

AGENCY Disaster Preparedness

Introduction:

Agency Disaster Preparedness plan is designed to address the needs of Older Adults, Family Caregivers, and other associated populations in the event of natural, technological or man-made emergencies or disasters. The primary purpose of the Disaster Preparedness Plan is to maintain a continuity of service in the event of a disaster. The main themes of the plan are preparation, response, and recovery. The plan is positioned to be used in conjunction with already established emergency systems of response and practice including the following:

- **Office of Emergency Services** - The primary mission of the Office of Emergency Services is to coordinate response, relief and initial recovery operations during multiple jurisdictional and/or multiple agency emergencies or disasters.
- **Standardized Emergency Management System (SEMS)** - SEMS is intended to standardize response to emergencies involving multiple jurisdictions and/or multiple agencies. SEMS requires emergency response agencies use basic principles and components of emergency management including the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational area concept, and the established mutual aid systems.
- **National Incident Management System (NIMS)** - The National Incident Management System (NIMS) integrates effective practices in emergency preparedness and response into a comprehensive national framework for incident management. The NIMS enables responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity.
- **Emergency Response Information Management System (RIMS)** - RIMS is the system of utilizing pre-prepared forms for reporting disaster information and requesting resources from the State. The Care and Shelter Branch Coordinator is responsible for collecting and providing required information on a timely basis to the EOC Manager.
- **Emergency Operations Center (EOC)** - The location in which the County Office of Emergency Services coordinated response during multiple jurisdictional and/or multiple agency disasters is called the Emergency Operations Center. During disasters the EOC activates various governmental agencies and organizations within the operation area.

I. Employee/Agency Responsibilities in an Emergency

In the event of a disaster, each AGENCY employee may be designated a Disaster Service Worker. In this capacity, an AGENCY employee may be assigned any task, at any time.

A. In an emergency *during* normal working hours, all employees should:

1. Remain at work to be available to assist in emergency response and recovery.
2. Check with supervisor before leaving to check on family and home
3. If away from office, go home to check on family unless you have specific emergency response responsibilities assigned by AGENCY.

B. In an emergency *outside* normal working hours, all employees should:

1. Be aware of emergency assignments and respond according to their pre-established emergency response instructions.
2. Report to work at their normal shift, unless they have been called out for emergency duty or informed that non-essential employees not report to work.

C. SEMS Organization of AGENCY Emergency Response

1. AGENCY uses the California State mandated Standardized Emergency Management System (SEMS) organizational structure in planning and response functions. The five main SEMS functions are Command, Operations, Planning, Logistics and Finance.
2. Command - Responsible for the overall management of the incident or organization

Executive Director – Incident Commander – will direct response by AGENCY staff and will coordinate emergency assistance needed by AGENCY contractors and AGENCY consumers with local response systems.

3. Responsibilities of Incident Commander: Executive Director
 - a) Call each AGENCY Manager to determine safety and availability to return to work. Give date, time and place to report to work. Instruct Managers to learn the status of each person they supervise by calling names on Emergency Contact Roster assigned to them.
 - b) Contact the local Office of Emergency Service's to give status of Agency clients and staff.
 - c) Fax or call in the form, AoA RO Disaster Checklist Preliminary Report, as soon as possible after a disaster to Disaster Coordinator, California Department on Aging.
 - d) Emergency Coordinator (Deputy Director), AGENCY - alternate to Incident Commander (will coordinate emergency services in the absence of the Director) will advise staff on the implementation on the Emergency Response Plan and is part of team to link service providers with local response systems

4. Information, Referral and Assistance Services

AGENCY Deputy Director - coordinate efforts of Information, Referral and Assistance staff to learn disaster resources available for older adults, family caregivers and persons with disabilities for distribution to the public. Inform Resource Centers for Seniors and Adult with Disabilities of the disaster resources.

5. Care Management Services

Program Manager - Will Coordinate efforts to insure needs of individual clients are met with-in the parameters of program guidelines in a timely and safe manner. Report findings and issues to Incident Commander

6. Caregiver Services

Program Manager - Will Coordinate efforts to insure needs of individual clients are met with-in the parameters of program guidelines in a timely and safe manner. Report findings and issues to Incident Commander.

