and from work for a specific period of time due to severe weather conditions not limited to snowstorms.

### **Communicating the Weather Emergency to TCCS Employees**

In the event of a weather emergency, the Executive Director of TCCS shall notify executive personnel who will notify supervisors. Thereafter, the following shall occur:

- Public Safety will issue news releases to the media.
- Supervisors will notify the workers in their units.

## **Disaster Emergency**

*Disaster Emergencies can be the result of Terrorist Attack, Widespread Civil Unrest, Armed Conflict, or a related event. In such cases, it is important for staff to make efforts to contact their supervisor to assess the situation and plan accordingly.*

### **Communication During a Disaster Emergency**

In the event of a disaster, the Executive Staff will notify Supervisors. Thereafter:

- The Executive Director will issue news releases to all relevant news media.

- TCCS employees should monitor television and radio for instructions.
- TCCS employees will call their immediate supervisors.

### **Office of Homeland Security Designations**

The Office of Homeland Security has established the Homeland Security Advisory System (HSAS) to provide an effective means to disseminate information regarding the risk of terrorist attack to Federal, State, and local authorities and to the American people. The HSAS provides five Threat Conditions that characterize the risk of terrorist attack and corresponding protective measures which are the steps that should be taken by government and the private sector to reduce vulnerabilities.

#### **1. Green: Low Condition** Low risk, take the following protective measures:

- Refine and exercise preplanned protective measures.
- Ensure staff gain training on HSAS and agency-specific protective measures.
- Regularly assess facilities for vulnerabilities, take measures to reduce them.

#### **2. Blue: Guarded Condition** General risk, in addition to the previously outlined protective measures, the following may be applied:

- Test communications with designated emergency response locations.
- Review and update emergency response procedures.
- Provide the public with necessary information.

#### **3. Yellow: Elevated Condition** Significant risk, in addition to the previously outlined protective measures, the following may be applied:

- Increase surveillance of critical locations.
- Coordinate emergency plans with nearby jurisdictions.
- Further refine protective measures within the context of the current threat.
- Implement, as appropriate, contingency and emergency response plans.

#### **4. Orange: High Condition** High risk, in addition to the previously outlined protective Measures, the following may be applied:

- Coordinate necessary security efforts with armed forces or law enforcement.
- Take additional precaution at public events.
- Prepare to work at an alternate site or with a dispersed workforce; and restrict access to essential personnel only.

#### **5. Red: Severe Condition** Severe risk, in addition to the previously outlined protective measures, the following may be applied:

- Assign emergency response personnel and pre-position specially trained teams.
- Monitor, redirect or constrain transportation systems.
- Close public and government facilities.
- Increase or redirect personnel to address critical emergency needs.

## **Medical Emergency**

### **Reporting a Medical Emergency**

Call **9-1-1**. Where applicable, call a supervisor immediately to provide the following information:  
*(Remember: you must first dial "9" from a County line)*

- Location of injured or ill person.
- Any details available about the accident or illness.
- Name of injured/ill person.
- Inform your Deputy Director.

### **Take the Following Action:**

- Do not move the injured or ill employee.
- Try to make the person comfortable. Cover him/her with a coat or blanket.
- Do not administer Cardiopulmonary Resuscitation (CPR) unless you have been properly trained and carry a valid CPR Card.
- First Aid Kits, Poison Control Information, and First Aid Manuals/Charts are located in the Administration Building at the Nurse's Station and in the offices of each Residential Unit.
- Notify the employee's family contact and the medical professional contact using the Employee Emergency Information form. Supervisors will maintain the employee forms and should inform executive staff of the location of the employee forms in the event the supervisor is not present.
- Complete an Incident Report.

## **Pandemic Outbreak**

The Ohio Department of Health (ODH), in cooperation with the Centers for Disease Control and Prevention (CDC), U.S. Department of Health and Human Services (HHS), and World Health Organization (WHO) have a responsibility to assist and guide a response to cases of widespread infection/illness/disease.

In a suspected outbreak, immediately contact the local health department:

**Trumbull County Health Department,**  
176 Chestnut Avenue, NE, Warren, OH 44483  
Phone: (330) 675-2489                      Fax: (330) 675-2494  
Email: [trumcohd@odh.ohio.gov](mailto:trumcohd@odh.ohio.gov)      Web: tcbh.org

Please refer to the Agency-Wide Disaster Plan for further instructions.

