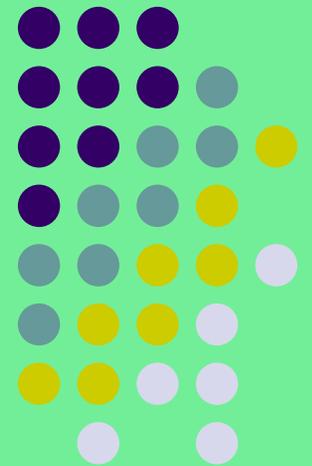


Emergency Preparedness Plans





Requirements



- **SUA Responsibilities to AoA**
 - Designate a Disaster Aging Officer –
 - DADS' Disaster Coordinator - Glen Bason
 - A&I – AAA Section's Disaster Team – Aimee Mick*, Patty Ducayet, Jeffery Seider, and Toni Packard.
 - Prepare a contact list and checklist to be used in the event of any kind of disaster.
 - Devise and monitor procedures to assure the orderly flow of information under conditions of difficulty.
 - Devise a system of regular debriefings from DADS, A&I - AAA Section and the AAAs.

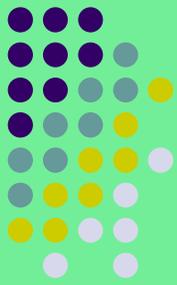
Requirements



- **SUA Responsibilities to AoA**

- Daily information from each AAA involved, establishing disaster impact on the elderly and indicating, where appropriate, actions to be initiated, and monitor compliance.
- Keep others informed, particularly of decisions pending and as made, alerting AAAs and other resources as they become available, and conducting and reporting on institutional advocacy efforts at the state level.
- Conduct regular conferences, personally or by phone, with AAAs and key on-site elements of the Aging Network.
- Plan patterns of communication procedures for AAAs and other elements of the Aging network, disseminate those procedures before a disaster, and require training and practice in the use of those procedures.

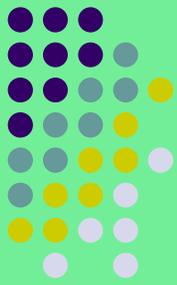
Requirements



- **SUA Responsibilities to AoA**

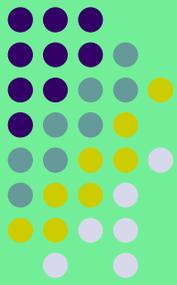
- Under the leadership of the Disaster Aging Officer, the SUA must review the State Emergency Preparedness Plan and the Aging Disaster Response Plan, determine the planning and preparation task which remain to be done and which entity shall do them.
- The SUA must assume a leadership role in disseminating information concerning the Aging Disaster Response Plan, making sure other units of state government, the AAAs, and the Administration on Aging understand what the State Unit is planning.
- Investigate available disaster relief and assistance programs and identify gaps.
- Secure inclusion in state disaster assistance planning. If none exists, initiate.

Requirements



- **SUA Responsibilities to AoA**
 - Be sure that agencies involved in disaster assistance understand what services and information the SUA can provide, and be sure the SUA and AAAs understand what services and information other agencies can provide.
 - Beginning from the inventory of community resources accumulate by Information and Referral activities, assemble a list of resources for the elderly for inclusion in the State Disaster systems, and ensure that each AAA had done the same.
 - Establish a working relationship, and where appropriate, written agreements or memoranda of understanding, with other organizations. This should include a personal meeting with each organizations' coordination person, and a listing of them in the directory. This requires monitoring and updating.

Requirements



- **SUA Responsibilities to AoA**

- Be sure everyone understands the data needs of the Aging network, and that the SUA understands the data needs of other agencies. For instance, many agencies do not record the age of the victim, merely the need, and although many Aging Network programs record age, they may not record occupation even through for example, “farmer” might generate additional sources of relief dollars.
- Coordination process to make other agencies aware of the needs of the elderly and of the SUA and the Aging Network. SUAs and AAAs must initiate an educational process which makes emergency organizations aware of special needs of older persons.

Requirements



- **“It is the job of the State Disaster Aging Officer to make sure that each AAA has a plan, understands it, and has dealt with all possible contingencies.”**
- **Area Agencies on Aging Responsibilities**
 - **40 TAC §85.201 AAA Administrative Responsibilities**
 - (r) Contingency plan. A AAA must have a written plan ensuring continuity of services to a program participant in the event a service provider is unable to provide a service.
 - (x) Emergency management.
 - (1) When a disaster occurs, a AAA must notify DADS of its need to provide for emergency management activities, provide information to DADS regarding the impact of the disaster on the older population in its service area, provide emergency management services in accordance with current Administration on Aging disaster relief guidelines, and collect pertinent data necessary to submit reimbursement requests for disaster services.

Requirements



(2) A AAA must consult with the appropriate agencies that have an interest or role in meeting the needs of persons 60 years of age or older to plan for the occurrence and aftermath of natural, civil defense, or man-made disasters. To accomplish this, a AAA must:

- (A) Develop an emergency disaster plan in accordance with DADS requirements;
- (B) Require by contract or vendor agreement that a service provider develop plans for emergency management; and
- (C) Provide technical assistance as necessary to service provider staff persons regarding emergency management activities.