7. HICAP Services

Program Manager- Will Coordinate efforts to insure needs of individual clients are met with-in the parameters of program guidelines in a timely and safe manner. Report findings and issues to Incident Commander.

8. Volunteer Services

Director of Volunteer Services - Will Coordinate efforts to insure needs of individual clients are met with-in the parameters of program guidelines in a timely and safe manner. Report findings and issues to Incident Commander.

9. Ombudsman Services

Program Manager - Will Coordinate efforts to insure needs of individual clients are met with-in the parameters of program guidelines in a timely and safe manner. Report findings and issues to Incident Commander

II. Disaster Plan Continuity of Service: AGENCY Responsibilities for Emergency Planning and Response

An overriding principal of Agency Disaster Preparedness plan is to maintain a Continuity of Service at a minimum level for older adult and family caregivers in PSA X. Special consideration will be placed on Senior Nutrition and Transportation programs which are vital part of response and recovery. In addition, efforts will be made to identify and map vulnerable populations.

AGENCY recognizes that the responsibility for emergency preparedness rests with OES through local government. AGENCY however, is responsible as an Area Agency on Aging to ensure the needs of older adults are considered and addressed in time of natural and man made disasters.

AGENCY first priority after a disaster is to ensure that services to our clients and contract agencies continue or are restored as soon as possible. Senior nutrition programs are a vital part of response and recovery for the well-being of older persons. In order to help contract agencies receive assistance needed to continue operations, AGENCY staff will conduct an assessment of the status of provider staff and clients, facilities and needs as soon after a disaster as possible. AGENCY staff will provide links to community resources to provide needed assistance.

After addressing the needs of AGENCY clients and programs, AGENCY staff may assist local emergency operations with specific emphasis on older adults and family care givers.

A. **Emergency Preparedness/Prevention** - As a California State-Designated Area Agency on Aging, AGENCY will participate in local disaster planning efforts to ensure the needs of older adults and family caregivers are considered in the planning phase. In addition, AGENCY will provide opportunities for education and training for older adults, and family caregivers on how to prepare for disasters, including information on evacuation planning, mass sheltering, sheltering in place (up to 72 hours), supplies (food, water, RX, flash lights, batteries), care management, and transportation. In order to facilitate prevention and preparedness efforts, AGENCY staff will:

1. Become part of local Emergency Operations Plans by assuming the role of serving the needs of older adults and family caregivers
2. Annually, revise, assign specific responsibilities, and update the AGENCY Emergency Preparedness Plan.
3. Establish standards of emergency preparedness for AGENCY and all contract agencies.
4. Conduct training for all staff and contractor staff concerning THE AGENCY expectations, AGENCY standards, and methods of developing agency and site emergency plans.
5. Conduct routine assessments to ensure compliance with established standards
6. Conduct in-house test drills to increase the efficiency of staff response to potential disaster.

B. **Emergency Response** – When applicable and in conjunction with local government efforts, AGENCY staff will participate in the local Internal Standardized Emergency Management System (SEMS) and the Emergency Operations Center (EOC) during a disaster. Specific action steps will be taken to ensure continuity of services including Information and Assistance, senior nutrition, transportation, legal services, in-home care, and care management, caregiver support, volunteer programs, Long Term Care Ombudsman, and Medicare Counseling.

1. Conduct the Service Provider Disaster Assessment of each contract agency to ensure the continuation of needed services.
2. Appropriately staff AGENCY office and respond to clients' needs during disaster or emergency

- C. **Recovery Period** – AGENCY staff will work with the local community and individual clients to support the needs of older adults and family caregivers
1. Assist contract agencies with resources needed to provide full restoration of senior services
 2. Assist contract agencies in learning how to process financial reimbursement for emergency response and repair
 3. Assist consumers with resources needed to maintain self determination
 4. Assist older adults and family caregivers in the community to address their needs as a result of the disaster

III. **Program Protocols**

A. Program Protocols Overview

AGENCY program managers will maintain an emergency preparedness plan that meets the needs of AGENCY consumers, staff and volunteers during a disaster.

