



WASHINGTON
ANTI-TRAFFICKING
RESPONSE
NETWORK

Emergency Service Plan

Step 1: Referral comes to WARN (Day 1)

- Program Manager responds to referral within 24 hours of call.
- Program Manager arranges translation services.
- Program Manager contacts housing providers, and notifies them of number and type of client/s (i.e. female, juvenile, family).

Step 2: Immediate Response to Service Needs (Day 1/2)

- Program Manager performs initial intake, assessing shelter, translation, and other immediate needs and eligibility, preferably within 24 hours of referral.
- Program Manager assigns client to Case Manager.
- Program Manager, Case Manager, and housing provider develop plan to meet immediate housing and medical needs of client/s.
- Program Manager/Case Manager ensures the client/s arrive at housing facility for services.

Step 3: Short Term Response (Day 2/3)

- Program Manager/Case Manager meets with client/s for full intake and needs/eligibility assessment, and discussion of legal rights and benefit entitlements.
- Program Manager/Case Manager follows up with housing provider to develop short-term plan to meet client/s needs for upcoming week.
- Program Manager/Case Manager refers client/s to Harborview Center for Sexual Assault and Traumatic Stress for mental-health assessment for appointment in the upcoming week.
- Program Manager refers client/s to Legal Provider

Step 4: Long Term Planning (Week 1/2)

- Program Manager/Case Manager works with victim to assess ability to work with law enforcement.
- Program Manager contacts law enforcement, either the referring agency to update on the status of the client/s, or to report the potential case to appropriate authority when appropriate.
- Case Manager meets with each service provider after all initial assessments are completed to develop long-term plan for client services in respective areas.
- Case Manager meets with client/s to discuss long term plan development, and to continue needs assessment.