



# Child Residential and Day Treatment Facility Emergency Planning in Pennsylvania

**Ellen Whitesell and Darlene Black,  
Office of Children Youth and Families, Pa DPW  
&**

**Jim Messinger – PEMA, Bureau of Planning and  
Preparedness**

# What We will Discuss

- **Discuss the need for a plan and a plan development process**
- **Legal/regulatory requirements**
- **The “Toolkit” that’s been developed**

# Why Do We Need Emergency Plans?

- **Natural disasters**
- **Terrorism – now on U.S. soil**
- **A Plan will**
  - **Increase safety and security of children**
  - **Provide peace of mind for children, parents and families**
  - **Identify WHO, WHAT, WHERE, WHEN and WHY**
  - **Develop linkages with the community**
  - **Keep courts and families/loved ones informed**
  - **Satisfy regulations**

# Legal Requirements

- **The Federal Child and Family Services Improvement Act of 2006 (Public Law 109-288), Section 422 [42 U.S.C. 622] requires States to have in place procedures providing for how programs funded by Titles IV-B and IV-E would respond to a disaster.**
- **The Pennsylvania Emergency Management Services Code (35PaC.S., § 7701g) requires that all Child Congregate Care Facilities have a plan, and send copies to EMA.**

# What the plan should do

**It should help you:**

- **Decide on a protective action**
- **Implement the protective action**
- **Prepare to continue to run the facility**

# The Planning Project

**Impetus from federal Commission on Children in Disasters with the Goals that:**

- **Children remain safe and secure at all times.**
- **Everyone, but especially child residential facilities, should have an emergency plan.**
- **Tried to keep it as simple as possible for users.**

# The planning Process

- **Establish a Planning Team**
- **Determine planning needs;**
  - **What hazards threaten your Facility**
  - **What are regulatory requirements**
  - **What resources will be needed to effectively respond**
- **Identify Resources and Personnel**
- **Write the Plan**
- **Train and practice the plan**
- **Monitor, reevaluate update and the plan**

# The Plan Workgroup

- **Workgroup started in September 2010 with a goal of satisfying planning needs of DPW-licensed providers**
- **Includes DPW/OCYF, DPW/OMHSAS, PEMA HQ & Area offices, County EMA, JCJC, AOPC, JDCAP, PCCYFS, CCYA, PCPA, PSRFA, PCYA, etc.**
- **Used Planning format that mirrors municipal and national response plans**
- **Tried to incorporate needs and lessons learned from all stakeholders**
- **Created a Planning Toolkit with sample plan and planning guide**



# The Plan

## Planning Toolkit consisting of:

- **Basic plan**
- **Checklists**
- **Supporting Documents**
- **Planning Guide**

# Basic Plan Components

- **Administrative Data**
  - **Promulgation**
  - **Record of Changes**
  - **Concurrence/Approval**
- **Purpose statement**
- **Description of the facility & primary hazards facing it**

# Basic Plan Components (Cont)

- **Concept of Operations**
  - **Primary person responsible**
  - **Command post?**
  - **Special teams that may be involved**
- **General Assignment of responsibilities**
- **Conduct practices and drills**
- **Plan testing, review, update and distribution**

# Implementing Instructions

- **Not Shared with the Public**
- **Provide Room for more Detailed instructions**
  - **Checklists**
  - **Standard Operating Guides**

# Supporting Documents

- **Not Shared with the Public**
- **Forms and Documents that may change:**
  - **Phone Lists**
  - **Floorplans**
  - **Copies of MOUs**

# Some Planning Hints

- **Don't change the way you normally do things**
- **Plan for all-hazards**
- **Some protective actions will be applicable for several hazards**
- **Make everyone who will have a role aware of the plan**
- **Plan for staff relief**
- **Involve qualified mental health and other helping professionals**

# Next Steps for Facilities

- **Develop a planning team**
- **Fill in the areas that pertain to your organization**
- **Adapt plan to the limitations you face.**
- **Include a schedule of testing, review and updating**
- **Provide a copy to your local emergency management coordinator and to the county (as an electronic file)**

# Questions



# QUESTIONS