- All AGENCY staff will be given Disaster Preparedness training at least one time each year.
- AGENCY staff will be given pertinent information specific to their program to assist them in the event of a disaster.

B. Program Protocols

1. **Information and Assistance** –

In the event of a man made or natural disaster AGENCY staff **may** be required to volunteer for disaster-related services that match their skills and abilities.

a) **Preparedness** - Information and Assistance staff will:

- i. Create and maintain Disaster Preparedness Binder (emergency and disaster information sheet, staff contacts, and protocols)
- ii) Complete in-house training and look for volunteers to train in assisting Information and Assistance during a disaster or emergency

- iii) Create and maintain a 72 hour Shelter in Place check list for consumers.
- iv) Create a Resource List that is available on hard & electronic copy for all counties with an up-to-date plan
- v) Develop community relationships with OES in hopes to receive phone numbers
- vi) Create templates for press releases and voicemail for continuity of service after a disaster or emergency

b) **Response**

- i) In the event of a disaster or emergency Information and communicate with other agencies and the community to assess services available and provide current information and resources that will ensure the callers access to available emergency services.
- ii) Document and track services provided and actions taken during this period.
- iii) Monitor AGENCY staff and report if necessary to Incident Commander

c) **Recovery**

- i) Document the steps of Information and Assistance and who they contacted, served, and what funds were used.
- ii) Create Post-Disaster Information and Assistance referrals
- iii) Debrief with Incident Commander and Information and Assistance staff

2. **HICAP** - Guidelines for Contacting Staff & Volunteers in Case of Disaster And Related Emergency Activities

If AGENCY or AGENCY sites are closed by a natural or man-made disaster, staff and volunteers may be required to volunteer for disaster-related or other available volunteer services that match their skills and abilities.

a) **Preparedness**

- i) Create a Disaster Preparedness Binder (emergency and disaster information sheet, staff contacts, and protocols)
- ii) All current and new staff and volunteers will complete the AGENCY in-house training

b) **Response**

- i) Depending on the nature of the event and the time it occurs, HICAP Director, Executive Director or Deputy Director will contact HICAP staff and volunteers by phone if possible using the information on the Emergency and Disaster Information Sheet. The phone call will be made for purpose of providing information on safety, information of work location changes and appointment changes or cancellations.
- ii) If phone lines are not working and travel to appointments or work locations is deemed inadvisable by the Office of Emergency Service (OES), volunteers are not expected to meet their appointments.
- iii) In the event of a disaster or emergency the HICAP voicemail system will be updated to provide current Medicare information and resources that will ensure the callers access to available emergency services.
- iv) HICAP staff will assess the impact of the disaster on HICAP counseling sites. Counseling appointments scheduled at any counseling site impacted by disaster will be re-scheduled or cancelled as deemed appropriate.
- v) HICAP Manager will notify Executive Director or Deputy Director of any changes with counseling site locations.
- vi) HICAP Manager will notify Centers for Medicare & Medicaid Services Region 9 personnel within 24 hours of any impacts

to HICAP's accessibility by Medicare Beneficiaries in the service area.

c) **Recovery**

- i) HICAP Manager will monitor volunteers and staff status after a disaster to ensure that their needs are met.
- ii) HICAP staff and volunteers will inform public through media and other outlets of assistance to advertise the development of special interviews to assist those needing Medicare guidance
- iii) HICAP manager will take direction from the Center for Medicare and Medicaid Services and the California Department of Aging and direct staff accordingly

3. **Caregiver Support Services** - Guidelines for Contacting Clients in Case of Disaster And Related Emergency Activities

If AGENCY or AGENCY sites are closed by a natural or man-made disaster, staff and volunteers may be required to volunteer for disaster-related or other available volunteer services that match their skills and abilities.

a) **Preparedness**

- i) Create a Disaster Preparedness Binder (emergency and disaster information sheet, staff contacts, and protocols)
- ii) All current and new staff and volunteers will complete the AGENCY in-house training

b) **Response**

- i) The Director of Caregiver Support Services, Family Services Manager, Executive Director and Deputy Director are designated responsible to coordination activities for Caregiver Support Services client response.
- ii) Depending on the nature of the event and the time it occurs, Caregiver Support Services staff will contact their clients and volunteers by phone if possible using the information on the Emergency and Disaster Information Sheet.