## **Evacuation**

*It is the responsibility of each employee to know the evacuation plan.*

Emergency Report-In/Assembly Location for Evacuation:

**Rear Parking Lot**  
**Saint John's Orthodox Church**  
**2220 Reeves Road, N.E.**  
**Warren, Ohio 44483**

### **Evacuation Procedures**

- Follow the instructions of your Supervisor and/or Executive Staff.
- Close the door to your office as you leave.
- Form a single-file evacuation line.
- Help Persons Needing Assistance (or PNA, this is determined on a case by case basis). Office list follows this page.
- Stay quiet and alert.
- Prepare to merge with other people evacuating the building.
- Report to the pre-determined emergency report-in/assembly location.
- Refer to the Agency-Wide Disaster Plan for additional instructions.

### **Remember:**

- **Do not** return to your work area for any reason.
- **Do not** run or panic.
- **Do not** remain near the building upon exiting. Proceed to the Employee Parking Lot on the south end of the building.
- **Do not** return to the building until building management and public safety officials give the "all clear".

## **Natural Gas Leak**

*Natural gas leaks are extremely dangerous and should be taken seriously. If you suspect a gas leak (smell of rotten eggs or sulfur), immediately evacuate the facility. A natural gas leak can fill a room or building quickly; an explosion could occur. Contact the Fire Department or Public Utilities Commission, keep these numbers handy.*

### **Evacuation Due to Natural Gas Leak**

- Follow the instructions of your Supervisor and/or Executive Staff.
- Close the door to your office as you leave.
- Form a single-file evacuation line.
- Assist co-workers requiring assistance (buddy system – determined on a case by case basis).
- Stay quiet and alert.
- Prepare to merge with other people evacuating the building.
- Report to the pre-determined assembly location.

**Remember:**

- **Do not** return to your work area for any reason.
- **Do not** run or panic.
- **Do not** remain near the building upon exiting. Proceed to the pre-determined reporting/assembly location.
- **Do not** return to the building until building management and public safety officials give the “all clear”.
- **Do not** turn any items on or off or use lighters. A small spark could ignite the gas.

## **Fire**

*Before a fire occurs, familiarize yourself with this section and refer to the Agency-wide Disaster Plan for additional instructions.*

**Upon Discovering a Fire:**

1. Pull the fire alarm. This will signal the Warren Fire Department. The switchboard operator on duty is to call the Fire Department to verify the alarm.
2. Immediately evacuate the building.
3. Notify your Supervisor and/or Executive Staff.
4. If possible, close doors around the fire to contain it.

**Evacuation Fire Safety Procedures:**

- Use the following exits:
  - Administration Building
    - a) Staff Exit
    - b) Emergency Exit near the Receptionist's Area
    - c) Client/Visitor Exit
    - d) Emergency Exit near the Foster Care and Adoption Resources Unit
    - e) Exit near the Administrative Offices
    - f) Exit near the Coordinator's Offices
  - Staff and visitors are to gather outside the Administration Building at the **Employee Parking Lot** at the south end of the building.
  - Keep doors closed. Closing doors prevents the spread of fire by minimizing the oxygen flow to the fire. In addition, closed doors limit the spread of smoke.
  - **Do not** attempt to fight the fire.
  - If caught in heavy smoke, take **short** breaths and **crawl** to escape.
  - Exit the building until advised it is safe to return.

- The Executive Director, Deputy Director, and Department Manager of Administrative Services are to do a sweep of the building to verify that all areas are clear.

## **Tornado**

*In the event a tornado warning is issued by the National Weather Service, an announcement will be made over the public address (PA) system (if available) advising building occupants of tornado procedures.*

### **Tornado Watch**

The term “tornado watch” simply means that conditions are right for a tornado to develop. It does not mean that a tornado has been sighted. During a tornado watch, employees will continue to work. Listen for information from the Agency radio system for updates and further developments. (Supervisors can turn on the radio through their phones.)

### **Tornado Warning**

A “tornado warning” indicates that a tornado has been sighted. Employees should be prepared to initiate tornado response plans should action be necessary. If a warning is in effect, the local sirens will sound for three minutes followed by seven minutes of silence. The siren pattern will continue in this manner until the warning has been terminated.

