

## **Section 6 Overview**

This section is developed to guide Children's Service Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgement in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

## **Chapter 12 Overview**

This chapter provides guidelines for resource providers to develop emergency procedures for responding to accidents, serious illness, fire, medical emergencies, water emergencies, natural disasters, terrorism and other life threatening situations for children in-out-of-home care. Each resource home shall develop emergency procedures with the following information that will be submitted to the licensing worker, this plan will be reviewed every six months with their foster youth. The review dates and time will be recorded by the resource provider and given to the licensing worker.

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### Resource Provider's Responsibilities

Each resource provider shall develop and display a family emergency plan that will be approved by their local office and a copy be placed in their case record file. Their plan should include the following:

1. An evacuation plan for various disasters;
2. A meeting place for all family members if and when a disaster occurs;
3. Contact numbers which shall include:
  - a. Local law enforcement;
  - b. Regional Communication Plan with Contact Personnel;
  - c. Emergency Numbers;
  - d. **Administrative number, 877-642-6320, only to be used when no other communication channels are available for contacting local/regional staff.**
4. A disaster supply kit , that includes "special needs" items for each household members, first aid supplies, including prescription medications, a change of clothing for each person, a sleeping bag or bedroll for each foster youth, battery powered radio or television, extra batteries, food, bottled water and tools. For information regarding what to place in an Disaster Kit you may go to "American Red Cross Disaster Plan Kit Item list" [www.redcross.org](http://www.redcross.org)
5. The licensing worker will document in the case file record that resource provider has read and understands Children's Division policy regarding Prevention and Control of Contagious and Infectious Diseases as found in the Missouri Resource Parent Handbook

As part of the disaster plan each resource provider will identify what will happen to the child if he/she is in school or the resource provider is away from the child; i.e. will the school keep the children until a resource provider or designated adult can pick them up or send them home on their own.

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Each resource provider will provide their Children's Service Workers with back-up contact phone numbers in case of emergency in which they cannot be located by their home or work phone. Resource providers should consider providing staff with back-up phone numbers of individuals (such as relatives) they would contact in case of an emergency.

Each resource home will review this plan with their foster youth every six months and report this information back to their licensing worker. The worker will record this information in the providers file.

The emergency plans shall be made available to the Regional Office, upon request.

A template of a Family Disaster Plan that may be shared with resource providers is located on the [Department of Social Services Human Resource Center](#) web site under Emergency Management and Safety, [Family Disaster Plan](#).

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