

DISASTER PREPAREDNESS Introduction	DAIL – DP – 7.1
Effective Date: December 30, 2009	Page 1 of 1

**Department for Aging and Independent Living (DAIL)
Disaster Planning and Preparation**

Introduction

Kentucky is prone to a variety of disasters. Among the most common affecting Kentucky's 120 counties are severe thunderstorms, flooding, tornadoes and winter storms, which often eliminate travel, electricity and telecommunications for days. In addition, Kentucky's proximity to the New Madrid Seismic zone indicates a severe threat of devastating damage to the entire state, especially Western Kentucky. Studies indicate a 90% possibility that an earthquake with a magnitude of at least 6.0 will occur by 2040 in this area.

There is a great and obvious need to improve and develop an effective disaster response network in both the state and local aging network. The fifteen (15) Area Agencies on Aging and Independent Living (AAAIL) have a disaster plan in place and these plans receive ongoing updates to reflect improved and integrated response systems. The ongoing development of disaster plans and procedures addressing disasters and emergencies will strengthen statewide disaster planning partnerships and response for consumers.

Advocacy and coalition building may be the keystone to developing an effective disaster plan. DAIL, Area Agencies on Aging and Independent Living and providers can improve effective response for older adults and the frail elderly if included in statewide disaster response initiatives. The three stages of Disasters and Emergencies:

- Preparedness Phase - Normal readiness and preparedness operations
- Response Phase - Actual operations
- Recovery Phase - Resume of normal operations, damage assessment and repair

DISASTER PREPAREDNESS Federal Government Role	DAIL – DP – 7.2
Effective Date: December 30, 2009	Page 1 of 1

Federal Government Role

The *Federal Response Plan* developed and maintained by the Federal Emergency Management Agency (FEMA), outlines the actions of the federal government in response and recovery and details agency responsibilities.

The *Federal Response Plan* designates Health and Human Services (the parent agency of AoA) as the primary lead federal agency for Essential Service Function (ESF) #8 (Reception and Care) and as a supportive agency for six other ESF's

Federal assistance will be requested when disaster or emergency-response relief requirements exceed the state's capability. Federal assistance will be provided under the provisions of the National Response Plan (NRP).

The federal government will provide funds and assistance to areas of the Commonwealth declared major disaster areas by the President.

Federal agencies may provide unilateral assistance under their statutory authority to states affected by a major disaster in lieu of a Presidential declaration.

DISASTER PREPAREDNESS State Emergency Plan	DAIL – DP – 7.3
Effective Date: December 30, 2009	Page 1 of 2

State Emergency Plan Overview

The Director of Kentucky Emergency Management (KyEM), in concert with the Adjutant General, will act for the Governor of Kentucky to coordinate all disaster and emergency response by and between all state agencies and all local political subdivisions in conformance with KRS Chapter 39A.

The Kentucky Emergency Operations Center (EOC) is located at Boone Center in Frankfort and is operated by KyEM. The Kentucky EOC is staffed at all times by a KyEM Duty Officer who is responsible for contacting the appropriate agency when an emergency or disaster threatens or strikes.

Each designated state agency having a significant emergency response capability must appoint an emergency response coordinator who is empowered to commit the resources of the agency. These persons will operate from the Kentucky EOC. The remaining agencies of state government are placed on stand by status during times of emergency.

The Cabinet for Health and Family Services (CHFS) is one of the state agencies designated as having significant response capability and will collaborate with the Kentucky Division of Emergency Management in Frankfort in coordinating disaster response efforts.

The Department of Public Health (DPH) is the lead in disaster response for the Cabinet. All other departments and divisions in the Cabinet shall be prepared to follow any directives given by DPH. DPH will also operate the Department Operations Center (DOC) located in the DPH Auditorium in Frankfort regarding ESF

All state responses during emergency and disaster operations will require the expenditure of funds. The Governor has the authority to determine the manner in which such state services will be funded.

KyEM, through the Public Information Officer, will coordinate the distribution of all official public information,

KyEM will render advice and assistance to state and local government agencies in developing and revising: emergency operations plans, public information, training programs, funding, tests and exercises, and proper administration of local programs.

KyEM will coordinate, as necessary, planning and response operations with adjoining states.

DISASTER PREPAREDNESS State Emergency Plan	DAIL – DP – 7.3
Effective Date: December 30, 2009	Page 2 of 2

Local government assumes the responsibility for providing mass care and for coordinating the various agencies and organizations normally assisting victims and emergency response.