### **Tornado Warning Procedures**

- Close all drapes to the outside windows and close your door behind you.
- Follow the directions of your Supervisor and/or Executive Staff.
- Move away from the perimeter of the building to avoid flying glass.
- Go to the core of the building to one of the following areas:
  - 1) The interior wall in the Caseworker area which is located behind the Switchboard, Foster Care and Adoption Resource Unit areas and separates the new addition from the original building (labeled on attached floor plan as “A”).
  - 2) The interior wall in the hallway separating the Directors’ offices from the Clerical office (labeled on attached floor plan as “B”).
  - 3) For clients and Agency staff in the visitation area, rooms #104 and #105 (labeled on attached floor plan).
- If you are caught in an exterior office, seek protection under a desk.
- **Do not** go outside the building. You are much safer in a building than you will be on the street or in your automobile.
- Remain calm and stay in above-mentioned areas until the radio system or other designated personnel (e.g., Executive Director, Deputy Director, Department Manager, Senior Supervisor) indicate that “all is clear”.
- If possible, after the all clear is sounded, all staff should report to a location/area designated by their supervisor for accountability purposes.

## **Earthquake**

*Although earthquakes are rare in Northeast Ohio, this area is near the Midwest fault line. According to experts, evacuation of the building could, under most circumstances and according to location, be an unsafe course of action. It is important that Agency employees remember that a serious earthquake will be very widely felt; therefore, fire and police department switchboards may be inoperative. Telephone communications and utilities could also be unavailable.*

### **Procedures During an Earthquake**

- Take cover under desks and tables.
- Keep at least 15 feet from windows to avoid flying glass.
- Stay under cover until you learn that the immediate danger is over.
- Remain on your floor unless otherwise instructed.

### **Procedures Immediately After an Earthquake:**

If emergency personnel are not on the scene, do the following:

- Extinguish fires, if any. Do not light matches or fire until danger of gas leak is over.
- Administer first aid and assist in rescue operation as necessary. Carefully move the seriously injured to an emergency treatment center as soon as possible.
- Use telephones for emergency calls only.

## **Power Failure**

*In the event of a power failure, employees are asked to inform their Supervisor and/or Executive Staff.*

### **Preparing for Power Failures**

- Make a list of equipment that must be reset or restarted once power returns. Keep instructions for doing so in a nearby place.
- Equipment that operates unattended should be programmed to shut down safely during a power failure and not restart automatically when power returns.
- Identify hazardous equipment that should be turned off after power fails because it might cause injury when restarted after power returns.
- Assign an employee to shut off the power to all identified equipment unless there has been an order to evacuate the building.

### **While the Power is Off**

- Shut down equipment which automatically restarts when power is available.
- Disconnect equipment that runs unattended and turn off unnecessary lights and equipment. This will reduce the risk of power surges and other unforeseen damage or injury that could result when the power comes on unexpectedly.

### **When the Power Returns:**

- Reset/restart/check equipment.
- Assess and report any equipment failure to your supervisor.

### **Data Backup:**

- Back up your computer files regularly so as not to lose data if power goes off suddenly. The Ohio Data Network maintains an Uninterruptible Power Supply (UPS) for critical machines such as servers.

## **Hazardous Material Spill & Communication**

### **Identifiable Hazardous Material Spills:**

- Identify any hazardous materials that may be used in your work area.
- Learn the emergency procedures for the hazardous materials in your area.
- Locate the Material Safety Data Sheet (MSDS) for the product and follow the safety procedures provided on the sheet. (The MSDS sheets for your office should be located outside of the janitorial closet.)

### **Un-Identifiable Hazardous Material Spills:**

- Evacuate immediate area until hazardous material is identified.
- Contact a Supervisor or member of Executive Staff and Facilities Maintenance.
- Do not attempt clean up the spill until experts arrive.
- In the event of a hazardous material spill outside of your facility, contact your local fire department at 330-841-2542.

## **Nuclear Biological Chemical (NBC) Incident**

### **Exposure to a Potential NBC Agent**

- As soon as practical, shower with soap and water.
- Do not handle the item suspected of contamination.
- Notify a Supervisor or Executive Staff member.
- Ensure the contaminated item(s) are isolated and the immediate area cordoned off.
- Evacuate the immediate area beyond the perimeter of those exposed.
- Make a list of all persons who have been in contact with the contaminated item, including contact information and quarantine the individuals.
- Place all items worn when in contact with the contaminated item in a bag and keep it where you change clothes. Have the bag available for law enforcement agents.

### **Evacuation Procedures**

- Remain calm.
- Cover your nose and mouth with a cloth, coffee filter, paper towels, etc.
- Take shallow breaths.
- Follow the evacuation directions of your supervisors.