- iii) In the event of a disaster, Director of Caregiver Support Services or Family Services Manager will contact the Executive Director or Deputy Director with information regarding the programs status.
- iv) If phone lines are not working and travel to client's homes is deemed inadvisable by the Office of Emergency Services (OES), Caregiver Support Services staff and volunteers are not expected to make home visits.
- v) The Director of Caregiver Support Services, Family Service Manager, Executive Director and Deputy Director will also assess the impact of the disaster on service providers/vendors upon whom our clients rely. This includes but is not limited to: In home nursing providers and other providers who may have the ability to assist in an emergency.

c) **Recovery**

- i) Caregiver Support Services staff will monitor client's status post disaster as well as work with vendors providing needed services to ensure that client's needs are met.

4. **Care Coordination** - Guidelines for Contacting Clients in Case of Disaster And Related Emergency Activities

If AGENCY or AGENCY sites are closed by a natural or man-made disaster, staff and volunteers may be required to volunteer for disaster-related or other available volunteer services that match their skills and abilities.

a) **Preparedness**

- i) Create a Disaster Preparedness Binder (emergency and disaster information sheet, staff contacts, and protocols)
- ii) All current and new staff and volunteers will complete the AGENCY in-house training

b) **Response**

- i) The Director of Care Coordination, MSSP Supervisor, Executive Director and Deputy Director are designated responsible to coordination activities for Care Management client response.
- ii) Depending on the nature of the event and the time it occurs, Care Coordination staff will contact their clients by phone if possible using the information on the Client Emergency and Disaster Information Sheet. If phone lines are not working and travel to client's homes is deemed inadvisable by the Office of Emergency Services (OES), Care Coordination staff are not expected to make home visits.
- iii) In the event of a disaster, Director of Care Coordination, MSSP Supervisor, Executive Director or Deputy Director will either contact appropriate local Office of Emergency Services.
- iv) In XXXXX County emergency information on specific clients will be shared with appropriate emergency responders as disaster(s) occurs.
- v) The Director of Care Coordination, MSSP Supervisor, Executive Director and Deputy Director will also assess the impact of the disaster on service providers/vendors upon whom our clients rely. This includes but is not limited to: In Home Supportive Services, E.R.S. Providers, Nutrition Providers, home repair and other providers who may have the ability to assist in an emergency.
- vi) Care Coordination staff will contact CDA's Emergency Services Officer within 24 hours of the onset of the disaster and provide a brief summary of the initial emergency assessment.
- vii) The Director of Care Coordination/MSSP Supervisor will submit form Assessment of Disaster Impact on Senior to CDA's Emergency Services Office within three days of the disaster's onset.

CDA Emergency Services Officer Fax #: (916-928-2508)

c) **Recovery**

- i) Care Coordination staff will monitor client's status post disaster as well as work with vendors providing needed services to ensure that client's needs are met.

5. **Ombudsman** - Guidelines for Contacting Staff & Volunteers in Case of Disaster And Related Emergency Activities

If AGENCY or AGENCY sites are closed by a natural or man-made disaster, staff and volunteers may be required to volunteer for disaster-related or other available services that match their skills and abilities.

a) **Preparedness**

- i) Create a Disaster Preparedness Binder (emergency and disaster information sheet, staff contacts, and protocols)
- ii) All current and new staff and volunteers will complete the AGENCY in-house training

b) **Response**

- i) Depending on the nature of the event and the time it occurs, Ombudsman Director, Executive Director or Deputy Director will contact Ombudsman staff and volunteers by phone if possible using the information on the Emergency and Disaster Information Sheet. The phone call will be made for purpose of providing information on safety, information of work location changes and appointment changes or cancellations.
- ii) If phone lines are not working and travel to appointments or work locations is deemed inadvisable by the Office of Emergency Service (OES), volunteers are not expected to meet their appointments.
- iii) In the event of a disaster or emergency the Ombudsman voicemail system will be updated to provide current information and resources that will ensure the callers access to available emergency services.
- iv) Ombudsman staff will assess the impact of the disaster on facilities.