Local governments will fully commit their resources before requesting assistance from the state.

Requests for assistance from a lower level of government will be forwarded to a higher level of government only after resources at the requesting level are clearly inadequate to cope with the situation.

Emergency assistance provided by the state is a supplement to, and not a substitute for, assistance, which can be provided by local governments.

The resources of state government will be made available to state agencies to cope with emergencies and disasters affecting any area of the state.

DISASTER PREPAREDNESS State Unit on Aging (DAIL) Duties	DAIL – DP – 7.4
Effective Date: December 30, 2009	Page 1 of 4

Department for Aging and Independent Living (DAIL) Duties

DAIL will work with the *Kentucky Division of Emergency Management (KyEM)* and the Department of Public Health (DPH), designated as the lead for disasters by the Cabinet of Health and Family Services, to offer a coordinated approach to emergencies and disasters affecting the elderly and adults with disabilities during all phases of disaster.

(1) DAIL Goals:

- (a) Develop a disaster plan for the Department that coordinates with the KyEM state plan and the plans of the 15 Area Agencies on Aging and Independent Living and their service providers.
- (b) Coordinate via the Cabinet for Health and Family Services the key roles to be integrated into disaster planning, preparedness and response systems;
- (c) Develop and maintain partnerships and raise awareness in disaster planning, preparedness and response regarding the elderly and individuals with disabilities.
- (d) Be involved in all emergency and disaster planning meetings, event briefings, post-event discussions and any other activity regarding all phases: Planning/Preparing, Response and Recovery. Share relevant information with AAAIL Disaster Coordinators/Officers.
- (e) Provide training and practice regarding emergencies and disasters for Department staff and AAAIL Disaster Coordinators/Officers and others.
- (f) Provide technical assistance, information, and updates to the AAAIL's regarding efforts in Kentucky regarding disasters and emergencies.

(2) DAIL Responsibilities:

(a) Preparation Phase

- 1. Designate a Disaster Officer/Coordinator to act as liaison between the State Emergency Management, Cabinet for Health and Family Services, the AAAIL's, AoA and other federal, state, regional and local entities.
- 2. Coordinate with Executive and Management personnel to determine the roles and responsibilities of DAIL staff during emergencies and disasters and maintain an updated contact list for department staff to use in the event of an emergency.

DISASTER PREPAREDNESS State Unit on Aging (DAIL) Duties	DAIL – DP – 7.4
Effective Date: December 30, 2009	Page 2 of 4

3. Develop and maintain an updated DAIL Disaster Notebook to include pertinent information for DAIL staff working in the field or at an alternate site.
4. Maintain a listing of off-site hardware and software including an inventory of all equipment (vendor and ID numbers) as well as procedures for accessing resources and information should in-house computerized access be compromised. This task is done periodically via Cabinet IT Policies and Emergency Procedures.
5. Assure that each AAAIL has a written and understandable disaster plan that addresses all possible contingencies and a person assigned responsibility for coordinating disaster relief efforts.
6. Direct AAAIL's to submit revised disaster plans each year (if changes have occurred) with their Area Plan revisions and a new Disaster Plan with every new Area Plan.
7. Provide training and periodic review of the DAIL Disaster Plan that may include practice drills/table-top activities of emergency protocols.
8. Develop a plan for debriefing and managing staff stress following disastrous events.
9. Coordinate disaster preparedness efforts with those of the AAAIL's to secure the connection between officials responding to disasters and emergencies with providers of services for the elderly in regional and local communities.
10. Ensure activities regarding location and identification include a review of AAAIL efforts, identification of potential sources of information, and work on the state level to assure a smooth and uninterrupted flow of information.
11. Devise and monitor procedures to assure the orderly flow of information under conditions of difficulty.
12. Develop reporting procedures for the AAAIL's as well as a method to disseminate information to both internal and external agencies, as needed.
13. Advise the AAAIL's to develop a portable (mobile) Disaster Notebook with pertinent information for those AAAIL staff working in the field or at alternative sites.
14. Educate agencies involved in disaster assistance on the services and information DAIL and AAAIL's can provide, and be sure the DAIL and AAAIL's understand what services and information other agencies can provide.

DISASTER PREPAREDNESS State Unit on Aging (DAIL) Duties	DAIL – DP – 7.4
Effective Date: December 30, 2009	Page 3 of 4

15. Encourage AAAIL's to begin development and planning regarding electronic or hard copy mapping (GIS) indicating concentrations of elderly and individuals with disabilities and those consumers that may need additional assistance.
16. Assure that all entities understand the data needs of the Aging Network, as well as the data needs of agencies external to the Aging Network.
17. Participate in any KyEM emergency planning teams, response activities, briefings, post-event discussions and evaluations, and in ongoing training exercises to prepare for disasters/emergencies.