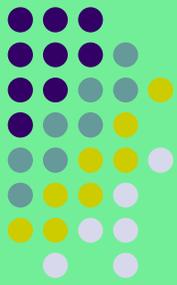
Disaster Plan Development – AoA Disaster Preparedness Manual



- **Considerations:**

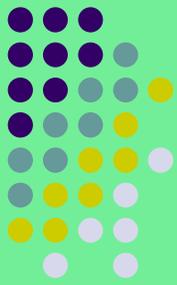
- types of disasters common to their service area.
- the AAA's capabilities and limitations during each type of disaster.
- the roles and primary responsibilities of the relief agencies in their service area.
- the additional roles they will have during a disaster.
- what their service capacity is if essential services such as transportation or communications are limited or destroyed.

Disaster Plan Development – AoA Disaster Preparedness Manual



- **Information to have in advance and maintain:**
 - specific areas in the greatest danger of experiencing a natural disaster.
 - latest census information on seniors by county.
 - maps pinpointing the heaviest concentrations of seniors, household with seniors, and seniors living alone.
 - Maps indicating the largest number of target groups – low income, limited English speaking seniors.

Disaster Plan Development – AoA Disaster Preparedness Manual



- **Information to have in advance and maintain:**
 - alert procedures for both non-working and working hours.
 - communication procedures in place should the phone system be affected. If the electrical system be out?

Note: Ham radios can be more effective than other forms of communication because they can transit voice messages as well as Morse code when there is difficulty transmitting audible messages.

- identify and secure operation center alternatives should the primary location be affected by the disaster.
- identify who initiates the disaster plan and the sequence of activation of staff and processes.
- identify the chain of command to be used in the critical response phase of a disaster.

Disaster Plan Development –



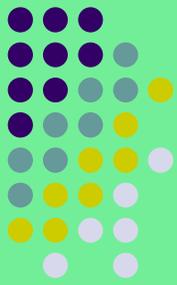
- **Girl Scout Motto – “Be Prepared”**
 - Assemble, Contain, and Maintain an Emergency Kit
 - List of phone numbers
 - AAA staff
 - AAA Section Disaster Team
 - Key providers, Nutritional
 - Name badges (to prove you are not looters)
 - Intake forms and way to store completed forms
 - First Aid kit
 - Flashlight
 - Radio (battery operated)
 - Cell phone
 - Office supplies
 - Rubber gloves
 - Data reporting tool

Disaster Plan Development –



- **Girl Scout Motto – “Be Prepared”**
 - **Preparation and Recovery Questionnaire**
 - **AAA Section’s data reporting tool**
 - Number of clients served by the AAA before the event
 - Number of affected seniors
 - Number of homebound
 - Number who live alone
 - Kinds of services disrupted
 - Housing
 - Nutrition
 - Water
 - Kind of damage experienced
 - Coalition with other disaster responders and agencies
 - How seniors in need will find you
 - Areas or services where you need assistance
 - AoA
 - DADS
 - Priority “A” nutritional providers

Disaster Plan Development –



- **Girl Scout Motto – “Be Prepared”**
 - **Evacuee Preparation and Assistance**

Are you receiving evacuees? What you need to accommodate an influx of seniors in need.
 - **Volunteers**
 - **AAAs Across Texas – Volunteer Initiative**

Can you help other AAAs? Ways you can help – front line staff, telephone assistance, follow up assistance
 - **AAA Staffing Volunteer Assistance Situational Assessment** – used to determine the need for volunteers and how they will be utilized.



Disaster Relief Funding –

- **Again, “Be Prepared”- what’s needed should grant funding become available**
 - Data collection period for any grant application will be short.
 - Start thinking about what you will need as the disaster event passes.
 - How much money you will need.
 - All AAAs – should we have state funding available.

Resources –

www.disasterassistance.gov

DisasterAssistance.gov is an easy to use website that consolidates disaster information in one place.

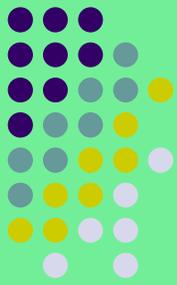
Currently, 17 U.S. Government agencies, which sponsor more than 50 forms of disaster assistance, contribute to the website.

You can apply for many forms of assistance with a single, online application. Your application information is shared only with those agencies that you identify and is protected by the highest levels of security.

Ultimately, DisasterAssistance.gov will speed the application process and allow you to check the progress of your application online.



Resources –



www.tlsc.org

**Texas Legal Services Center - 800.622.2520 or
512.477.3950**

A special line available to specifically assist people affected by a disaster. TLSC can address areas such as Landlord/Tenant issues, consumer law, insurance, public benefits, pensions and taxes, utilities, and FEMA

Handouts –



- **Emergency Preparedness Plan Checklist**
- **AAA-PI 315 – Use of Debit and Gift Cards in a Disaster Situation**
- **Help Desk Guidance on Intakes**