## **Exhibit B**

# **Trumbull County Children Services' Residential Treatment Safety and Disaster Preparedness Plan**

### **Introduction:**

Natural disasters, man-made crises, or medical events can affect the routine ways Trumbull County Children Services (TCCS) operates and serves children, youth and families. It is especially important for any agency caring for vulnerable populations—such as those with children in Residential Treatment—to do what they can to prepare for these disasters. The safety and health of the staff and their families is a top priority, as staff need to be safe and know that their families are safe, if they are to ensure the well-being of children in care.

“Disasters” can be grouped into the following three types: Natural Disasters, Man-Made Events, and Medical Events.

**Natural Disasters:** Hurricanes, Tornados, Floods, Droughts, Tsunamis, Landslides, Earthquakes, Winter/Ice Storms, Extreme Temperatures, Fires, and Volcanic Eruptions.

**Man-Made Events:** Terrorist Attacks, War (including armed conflict and civil strife), Technological Disruptions (e.g., electrical power blackouts/brownouts, computer system and network disruptions, widespread electronic equipment breakdowns), Hazardous Materials Incidents (e.g., chemical, biological, radiological), and Economic Collapse.

**Medical Events:** Outbreaks of infectious diseases/epidemic and pandemic outbreaks (e.g., flu).

Some of these events are more likely than others. Trumbull County is inland and is not prone to violent earthquakes or volcanic action. On the other hand, Trumbull County has many industrial plants nearby, is traversed by a major highway system, and experiences frequent and dramatic winter weather events.

The purpose of the Residential Treatment Program’s Safety and Disaster Preparedness Plan is to ensure the safety of the children and staff and a degree of service continuity. This Plan has been developed to supplement the TCCS’ Agency-Wide Disaster Plan, and as evidence of the Agency’s compliance with Section 5101:2-5-13.1 of the Ohio Administrative Code and all Ohio Department of Job and Family Services’ licensing requirements.

### **Building Safety & Security:**

The Children’s Center and the Secure Care for Children Unit have a magnetic lock system that can be armed as needed to discourage unlawful entry. Also, there are closed circuit TV monitors that allow the staff to observe the entrance/exit doors of both the Children’s Center and the Secure Care for Children Unit before permitting entry into the buildings. The windows do not allow access to the outside by mechanical means. The emergency exit door is also armed with an electronic battery operated alarm for notification when the door is breached. In addition, the Youth Leaders on duty must comply with the Agency’s requirement of “in the line of sight” supervision of the residents. The Residential facilities have a dry type sprinkler system for fire emergencies as well as a hood suppression system above the cooking area. Both systems are monitored and will alert the Warren City Fire Department, in case of an emergency.

Fire drills are held at least monthly in the Secure Care Unit for Children and in the Boys' and Girls' Units of the Children's Center. These fire drills are conducted during periods of both activity and rest and are conducted once a quarter for every shift.

Most importantly, each Unit shall ensure that all staff and children or teenage mothers are familiar with these emergency procedures, and be given a copy of the evacuation plan in the Residential Handbook.

Trumbull County also utilizes a 911 emergency calling system that can be used for reporting emergencies.

**Essential Personnel:**

During an emergency situation or disaster, the Agency's Executive Staff (Executive Director, Deputy Director, Department Managers, Senior Supervisor) will ensure that the Agency's Residential Treatment Program is adequately staffed to meet the needs of its residents. During the crisis period, the Residential Coordinators will remain on site. At a minimum, TCCS will assure a ratio of one staff member to ten children level of supervision. The youth leaders of other units will assist in the supervision and egress of children from the crisis, not foregoing the minimum level of supervision. Unless otherwise directed, regularly scheduled child care staff are to continue to supervise the residents at the Alternative Work Site as if they were at one of the residential units.

**Records:** The Residential Units supervisor maintains a Disaster Response Kit that contains copies of necessary records and information on each child in the residential units. *Please refer to Section VI and VX of the Agency Wide Disaster Plan for more information.*

**Continuity of Services to Children in Residential Treatment & Alternative Physical Work Site:**

If an emergency situation or disaster were to occur that rendered the Residential Treatment Units uninhabitable, Executive Staff along with the Supervisor of the Residential Units will coordinate the evacuation and transfer of the children to the **Christ Episcopal Church, 2627 Atlantic Street, Warren, 330-372-4998.** Youth Leaders will assist with this process. If possible, staff are to bring the Emergency Kits to the shelter. These may contain: a flashlight with extra batteries, transistor radio, first aid kit, personal hygiene items and other needed supplies.