- v) Ombudsman staff will play a pivotal role in facility evacuation, closure, and relocation to ensure that the rights of the residents are protected.
- vi) Ombudsman Program Manager will notify Executive Director or Deputy Director of facility changes.
- vii) Ombudsman Program Manager will notify State Long-Term Care Ombudsman within 24 hours of any impacts on facilities.
- viii) Ombudsman Program Manager will monitor volunteers and staff status after a disaster to ensure that their needs are met to the best of staff's ability to do.
- ix) Ombudsman staff will assess the impact of the disaster of residents in care facilities.
- x) Ombudsman staff will help long-term residents with finding available beds for temporary or new placement.
- xi) Ombudsman staff will help ensure that residents take their medication with them.
- xii) Ombudsman staff and volunteers will help with finding available transportation.

c) **Recovery**

- i) Ombudsman staff will help in facilitating communication on issues within facilities with residents.
- ii) Ombudsman staff can help assist residents with finding their families and coordinating counseling if needed.

6. **Volunteer Services** - Guidelines for Contacting Staff & Volunteers in Case of Disaster And Related Emergency Activities

a) **Preparedness**

- i) Create a Disaster Preparedness Binder (emergency and disaster information sheet, staff contacts, and protocols)
- ii) All current and new staff and volunteers will complete the AGENCY in-house training

b) Response

- i) Depending on the nature of the event and the time it occurs, Director of Volunteer Services, Executive Director or Deputy Director will contact Volunteer Services staff and volunteers by phone if possible using the information on the Emergency and Disaster Information Sheet. The phone call will be made for purpose of providing information on safety, information of work location changes and appointment changes or cancellations.
- ii) If phone lines are not working and travel to appointments or work locations is deemed inadvisable by the Office of Emergency Service (OES), volunteers are not expected to meet their appointments.
- iii) In the event of a disaster or emergency the Volunteer Services voicemail system will be updated to provide current information and resources that will ensure the callers access to available emergency services.
- iv) Volunteer Services staff will assess the impact of the disaster on assignment sites. Assignments impacted by disaster will be rescheduled or cancelled as deemed appropriate.
- v) Director of Volunteer Services will notify Executive Director or Deputy Director of any changes with site locations.
- vi) If Volunteer Stations or Volunteer Sites are closed by a natural or man-made disaster, Foster Grandparents and Senior Companions are encouraged to volunteer for disaster-related or other available volunteer services that match their skills and abilities. Foster Grandparents and Senior Companions will be reimbursed for their volunteer service at regular stipend rate for up to 8 hours per day up to a maximum of 40 working days. In the event that volunteer service is unavailable or cannot be done, Foster Grandparents and Senior Companions will receive Disaster Pay at the regular stipend rate for 4 hours per day up to a maximum of 40 working days.

c) **Recovery**

- i) Director of Volunteer Services will monitor volunteers and staff status after a disaster to ensure that their needs are met.

7. **AGENCY Sub Contracted Services**

- a) AGENCY Deputy Director - will provide assistance to contractors.
- b) Aging Program Specialist, will contact the Nutrition Programs to ensure the continuation of Congregate and Home-Delivered Meals. Maintain sanitation standards in emergency kitchens operated by nutrition programs by advising food service directors. If necessary, AGENCY staff will obtain needed resources for seniors. If phones are not working they will join with another AGENCY staff person to visit agencies to learn of needs starting with home-delivered meals providers and then congregate meal providers to insure that food service systems are not disrupted. Available staff will divide into teams of two to make on-site assessments of each contractor using the *Contractor Disaster Assessment* form. After assessing contract agencies, staff will regroup to share information, receive an update of local services and plan appropriate help for providers. If needed, consult with American Red Cross shelter staff concerning needs for senior nutrition