(b) During a Disaster

1. Follow the Cabinet's plans for evacuating the facility that details evacuation routes, procedures for securing the facility, and protocols for ensuring that staff and visitors are safe and accounted for.
2. Follow the direction of the Cabinet regarding how services will be provided and maintained during a crisis including the identification and use of alternative sites or different modes of providing services should the facility itself be affected
3. Follow the direction of the Cabinet which may include: reception and care (registration, clothing, social services, and sheltering), chore services, transportation, home delivered meals, protective services for the aged and disabled designed to assist them in remaining in their own homes or counseling with individuals about alternate care, and the provision of personnel to assist with tasks related to the event as directed.
4. DAIL will direct department staff to provide support and technical assistance to the AAAIL's to ensure the continuation of program services.
5. Facilitate the provision of DAIL resources to emergency response efforts as required by the KyEM State plan and as ordered by the Governor or designee, especially in regards to older adults and individuals with disabilities.
6. DAIL will initiate a call-down to all affected AAAIL's after the Governor has declared a state disaster to assure their emergency plan is initiated and the emergency plans of the affected providers are initiated.

DISASTER PREPAREDNESS State Unit on Aging (DAIL) Duties	DAIL – DP – 7.4
Effective Date: December 30, 2009	Page 4 of 4

7. Contact AAAIL's and ask for a **brief preliminary** status report regarding the needs and the affect on seniors and adults with disabilities in their districts. If the AAAIL has been affected, DAIL will send the "AAAIL Disaster Checklist and Preliminary Report" to each AAAIL via e-mail for their completion and return to DAIL.
8. DAIL will document the preliminary number of elderly and adults with disabilities affected by the event so that a report can be generated and sent to the appropriate agencies based on mapping completed by the AAAIL's for location of those affected populations.

(c) After A Disaster Occurs

1. Provide technical assistance and guidance in restoring attention to program basics and routine services.
2. Review all reports, notes, forms and documents to determine lessons learned, gaps in service to be identified, shortcomings noted, etc.
3. Communicate both HORIZONTALLY- with other state-level organizations, including KyEM and Department of Public Health -- and VERTICALLY – with all levels of the Aging Network (AoA, AAAIL's, providers, etc)
4. Investigate available disaster relief and assistance programs and identify gaps.
5. Work with the AAAIL's to gather the needed documents and reports to pursue a disaster-relief reimbursement grant via AoA. (see DAIL - DP - 7.6)
6. Support the efforts of the AAAIL's to assist and make information available to emergency workers regarding location and special needs of older adults and adults with disabilities in shelters and long-term care facilities and to assist at disaster recovery centers (DRC's).
7. Advocate for and report on the needs and interests of older adults and adults with disabilities at federal, state and local briefings, de-briefings, meetings, trainings, drills and committees.
8. Disseminate reports and updates to federal and state agencies during and after a disaster as required.

DISASTER PREPAREDNESS Area Agencies on Aging and Independent Living	DAIL – DP – 7.5
Effective Date: December 30, 2009	Page 1 of 4

Area Agencies on Aging and Independent Living

(1) Goal:

Regionally, local coalitions will provide the opportunity for information sharing between the Area Agencies on Aging and Independent Living (AAAIL) and their community partners. Many local organizations may be unfamiliar with the needs of the populations served by the AAAILS regarding disaster situations.

By cultivating relationships with local service providers, shelters, emergency officials, police and government, AAAILs can improve the delivery of services to the elderly and adults with disabilities in a disaster situation.

(2) AAAIL Responsibilities:

(a) Disaster Preparation

1. Develop a disaster plan; submit to DAIL with 3-4 year area plan and annually as revised
2. Collaborate with first responders (i.e. fire department, law enforcement, and emergency management) in their respective jurisdictions during the planning processes.
3. Coordinate with local Kentucky Emergency Management (KyEM) for integration into their disaster planning, preparedness and response systems and have a seat at the table.
4. Coordinate with local and state emergency response agencies, relief organizations, local and state governments, and any other institutions that have responsibility for disaster-relief service delivery.
5. Develop and maintain local coalitions for community disaster planning
6. Assist older adults and adults with disabilities to be prepared for emergencies and disasters and to shelter at home for as long as 48-72 hours, if needed
7. Encourage agency staff to be prepared and develop plans for their family.
8. Identify the agency's critical functions and develop plans to continue services (how and where).
9. Locate and designate operation centers and alternates when primary center is in affected area.