Essential work activities that must be provided to children in residential treatment in order to ensure the continuity of services include: ensuring physical safety and housing for residents, routine and emergency first aid and medical care, medication distribution, supervision, support, provision of food, provision of water, mental health services and communication with family and required parties.

For provisions such as food, bedding, and clothing, staff are able to make use of vouchers in order to purchase needed items, or they may be provided by the local Red Cross. A current copy of the Medication Log is kept with the Residential Units Supervisor, and is placed in the Agency's Disaster Response Kits. In case of emergency, those medications can be filled by the on-call Psychiatrist or Physician. During the next working day, the Residential Treatment Coordinator and family worker will attempt to make arrangements for alternative placements of the children until a return to the unit is possible.

The Residential Supervisor shall have a Laptop computer with extra batteries, and a flash drive with important documents pre-loaded, which includes phone lists, address book, with employee, youth, contract agency and family contact information. They also have cell phones and car chargers for the phones.

Each facility has a land line and/or staff have cell phones, portable radios and extra batteries, disaster plans, maps, driving directions to alternate facilities, flashlight and/or lanterns, with extra batteries and contact lists, first aid kits, multi-tools, and personal hygiene items. The agency attempts to maintain all vehicles with at least a half tank of gas. Each facility also maintains a two week food supply of non-perishable food and water for residents and staff, non-prescription drugs (including but not limited to, pain relievers, stomach remedies, cough and cold medicines, fever reducers, fluids with electrolytes, anti-diarrhea medication and vitamins) and prescription drugs (as needed), manual can openers, thermometers, toilet paper, tissue, soap and garbage bags. If residents are required to move from the group home or residential, these items will be taken with them.

Staff will listen to radios and follow directives of agency policy, of the administrator, assistant administer and emergency response personnel. Fire, Tornado or other evacuations will be in accord with the agency's residential emergency preparedness plan. Staff are trained in First Aid, CPR and Universal Precautions and will utilize these as necessary and/or contact emergency medical, public health and emergency response personnel, if needed.

## **TORNADO**

- In case of a Tornado Watch, remind residents from both the Boys' and Girls' Units that there is a location in the Children's Center basement that is the safest place to go.
- At the Secure Care for Children Unit, the children's restrooms have been designated as the safest place to go. They are located in the center of the building and are windowless.
- In case of a tornado warning, go with all residents to these safe areas. In the basements, if possible, get under a table and sit with knees to chest and hands folded over your head.
- Staff are to carry a copy of the Children's Center Roster to perform a head count at the designated meeting area.

## **FIRE**

- In case of Fire, go to the nearest alarm and pull the lever. This will activate an internal alarm system. The Warren Fire Department will be notified.
- Dial 911 to verify that the Warren Police Department was alerted. If 911 is not operational, dial 330-393-1511 or 330-841-2542.
- Residents and staff are to evacuate the building immediately. An evacuation floor plan is posted at each facility.
- When possible, close the door to the room where the fire is located, but do not jeopardize the safety of the residents or staff.

- Residents and staff from the Boys' and Girls' Units of the Children's Center should meet at the Employee Parking Lot after evacuating.
- Residents from the Secure Care for Children Unit are to meet at the **Rear Parking Lot of Saint John's Orthodox Church, 2220 Reeves Road, NE, Warren, Ohio 44483**. A staff member is to go to the end of the drive to advise the fire truck as to which unit has the fire.
- Residents are not to return to their rooms for any reason, unless the proper authority advises that the building is safe.
- Fire drills are to be held monthly and evacuation times are recorded and kept on file by the Department Manager of Administrative Services or the Supervisor of Residential Services.
- Any problem with the alarm or fire equipment is to be immediately reported to the Coordinator, Supervisor, or Department Manager of Administrative Services.

### **CHEMICAL SPILL**

- When there has been a chemical spill in the vicinity of the Agency, the appropriate Emergency management or Law Enforcement Authority will notify the Agency if there is a need to evacuate all occupants in residential units.
- Residents and staff are to evacuate the building immediately and proceed to the Employee Parking Lot on the south end of the building.
- Residents and staff are not to return to the building for any reason until the appropriate authority notifies the Agency that the building is safe.
- If the need arises for temporary housing, emergency shelter will be located at the **Christ Episcopal Church, 2627 Atlantic Street, Warren, and 330-372-4998.**

### **PANDEMIC INFLUENZA**

In the case of pandemic influenza, the facility(s) will be quarantined. The direct care staff will utilize standard precautions in dealing with symptomatic residents. Symptomatic and exposed residents will be confined to their rooms, in on facility or one area of the facility. Staff who are assigned to work with these residents will not work in any other of the agency's facilities and no new admissions will be accepted nor will visitors be permitted.