IV. Site and Infostructure

A. Procedures if AGENCY Office is *Closed* Due to an Emergency

1. In the event that headquarters is closed to AGENCY staff in an emergency or disaster, staff should call (XXX-XXX-XXXX) for instructions.
2. If Agency office is closed, the voice mail message for the main AGENCY office number (XXX-XXX-XXXX) will be changed by calling from off-site to indicate:
 - a) AGENCY office is closed
 - b) Phone messages will be checked from off-site
 - c) Indicate phone number to reach AGENCY administration
3. Identification of Alternate Work Sites and/or Reporting Locations

- a) **headquarters Evacuations:**
In an emergency situation in which headquarters is evacuated, AGENCY staff will gather at the Parking Lot. Managers will check-in with the Incident Command Center that be established for the building in the parking lot.
 - b) **Administration, Information and Assistance Alternate Location:** In the event that headquarters is closed for repairs after a major disaster, an alternative site will be determined.
 - c) **Other AGENCY Divisions**
The remaining AGENCY divisions will determine an alternate location to conduct assessment of needs of consumers served by the division.
4. **Procedures When Phones Are Working**
Management Staff and the Emergency Coordinator have a list of staff home phone numbers (which are marked confidential). If phone communication is possible, Managers will call staff to ascertain safety and to give information on where and when to report to work.
 5. **Procedures When Phones Are Partially Working** If phone calls are possible out of our area but not possible within the region, contact your immediate supervisor on their listed emergency contact number to let our office know you are safe, when you will be able to report to work depending on medical and home needs.

B. Information Technology

1. **AGENCY Tech Support-** will check all technical equipment to inventory problems and will check that all computer backup systems are in working order.

C. Personnel

1. **Develop report of staff availability to work by contacting AGENCY Managers to learn status of employees they supervise. Provide assistance to staff as needed. In conjunction with Finance, determine plan for overtime pay procedures if needed. Determine and provide to Management:**
 - a) **Number of essential employees who are able to report for work.**
 - b) **Number of personnel unavailable due to absenteeism or injury.**

- c) Location and number of employees performing work for the department.
 - d) Location and number of employees available for general emergency relief work for the City.
2. A List of Personnel Considered Immediately Essential for Department or City Operations

The following AGENCY Staff members are considered to be immediately essential for department operations in the event of an emergency. Designated staff members need to develop home contingency plans to enable them to report to work as soon as possible.

- a) Administration:
Executive Director
Deputy Director
- b) Information, Referral and Assistance (Consumer Information):
Deputy Director
- c) AGENCY Sub Contracted Programs (Ongoing programs for contract agencies: home-delivered meals, congregate meals, Transportation, In-Home Services):
Deputy Director

3. Procedures for Recalling Essential Personnel

- a) Essential Employees will be contacted by the procedures reported in Section 3, page 11:
 - i) Incident Commander, will call each AGENCY Manager to ascertain safety and availability to return to work. Give date, time and place to report to work. Instruct Managers to learn the status of each person they supervise by calling names on Emergency Contact Roster assigned to them.

4. Procedures for Determining the Availability of Department Personnel After an Emergency and Communicating Such Information to the Local Emergency Operations Center (EOC)

- a) Contacting Employees to Learn Availability to Work

Each AGENCY Manager is responsible for carrying with him or her an emergency contact roster of all employees in his or her unit. The roster includes name, address, home phone number and home e-mail address for each person. In addition, the roster highlights persons who are likely to be able to report for work in a disaster situation. Persons who live outside of xxxxxx County or have caregiver responsibilities may not be able to report to work the day after a disaster. A number of persons likely to report and a number of persons unlikely to report appears on the roster.

- b) Procedures When Phones including Cell Phones Are Not Working After a severe disaster when there is no phone service, AGENCY Administration, will assemble the day after the disaster (including weekends and holidays) at 9 a.m. at headquarters. Listen to the Emergency Broadcast stations

D. Office of Research and Sponsored Programs

- 1. Coordinate process with AGENCY sub-contractors how to receive reimbursement for response work. Ensure that all appropriate documentation of work related to disaster response is recorded.

