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A4AA BULLETIN

TO: A4AA Service Providers	NO: A4B2010-6
SUBJECT: Disaster Assistance Planning	DATE ISSUED: July 14, 2010
REFERENCES: A4AA Contract Agreement	SUPERSEDES: N/A
PROGRAMS AFFECTED: <input checked="" type="checkbox"/> ALL <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1 <input type="checkbox"/> Title III C-2 <input type="checkbox"/> Elder Abuse Prevention VIIIb <input type="checkbox"/> Title III-E <input type="checkbox"/> CBSP <input type="checkbox"/> Title III D-1 <input type="checkbox"/> Title III D-2 <input type="checkbox"/> Ombudsman VIIa <input type="checkbox"/> OTO <input type="checkbox"/> Other	
PURPOSE OF BULLETIN: <input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Other: <u>Disaster Plan Due 9/30/10</u>	
FOR INQUIRIES CONTACT: Your Assigned Program Manager at (916) 486-1876	

FY10-11 Contracts: Disaster Assistance Planning

The purpose of this bulletin is to bring to the attention of A4AA-funded service providers that this year's contracts require more specific and enhanced disaster planning and documentation than in previous years.

In your contract, please refer to Attachment "C" Disaster Assistance Policy and Article XXIV Disaster Assistance Planning, attached, for information on your contractual obligations (please note that there are special rules for Nutrition, I&A, and In-home providers included in Attachment C).

Of special note in Article XXIV, **SERVICE PROVIDER shall submit a Disaster Assistance Form/CDA 42 and ADP (Agency Disaster Plan) to A4AA no later than September 30, 2010.**

New providers may be given an extended deadline upon approval from their A4AA Program Manager.

In order to assist you in developing or updating your Agency Disaster Plan, A4AA's web site now includes a **Disaster Assistance Planning** page that includes all of the resources and documents referred to in the contract (e.g., CDA 42, Site Emergency Resource Survey, template agency disaster plan, sample procedure for data backup systems, resource guide).

Disaster Assistance Policy Attachment "C"

The Agency Disaster Plan (ADP) should include:

- 1) Business Continuity Plan (BCP) which should:
 - Emphasize communications, back-up systems for data (see www.a4aa.com for sample procedure), emergency service delivery options, and transportation.
 - Include a system to track emergency expenditures, since they *may* be reimbursable.
- 2) A *Site Emergency Resource Survey* (located at www.a4aa.com) to inventory resources within the service area that can be used to support older persons in a disaster.
- 3) A directory of critical local contacts in an emergency
 - Establish working relationships, and where appropriate, letter of agreement or understanding, between your agency and contact organizations on the list (e.g., Office of Emergency Services).
 - Use agreements to clarify support roles and relationships in meeting the disaster needs of older individuals.
- 4) Other:
 - Conduct annual preparedness training of staff. Include "mock disaster drills" as resources allow.
 - Provide information and assistance to program participants and their caregivers to assist them in preparing for disasters. Resources are available at www.a4aa.com.

In addition to items 1 through 4 above, **NUTRITION PROVIDER** shall:

- Where feasible and appropriate, provide emergency extended shelf-life meals to program participants every six months.
- In the event of a local emergency, contact all affected program home delivered meal program participants and/or their emergency contacts to determine their safety.
- Where feasible and appropriate, make arrangements for the availability of meals to participants during a major disaster.
- Develop an emergency menu pattern template which provides the minimum required DRIs.

In addition to items 1 through 4 above, **I&A PROVIDER** shall:

- Have written procedures to assist the communities' older individuals during disasters, such as earthquakes or floods.
- Maintain a current and readable copy of non-web based community resource database to be accessed and utilized at an alternate worksite
- Assure that Information and Assistance staff have written procedures in place, and are trained at least annually, on how to handle emergencies. The training shall consist of:

- ✓ Familiarity with telephone numbers of fire, police, and ambulance services for the geographic area served by the provider. These telephone numbers shall be posted near the telephone for easy access when an emergency arises.
- ✓ Techniques to obtain vital information from older individuals and persons with disabilities who require emergency assistance.
- ✓ Making written emergency procedure instructions available to all staff that have contact with older individuals or persons with disabilities.

In addition to items 1 through 4 above, **IN-HOME SERVICE PROVIDER** shall:

- In the event of a local emergency, contact all affected program participants and/or their emergency contacts to determine their safety.

ARTICLE XXIV. DISASTER ASSISTANCE PLANNING

As part of the area-wide disaster assistance planning, SERVICE PROVIDER shall:

- 1) Designate an Emergency Services Coordinator and Alternate and submit a Disaster Assistance Form/CDA 42, available on our website at www.a4aa.com.
- 2) Develop and maintain an Agency Disaster Plan (ADP). A template for a plan is available at www.preparenow.org/srplan.html. The plan should be reviewed annually and revised as needed.

SERVICE PROVIDER shall submit a Disaster Assistance Form/CDA 42 and ADP to A4AA no later than September 30, 2010. For a complete list of items that need to be covered within the ADP, please refer to the Disaster Assistance Policy, Attachment C.