DISASTER PREPAREDNESS Area Agencies on Aging and Independent Living	DAIL – DP – 7.5
Effective Date: December 30, 2009	Page 2 of 4

10. Provide for the back up of systems that provide data, records, financial information and resources if power is interrupted or lost.
11. Define staff duties, responsibilities, chain of command, and communication flow in times of an emergency and disaster.
12. Establish a contact/response network in case of a disaster.
13. Develop a portable disaster response notebook that includes pertinent information for agency staff working in the field or at an alternate site.
14. Determine alert procedures for both working and non-working hours.
15. Determine alternate procedures when normal communication systems are affected.
16. Develop and/or be involved in educational opportunities concerning emergencies and disasters for AAAIL staff, senior center staff, consumers, and citizens.
17. Provide an opportunity for agency staff and senior center staff to attend disaster training events offered by other emergency and disaster services in the community
18. Develop and distribute information on disaster planning, availability of resources and services
19. Educate local emergency and government officials, as well as experienced service providers, on the needs of the elderly and adults with disabilities in disaster situations
20. Advocate for community assistance in disaster planning and response.
21. Assure that home delivered meal drivers are recognized by law enforcement and other emergency personnel and are granted access as needed.
22. Have nutrition service providers stock three (3) day supply of shelf staple meal supplies for use during a disaster.
23. Expand community partnerships and awareness in disaster planning, preparedness and response on an ongoing basis.
24. Ensure that all RFPs and provider contracts require disaster plans that are current and comprehensive; then monitor those emergency preparedness plans
25. Establish a process to designate the location and contact information for individuals with disabilities and frail elderly served by the AAAIL considered “at risk” and likely needing assistance during a disaster or emergency. Include in this process how the information will be made available to local Emergency Management, first responders, and/or other

DISASTER PREPAREDNESS Area Agencies on Aging and Independent Living	DAIL – DP – 7.5
Effective Date: December 30, 2009	Page 3 of 4

disaster assistance entities. (The ideal process utilizes mapping software; however, manual mapping and database printouts may also be used).

26. Participate in discussions regarding any special needs or “at risk” registry in the AAAIL district. Provide feedback and suggestions that represents older adults and adults with disabilities regarding the development of any registry.

(b) During a Disaster

1. Determine status of buildings/offices and ability to continue operations or if an alternate workstation be utilized.
2. Contact AAAIL staff and determine status and ability to work.
3. Contact providers and determine status and ability to provide services as needed.
4. Contact and coordinate with local emergency and rescue agencies to determine the needs of the community, the status of older adults and those with disabilities and coordinate response to those populations using current method of “mapping” those populations.
5. Begin call-out or visits to those older adults and adults with disabilities that may need priority emergency response by following staff duty roster in disaster plan.
6. Respond in 24-48 hours, if possible, to DAIL regarding overall status of agency, staff, providers and populations served by the AAAIL and follow-up by completing the Preliminary Status Report Form.
7. Be available to assist local and regional disaster agencies such as, American Red Cross, Public Health, Emergency Management, law enforcement, fire personnel and others, to meet the needs of older adults and adults with disabilities.

(c) After the Disaster Occurs:

1. Continue services to assist older adults and adults with disabilities recover after the disaster by working with local and regional response teams, providing resources, advocacy, and assistance in applying for any disaster assistance funds available.
2. Provide a brief verbal report initially; then written reports once the event subsides to DAIL to allow information to be shared during conference calls, de-briefings, and post-disaster

DISASTER PREPAREDNESS Area Agencies on Aging and Independent Living	DAIL – DP – 7.5
Effective Date: December 30, 2009	Page 4 of 4

reviews with state and federal agencies and disaster personnel.

3. Be prepared to participate in conference calls, discussions and meetings to determine lessons learned, gaps in services, significant issues and updates to plans and procedures and responses.
4. Document detailed information and record all services rendered, all funds utilized, regional demographics, and other pertinent information during an event to facilitate any reimbursement from AoA.
5. Cooperate with all requests from DAIL for updates, briefings, information, reports and documents, to facilitate an exchange of information and required data with other state agencies and federal agencies.

