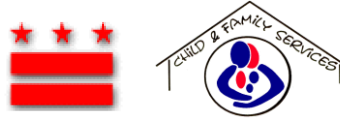


GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-07-08

To: All CFSA Staff

FROM: Audrey L. Sutton, Deputy Director, Program Operations

DATE: September 21, 2007

RE: Emergency Protocol for Resource Providers

The purpose of this administrative issuance is to provide guidelines for resource providers to develop emergency procedures for responding to accidents, serious illness, fire, medical emergencies, and other life altering situations for children in care. Each resource home shall develop emergency procedures with the following information that will be submitted to the foster care support worker. This plan will be reviewed every six (6) months with foster children already in the home and immediately when a new child is placed in the home.

This administrative issuance is applicable to all resource providers (including prospective kinship, adoptive and traditional parents and congregate care providers.) All CFSA employees (the term “employees” is defined as CFSA employees, contracted employees or contracted private agency employees) shall adhere to this issuance in the course of their work with CFSA placement resource applicants. Any congregate care provider that does not have on site staff 24 hours a day or an on call person, shall also follow the procedures outlined in this issuance. If you have any questions about this issuance please contact the Office of Licensing and Monitoring (OLM) Program Manager.

Resource Provider’s Responsibilities

Each resource provider shall develop an emergency plan that will be reviewed by their foster care support worker. Their plan shall include the following:

1. A general evacuation plan for emergencies;
2. A meeting place for all family members if and when an emergency occurs;
3. An identified back-up person or on-call staff listed with CFSA. (A back-up person is defined as: a licensed foster care provider or someone specifically identified by the resource parent to provide temporary care and supervision of a child in care, in the resource parent’s home or in another licensed foster home; in emergency situations, work related delays, and other unexpected circumstances. Temporary care is defined as a time period not to exceed 24 hours)
4. Contact numbers which shall include:
 - a. Local law enforcement;
 - b. Emergency Numbers; fire, poison control, etc.;
 - c. Alternate contact persons such as family, friends, back-up person, on-call staff; and
 - d. The CFSA Hotline.

As part of the emergency plan, each resource provider will:

1. Identify a plan for what will happen to the child(ren) if he/she is in school or the resource parent is away from the child; i.e. will the school keep the children until a parent or designated adult can pick them up or send them home on their own.
2. Provide the child's social worker with alternative contact phone numbers in case of an emergency where they cannot be located by their home or work phone.
3. Provide the child's social worker with back-up phone numbers of individuals (such as relatives) they would contact in case of an emergency.
4. Notify the Agency immediately, of any emergencies or incidents that affect the child so that an unusual incident report can be prepared by the Agency and an appropriate plan can be made.
5. Review this plan with children in their care every six (6) months and at the onset of an initial placement.

CFSA Staff Responsibilities

1. Ensure that all back up persons pass a criminal records check and Child Protective Registry (CPR) check
2. The foster care support worker shall encourage all providers to join the foster parent support network. This will enable the provider to have a resource of licensed providers to serve as a back up.
3. The foster care support worker shall record this information in the provider's file.
4. The child's social worker shall also maintain this information in the child's record.
5. If a resource provider becomes incapacitated or otherwise unable to provide care and supervision for a child, and the back up person is unwilling or unable; then the case will be referred to the Agency's Placement Unit to locate an appropriate alternative placement for the child.