Instructions for Completing the Children's Division Emergency/Disaster Situation Report Form

This situation report is to be used **only** when an emergency or disaster strikes. It can be activated by the circuit manager or by directive from Central Office (refer to memo PN08-22)

This form is accessible on-line and can be completed electronically by filling in the shaded areas. Follow e-mail instructions at the end of the form, or fax to the number listed below. In the event of a power, telephone, or computer outage, the information can be dictated to someone outside the affected area for submission. If the county manager or his/her designee is unable to complete the form, the field support/program manager or regional director should submit the form for them.

At the top, please fill in the box with the name of the county, office building, or other site. Include the date the report is submitted.

If use of the form is directed by Central Office, you will be given an Emergency or Disaster Designation, e.g., "January 2008 Tornado" to be included at the top of the form. If the form is being sent to Central Office to report a situation, please give it a designation using the month, year and type of disaster, e.g. "December 2007 Winter Storm."

Office Status

Refers to the physical plant of the county office or building in the metro area. Check boxes are provided for some typical situations; additional information can be provided in the "Other" field.

Communications Status

Provides a general picture of the communications capability in your area. Please describe, briefly, the situation – e.g., widespread landline outages, cell phone coverage is spotty, etc.

Status of Staff

Provides a general picture of the situation of staff. The first box is for the number of people currently assigned to your office. The second asks if any are personally affected by the disaster or emergency and asks for general details, if they are available. The following spaces ask for the number of employees who are capable and incapable of reporting for work. The final space asks if assistance is needed to maintain a minimum functional level for the office or for office staff impacted by the event.

Resource Home Check

Provides a general picture of the status of your county's resource homes – foster homes, kinship homes, and relative placements. The first two blanks are for the total number of resource homes and foster children in your county.

Following that is an area to indicate that staff are checking on resource families and asks for the number of families that have been contacted and the number of foster children accounted for. The form asks for the number of resource families that have been affected by the disaster/emergency event and how they have been impacted, as well as whether they have any unmet needs. The form then asks if the families are relocating and if staff have secured contact information for them in their new locations.

The Residential Program Unit will be making similar checks on residential facilities and private child-placing agencies and reporting the information to Central Office.

Investigative Staff Check

These two questions are a simple reporting of the continued response to child abuse and neglect reports. The first assures that investigations are being completed. The second is a request for assistance with this critical CD function.

CD Staff Response Efforts

It is the Department of Social Services' function to provide mass care services to citizens, an effort that is led by the Family Support Division. Staff of the department are asked to volunteer, as they are able, to assist in sheltering activities or provide assistance to victims in other ways. These two questions simply ask if CD staff have contacted their FSD county manager to see if help is needed and whether staff are able to provide that assistance.

Critical Needs

This section is to be completed, listing additional critical needs with which the county office needs assistance. Central Office will work with you to meet these needs.

There is an area for the time and date completed, as well as a request for the contact information for the person completing the form, for follow-up that might be necessary.

The final section of the form includes the list of people to whom the completed form should be sent.