DISASTER PREPAREDNESS Disaster Relief Reimbursements	DAIL – DP – 7.6
Effective Date: December 30, 2009	Page 1 of 3

Disaster Relief Reimbursements

(1) Funding Authority and Amounts:

Under the OAA, Section 310, the Assistant Secretary for Aging has the authority to provide disaster funding to SUAs and to Title VI funded Tribal organizations for expenses related to a disaster.

If the disaster event is catastrophic and affects many citizens, the Governor will request the President to declare a national disaster for the geographic area affected. This authority relates to the Stafford Act, which outlines the perimeters of Federal involvement in disasters. When the President makes such a declaration, State Agencies and Tribal organizations may apply for a grant for disaster assistance from AoA.

- (a) AoA funding is in the form of a direct grant to either of these entities and no match is required. The grant award is for a period of one year with the possibility of an extension if circumstances warrant more time.
- (b) The amount of funding available to applicants is determined by three factors: (1) the number of older persons affected, (2) the amount and severity of need, and (3) the amount of disaster funds available in the AoA set aside.
- (c) As prescribed by the OAA, at the beginning of the Federal Fiscal Year, October 1 – September 30, AoA sets aside an amount of Title III funds equal to two percent of the allocated Title IV funding for the year. That amount is variable from year to year but generally averages \$500,000 to \$800,000 per year nationally.
- (d) Grant awards vary depending upon the factors above with a general range of \$3,000 to \$150,000 per year.

Submission of applications during the last ten days of September is discouraged because the processing time is insufficient. However, since disasters can occur at any time, late year requests are often funded from funds for the next Fiscal Year. Early in the Fiscal Year, the award amount is usually small since it is not possible to predict the number of events or extent of damage throughout the year.

(2) Pursuing a Disaster Grant:

After a disaster occurs within the State of Kentucky, which could be in the form of: tornadoes, flood, severe storms, extreme heat, ice, etc. and

DISASTER PREPAREDNESS Disaster Relief Reimbursements	DAIL – DP – 7.6
Effective Date: December 30, 2009	Page 2 of 3

depending upon the damage, the Governor should seek a presidential disaster declaration. Upon receiving a presidential declaration, an application for disaster assistance can be completed.

Following the initial efforts of the Emergency Response Teams, there is an intensified need for the many services generally provided by OAA funded programs.

Since these funds are intended as a reimbursement for additional expenses incurred during a disaster event, it may take some time to determine the number of older people affected and the needs that must be met by the Aging Network.

- (a) The first step is to contact the appropriate AoA Regional Office to provide an overview of the situation, the number of elderly affected by the disaster, and estimated needs.
- (b) A representative from the AoA Regional Office may also contact the DAIL disaster coordinator to inquire about damages, and the subsequent needs of populations served. E
- (c) Typically, grant applications to AoA are to request funds for assisting with the expenses incurred above and beyond available funds often the most pressing needs are the provision of information, establishment of a system of communication and the provision of outreach, food/water, transportation and emergency health and safety services for older individuals and their caregivers.
- (d) The Area Agency on Aging and Independent Living should contact the DAIL to notify whether their area needs assistance. They should submit a written request of estimated funds needed as well as photos of the damage with detailed documentation. A document showing the ADD, the county or counties affected, the percent of the population 60+, and total population must be created.
- (e) A brief program narrative must be submitted providing a clear and concise description of the number of older persons affected, the severity, and the types of assistance needed.
- (f) After gathering the appropriate information from the AAAIL's, an amount to request from AOA will be determined by the DAIL. The amount of funds requested should be discussed with the AoA Regional contact before the application is completed. Sharing a draft of the application with the AOA Regional contact is beneficial to expedite the application and award process.
- (g) DAIL will submit the proposal electronically via www.grants.gov. A copy of the application packet can be downloaded allowing DAIL to

DISASTER PREPAREDNESS Disaster Relief Reimbursements	DAIL – DP – 7.6
Effective Date: December 30, 2009	Page 3 of 3

complete the process off-line, and then the completed application can be uploaded and submitted at the grants.gov website.

- (h) Applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register in the Central Contractor Registry (CCR).
- (i) AoA is available to assist with the preparation of a disaster assistance application, by contacting AoA's Grants.gov Help Desk at (202) 357-3438.
- (j) A standard 424 Application must be completed with budget justifications and a budget narrative reflecting how the funds will be used. The CHFS process for signatures on the 424 Application will be followed.
- (k) DAIL will be notified in writing if the application has been approved and the amount of the actual award. Upon receiving the Grant Award, the Program Support and Financial Management Branch will be notified, as E-98 forms will need to be created and submitted to modify the contracts for those AAAILs receiving disaster funds.