*Please refer to page 16 of the Disaster Response Guide for further information regarding this subject.*

## **DRILLS**

Each month, the Boys' and Girls' Units of the Children's Center and the Secure Care for Children Unit shall, in consultation with state or local fire personnel, conduct fire drills and emergency evacuations. A log of such drills or evacuations will be maintained. The evacuation plan, approved by the fire inspector, will be clearly posted at each facility so that it may be easily seen by all residents.

### **EMERGENCY PROCEDURES FOR PERSONS NEEDING ASSISTANCE:**

- Upon admission, a resident will be identified by staff if they have any physical or emotional handicaps that would hinder their egress in a crisis.
- For example, for a child with a physical handicap (broken leg, difficulty walking, or hearing impaired) or emotional handicap (children who panic in a crisis or are developmentally unable to exit the building), a staff member will be assigned the responsibility of assisting that resident to ensure his/her safe and immediate exit.
- Each Unit will post the disaster plan and evacuation procedures in a central location and acquaint the residents to the nearest exit and rally point.

### **PROCEDURES FOR RESIDENTS AT THE RESIDENTIAL UNITS**

#### **In case of uncontrollable fire:**

1. Immediately notify the on-duty houseparent that a fire exists. Remain calm; indicate the location and the extent of the fire.
2. When instructed by the houseparent, quickly exit the unit, using the exit points marked on the floor plans. The plans are posted on each floor of the unit. Please memorize them.
3. Once out of the unit, proceed, as a group, to the designated meeting point. Residents and staff from the Boys' and Girls' Units of the Children's Center should meet at the Employee Parking Lot after evacuating. Residents from the Secure Care for Children Unit are to meet at the Rear Parking Lot of Saint John's Orthodox Church, 2220 Reeves Road, NE, Warren, Ohio 44483.
4. Once at the meeting point, residents are expected to check to make certain that the others have made it out safely. If a resident is missing, notify the houseparent immediately.
5. **DO NOT attempt to re-enter the unit for any reason. POSSESSIONS ARE REPLACEABLE; LIVES ARE NOT.**
6. Carefully follow the instructions of the houseparent. You may be asked to do such tasks as calling the fire department, locating residents, etc.
7. **DO NOT interfere with the work of the fire crew, unless specifically instructed to assist.**

## **FIRE PROCEDURES FOR STAFF AT THE RESIDENTIAL UNITS**

In the event that a fire broke out and has been controlled by staff intervention, the youth leader on duty **must** report the incident to the Warren Fire Department (330) 841-2542. They may document the fire or send an official to check the safety of the area. In case of a fire which is deemed to be uncontrollable using conventional methods, (fire extinguishers, water, etc.), the following procedures should be initiated by staff:

1. Notify all residents that a fire exists. This involves:
  - a. Sounding the alarm.
  - b. Visiting each resident's room.
  - c. Yelling "fire," if necessary.
  - d. When possible, close the door of the room where the fire is located.
2. Instruct all residents to exit the unit using the proper exit points, as practiced during fire drills and according to the posted floor plans. Do not panic. Make instructions clear and concise.
3. After exiting, residents should proceed to the designated meeting place as a group. Residents and staff from the Boys' and Girls' Units of the Children's Center should meet at the Employee Parking Lot after evacuating. Residents from the Secure Care for Children Unit are to meet at the Rear Parking Lot of Saint John's Orthodox Church, 2220 Reeves Road, NE, Warren, Ohio 44483. A staff member is to go to the end of the drive to advise the fire truck as to which unit has the fire.
4. Staff should call 911 to notify the fire department (through a neighbor, another unit, etc., if necessary).
5. Once at the meeting point, staff should take a head count to verify that all residents have made it out of the unit safely.
6. If a child is unaccounted for, notify the emergency fire staff immediately.
7. After all the residents have been located, **DO NOT** permit a child to re-enter the unit for any reason. Use physical restraint techniques, if necessary, to prevent this from happening. **REMEMBER, PERSONAL POSSESSIONS ARE REPLACEABLE; A LIFE IS NOT.**
8. Allow the fire crew to work without interference by staff or residents. **DO NOT** attempt to assist them unless otherwise instructed.
9. Notify the Coordinator and/or Supervisor of Residential Services as soon as the other procedures have been completed.

