



## Ohio Administrative Code

### Rule 5101:2-5-13.1 Disaster preparedness plan requirements.

Effective: January 1, 2025

---

(A) A public children services agency (PCSA), private child placing agency (PCPA), private non-custodial agency (PNA), and any residential facility is to create, in writing, a disaster preparedness plan and include this plan in its agency policy. All residential facilities are to comply with this rule in addition to rule 5101:2-9-07 of the Administrative Code.

(B) A PCSA, PCPA, PNA or residential facility is to submit its plan to the Ohio department of children and youth (DCY) at any of the following times:

(1) At the time of application for initial certification.

(2) Upon review of PCSA foster home records.

(3) Within ten days of a foster care policy change that would have an effect on the disaster preparedness plan.

(C) The following areas are to be addressed in a PCSA or a PCPA disaster preparedness plan:

(1) Identification of essential personnel needed for the operation of the agency.

(2) Alternative physical work location including provisions for temporary work sites.

(3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, the Ohio comprehensive child welfare information system (Ohio CCWIS) or telephone access.

(4) Identification of essential work activities that need to continue in order to ensure the safety of children, support caregivers and service providers.



- (5) Procedures for handling new reports of child maltreatment if the agency is responsible for responding to reports concerning children.
- (6) Procedures for tracking clients and substitute caregivers with or without Ohio CCWIS or other technical system in place.
- (7) Continuity of services to families receiving in-home supportive services.
- (8) Continuity of services to children in substitute care and kinship care placements.
- (9) Maintenance and security of agency records not included in Ohio CCWIS including soft copies stored in other software applications and hard copies.
- (10) Maintenance and security of court records for child protective services cases and PCPA adoption court records.
- (11) Coordination of services with law enforcement, hospitals/medical providers or other disaster response agencies for the following:
  - (a) Children in agency custody.
  - (b) Children with no known or available parent, guardian or custodian.
- (12) Working with emergency shelters for the following:
  - (a) Staff training in disaster preparedness.
  - (b) Coordination of services for children and families in emergency shelters (physical location; shared responsibilities).
  - (c) Volunteers.
- (13) Plans of cooperation/memoranda of understanding with another agency which, at a minimum,



would address duties and requirements.

(D) The following areas are to be addressed in a disaster preparedness plan for a PNA or any residential facility including those residential facilities operated by a PCPA or PCSA:

- (1) Identification of essential personnel needed for the operation of the agency.
- (2) Identification of an alternative physical work location including provisions for temporary work sites.
- (3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, Ohio CCWIS or telephone access.
- (4) Identification of essential work activities that need to continue in order to ensure child safety and support caregivers, youth and service providers, and facility staff, if applicable.
- (5) Procedures for tracking clients and substitute caregivers.
- (6) Continuity of services to children in substitute care.
- (7) Maintenance and security of agency records.