V. Strategy for Training All Department Employees on the Department Plan

The emergency preparedness training plan includes training to new Staff and current staff on an ongoing basis.

A. New Employee Emergency Preparedness Orientation (Checklist attached)

- 1. Each new hire will participant in an Emergency Orientation and will complete an Employee Emergency Preparedness Orientation Checklist with Agency Emergency Coordinator within the first two weeks of employment. The orientation will include a walk through of the office showing the locations of emergency supplies, fire extinguishers, fire alarms and emergency exits. Other important items covered include evacuation procedures, emergency skills and responsibilities in an emergency.

2. Ongoing Training
 - a) Each employee will receive a copy of Agency Emergency Plan
 - b) Each employee will receive training on the plan in unit meetings on an annual basis.

VI. Procedures for the Protection and Recovery of Vital Records

Computer files for all AGENCY employees are backed-up on a daily basis. A network tape including computer files for all employees per month is stored in a fire proof safe in Agency office in a location known to Program Managers. The tapes per month are replaced by the following procedure: the June 2004 tape replaces the June 2003 tape, etc., so that a picture of the 12 months of the preceding year is retained.

A plan to store a computer network tape off site will be initiated in case headquarters is destroyed in a disaster. At this time there is no plan to store all vital paper documents, which constitute important client records.

Attachments

Revised 9-13-01

AGENCY CONTRACTOR DISASTER ASSESSMENT

Agency:_____ Phone:_____

Address:_____

Date:_____ Time:_____

Agency Interviewees:_____

Report made by:_____

Briefly describe disaster:_____

Date of disaster:_____ Time of disaster:_____

STAFF AND CONSUMER ASSESSMENT

Circle Answer

Were consumers injured in your building or while participating in an agency sponsored event?
If yes, how many?_____. Describe extent of injuries:

YES NO

Were staff members injured while on the job?
If yes, list names and extent of injuries:

YES NO

Have all staff persons returned to work?
If no, list names and dates of proposed return to work:

YES NO

BUILDING ASSESSMENT

Is there physical damage to your building? YES NO

If, yes, describe:

Is your building safe for use? YES NO

Is a structural engineer needed to assess the building? YES NO

Are your phones working? YES NO

Is your gas working? YES NO

Do you have electricity? YES NO

Do you have running water? YES NO

NEED FOR VOLUNTEERS

Do you need volunteers? YES NO

If yes, how many? _____

What will volunteers do?

NUTRITION PROGRAMS

Are you able to provide hot meals? YES NO

If yes, how many per day? _____

If no, target date to resume _____

Are you able to provide cold meals? YES NO

If yes, how many per day? _____

If no, target date to start _____

NEEDS:

Employee Name _____ Date _____

Supervisor Sign-off _____ Employee Sign-off _____

Employee Emergency Preparedness Orientation Checklist

Overview of Agency Emergency Operations Plan – Procedures for fire, earthquake, storms, serious injury or illness, civil disorders, toxic chemical/biological agent release, bomb threats, violence in the workplace.

Specific role of the employee in medical emergency

Specific role of the employee in fire evacuation

Specific role of the employee in violence in the workplace

Specific role of the employee in earthquake response

Specific role of the employee in release of toxic chemicals/biological agents

Record employee emergency skills (CPR, First Aid, other training, etc.)

Is employee interested in serving on agency emergency planning/ response team? Yes_ No_

Explain procedures for checking in with Agency if an emergency/disaster occurs during non-work hours. Explain procedures if phones are not working.

Request to include home telephone numbers in agency emergency phone tree.

Employee has received a copy of the Emergency Operations Plan

Review of Prep Guide Home Emergency Plan.

Prep Guide given to employee

Walk through of agency emergency exits and supplies

Employee is shown all exits

Location of first aid kits, fire extinguishers, flashlights, battery operated radios

Location of fire alarm call boxes

Location of emergency food and water supplies

Emergency Preparedness Tip for the Day: Make a habit of locating emergency exits and the safest means or place to take cover when arriving in all new situations.