**Exhibit C**

**Trumbull County Children Services'  
Agency-wide Disaster Plan Supervisor's Checklists**

***Upon completion, sign and submit this form to the Agency's Planner by December 31st.***

Check If Completed	Topics That Must be Discussed		
	Ensure that all your workers have a current copy of the Agency-Wide Disaster Plan.		
	Overview the floor plan and discuss the evacuation paths.		
	Customize procedures (phone numbers, etc.) as indicated.		
	Discuss Emergency Report-In Location (for temporary building evacuations)		
	Discuss Alternate Work Location (if work location is closed) - a process to identify an alternate work location will be developed during disaster recovery planning		
	Discuss priority list of mission-critical services.		
	Familiarize yourself and staff with the Continuity of Operations Plan. Maintain a copy both on-site and off-site.		
	Identify positions that are likely to be deemed essential for both weather-related emergencies and disaster emergencies		
	Identify your essential employees and their assigned roles based on the level of emergency.		
	Ensure employees participate in drills.		
	Distribute Emergency Information Cards		
	Distribute Employee Emergency Information Forms or update existing forms		
	Review your (manager) responsibilities		
	Discuss assignment and role of "buddies" for disabled, hearing or visually impaired employees		
	Advocate employees' heightened awareness of work surroundings, visitors, etc.		
	Post any relevant information (posters, floor plans, etc.)		
Signature	Date	Title	

## Exhibit D

### TCCS EMPLOYEE EMERGENCY INFORMATION

TCCS Employees are provided this form for completion. Submission of this form is not mandatory although it is encouraged so that basic contact and medical information is available in the event of an emergency.

**Please submit this form to your manager/supervisor**

**NOTE:** *If you are concerned about privacy, submit this form to your supervisor in a sealed envelope. Place your name on the envelope and note "TO BE OPENED IN THE EVENT OF A MEDICAL EMERGENCY ONLY."*

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Home address: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### MEDICAL INFORMATION:

Healthcare Insurance Carrier: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Specialist's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Known allergies to medications: \_\_\_\_\_

Other information that a medical professional should know: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### EMERGENCY CONTACT INFORMATION:

Person(s) to contact in the event of an emergency:

Name: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cellular: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Pager: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Name: \_\_\_\_\_

Cellular: \_\_\_\_\_

Relationship: \_\_\_\_\_

Work Phone No: \_\_\_\_\_

Employer: \_\_\_\_\_

Pager: \_\_\_\_\_

**Exhibit E****Trumbull County Children Services  
Emergency Operational Plan (EOP)****Introduction:**

An Emergency Operational Plan (EOP) is developed and implemented when Trumbull County Children Services' (TCCS) "normal operations" are disrupted due to an emergency situation or disaster. All EOPs must ensure that TCCS is able to fulfill its legal mandate during times of crisis and must meet the all the requirements of TCCS' Agency-Wide Disaster Plan and Section 5101:2-5-13.1 of the Ohio Administrative Code.

**EOP Participants:**

Name	Position	Name	Position

**Presenting Situation:**

In the space provided below, describe the emergency situation or disaster that necessitated the development of this EOP.

**Essential Personnel Needed For The Operation Of The Agency, Including If Applicable To The Situation, The Personnel Needed For The Residential Treatment Program.**

**Alternative Physical Work Location, Including If Applicable To The Situation, An Alternative Work Location For The Residential Treatment Program.**

**Communication Plan For Agency Staff (Including Residential Treatment Staff), Substitute Care Givers, And Other Critical Team Members With Or Without E-Mail, Internet, SACWIS, Or Telephone.**

**Identification Of Essential Work Activities That Must Continue In Order To Ensure Safety Of Children, Support Caregivers, And Service Providers.**

**Procedures For Handling New Reports Of Child Maltreatment.**

**Procedures For Tracking Clients And Substitute Caregivers With Or Without SACWIS Or Other Technical Systems In Place.**

**Continuity Of Services To Families Receiving In-Home Supportive Services.**

**Continuity Of Services To Children In Substitute Care, Children In The Agency's Residential Treatment Program, And Kinship Care Placements.**

**Maintenance And Security Of Agency Records (Including Residential Treatment Records) Not Included In SACWIS, Including Soft Copies Stored In Other Software Applications And/Or Hard Copies.**

**Maintenance And Security Of Court Records For Child Protective Services Cases.**

**Coordination Of Services With Law Enforcement, Hospitals/Medical Providers, Or Other Disaster Agencies.**

**Coordination Of Services With Neighboring Counties.**

## **Exhibit F**

### **Plan of Cooperation**

This document serves as an agreement between Trumbull and Mahoning Counties in the event of a natural or man-made disaster which interferes or prevents the public children services agency from providing critical services mandated by the Ohio Administrative Code.

Each agency will handle child maltreatment reports during a disaster as described in their county's disaster plan. In the event where assistance is needed due to volume, location of the family or unforeseen complications, assistance will be provided upon, request.

Each agency will provide continuity of services to children in substitute care and kinship care as described in their county's disaster plan. In the event where assistance is needed due to volume, location of the family or unforeseen complications, assistance will be provided, upon request.

Each agency will facilitate placement of children who enter the custody of their PCSA as a result of the disaster. In the event where assistance is needed due to the volume of children entering custody, assistance will be provided by sharing homes or resources, upon request.

In the event of extended closure of the physical work location, each agency will adapt as described in their county's disaster plan. However, in the event of unforeseen complications, each agency is willing to assist by providing access to a minimal amount of office space with SACWIS capabilities.

In the event of unforeseen complications not addressed in this Plan of Cooperation, these agencies agree to communicate and problem-solve in order to work cooperatively to provide services that ensure child safety during a disaster.

The initial enactment of this Plan of Cooperation will be communicated by the Children Services Director and/or Administrator. Any amendments made to this Plan of Cooperation will be agreed upon by Trumbull and Mahoning Counties, as evidenced by the signatures below.

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Director/Administrator signature

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Date

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County

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Director/Administrator signature

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Date

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County

## **Exhibit G**

### **Plan of Cooperation**

This document serves as an agreement between Trumbull and Ashtabula Counties in the event of a natural or man-made disaster which interferes or prevents the public children services agency from providing critical services mandated by the Ohio Administrative Code.

Each agency will handle child maltreatment reports during a disaster as described in their county's disaster plan. In the event where assistance is needed due to volume, location of the family or unforeseen complications, assistance will be provided upon, request.

Each agency will provide continuity of services to children in substitute care and kinship care as described in their county's disaster plan. In the event where assistance is needed due to volume, location of the family or unforeseen complications, assistance will be provided, upon request.

Each agency will facilitate placement of children who enter the custody of their PCSA as a result of the disaster. In the event where assistance is needed due to the volume of children entering custody, assistance will be provided by sharing homes or resources, upon request.

In the event of extended closure of the physical work location, each agency will adapt as described in their county's disaster plan. However, in the event of unforeseen complications, each agency is willing to assist by providing access to a minimal amount of office space with SACWIS capabilities.

In the event of unforeseen complications not addressed in this Plan of Cooperation, these agencies agree to communicate and problem-solve in order to work cooperatively to provide services that ensure child safety during a disaster.

The initial enactment of this Plan of Cooperation will be communicated by the Children Services Director and/or Administrator. Any amendments made to this Plan of Cooperation will be agreed upon by Trumbull and Ashtabula Counties, as evidenced by the signatures below.

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Director/Administrator signature

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Date

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County

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Director/Administrator signature

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Date

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County

**Exhibit H**

**Trumbull County Children Services  
Emergency Needs Assessment**

<b>Date of Assessment</b>	<b>Family Name</b>
<b>Caseworker Name</b>	<b>Family Case #</b>

**Describe the event that required the completion of this Emergency Needs Assessment:**

**Adult Person(s) Involved in Assessment**

<b>Name</b>	<b>Relationship to Child</b>	<b>Contact information</b>

<b>Emergency Assessment Elements</b>	<b>Yes</b>	<b>No</b>
<b>Are all family members safe:</b>		
<b>Do any of the family members need emergency medical attention:</b>		
<b>Does the family have an adequate supply of drinking water:</b>		
<b>Does the family have an adequate food supply:</b>		
<b>Does the family have adequate housing/ shelter:</b>		
<b>Does the family have a way to contact officials if they should need help:</b>		

**For any/all Emergency Assessment Elements answered “NO” state how the need will be met:**

<b>Case Plan Assessment</b>	<b>Yes</b>	<b>No</b>
<b>As a result of the current situation does the Family’s Case Plan need to be Amended:</b>		

<b>Date/ Type of Contact</b>	<b>Caseworker Name</b>	<b>Caseworker Signature</b>
<b>If available, the parent/ custodian/ caregiver(s) signature:</b>		