



Senior Center Emergency Preparedness Action Plan

Kentucky Department of Aging and Independent Living
National Foundation to End Senior Hunger
Georgia Department of Aging Services
University of Kentucky Human Development Institute

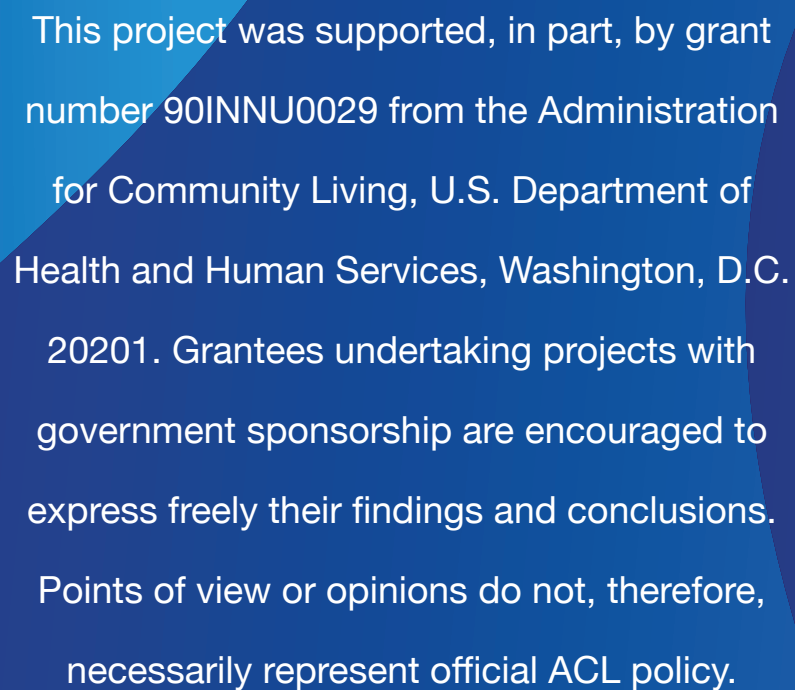
Grant Title:

Special Programs for the Aging_Title IV_and Title II_Discretionary Projects

Food for Thought: Equipping Senior Centers for the Next Emergency

90INNU0029





This project was supported, in part, by grant number 90INNU0029 from the Administration for Community Living, U.S. Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.

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Table of Contents and Instructions:

If possible, this information should be kept in a 3-ring binder and also electronically. The binder should have Tabs A – M. The senior center client information (Tab 1) should be kept in a plastic sheet that can be removed and given to medical/emergency personnel if needed. The center may want to have 2 copies of the Client Information Sheet. The center director may want to keep a hard or electronic copy of the plan at their home.

NOTE: The templates provided under each tab are suggestions for how to record the information. If a senior center already has a system in place for capturing some or all the data, they should feel free to use the existing system.

Kick Off Meeting: It is recommended that the senior center have a kickoff meeting with staff first, and then senior center clients to explain the new Senior Center Emergency Preparedness Initiative. Preparation and implementation of the new plan will require the assistance of staff and center clients. It is important that everyone involved understands this new initiative may take some of their time, but it will result in better care and services for seniors during and after an emergency.

A. Senior Center Client Information:

This information may be completed either in person by senior center staff meeting with the center client, or the form may be given to the client to complete and return to center staff. Ideally, all returned forms should be kept in a binder with a picture of each client and a name tag with the name of the senior center, its phone number, and the name of the client. This name tag is helpful during an evacuation and relocation in case a client gets separated from the group. A cover sheet should be completed by center staff to identify the highest priority needs for each client. This sheet will allow center staff to prioritize and direct appropriate services during an emergency.

B. Senior Center Client Emergency Preparedness To-Go Kit Checklist :

Preferably, the checklist will be reviewed in person, or in a group meeting and a copy given to each client to take home. Center staff will provide each client with the RED HELP and GREEN OK signs to take home. Options for where to purchase ready-made to-go kits may be provided.

C. Directory of Community Resources:

Senior center staff will compile a list of relevant community agencies and other organizations that would be useful in an emergency. The directory should include contact information and phone numbers. If the Memorandum of Understanding (MOU) is in place with an organization, it should be noted here. A sample of relevant organizations is listed; however, center staff should expand upon this list as appropriate.

D. Staff Directory and Emergency Assignments:

Senior center staff will complete this section with staff contact information and responsibility during an emergency.

E. Volunteer Directory:

Senior center staff will complete this section with volunteer contact information for those who have agreed to assist during or after an emergency.

F. Senior Center Emergency Preparedness Kit Check List:

This is a list of suggested items for the senior center to have on hand. It should be modified as appropriate.

G. Senior Center Memoranda of Understanding (MOUs):

Senior center staff will note services or organizations where they have a signed MOU. If MOUs are not in place, senior center staff are strongly encouraged to do so. A list of suggested entities to approach for an MOU is included. NFESH has a web-based course available on this topic.

H. Evacuation, Shelter in Place and Recovery Plan:

Senior center staff will indicate if a plan is in place with appropriate policies and procedures for evacuation, sheltering in place and recovery phase. If a plan does not exist, senior center staff are strongly encouraged to develop one. NFESH has a web-based course available on this topic.

I. Communication Plan:

Senior center staff will indicate if a communication plan is in place. Timely and accurate communication to clients, families, media, elected officials, and other community organizations is critical during and after an emergency. The senior center should have dedicated staff, talking points, and an implementation plan. If senior centers do not have a communication plan in place, they are strongly encouraged to develop one. NFESH has a web-based course available on this topic.

J. Ensuring Nutritional Needs of Seniors are Met: Senior center staff will indicate if a plan is in place to meet client nutritional needs if congregate dining and or meals on wheels are not available, or seniors are unable to get to the grocery store.

K. Training and Drills: Senior center staff will indicate if a plan is in place to provide ongoing training and drills on emergencies most likely to occur and noted in section C. If a plan is not in place, senior centers are strongly encouraged to develop one. NFESH has a web-based course available on this topic.

L. Reviewing and Updating the Plan: Senior center staff will indicate if they have a process in place to review and update the Senior center Action Plan at least annually.

ARE YOU READY?

A. Senior Center Client Information

With the assistance of each senior center client, complete this information as accurately as possible. The form may be given to the client to complete and return or may be completed in person with senior center staff person and client.

- ☐ Encourage all staff to attend these training sessions
- ☐ Include a picture of each client
- ☐ Prepare a name tag with client name and senior center name and phone number in case relocation is necessary

Client Name _____

Address _____

Home Phone _____

Cell Phone _____

Email _____

Age _____

Does this person live alone ☐ with others ☐ how many _____
relationship _____

Physician Name and number _____

Pets yes ☐ How many _____ what kinds of pets _____

that might need to be found during an emergency.

Driving Directions to Client Home _____

Emergency Contact ☐ None ☐

Name (preferably someone in the area) _____

Relationship to client _____

Address _____

Home Phone _____

Cell phone _____

Email _____

Driving Directions to Emergency Contact Home _____

Mobility Needs—Check all that apply

- ☐ Can ambulate on their own without any assistance or assistive devices
- ☐ Needs cane
- ☐ Needs walker
- ☐ Needs wheelchair

- ☐ Needs personal assistance due to cognitive impairment
- ☐ Needs personal assistance due to visual impairment
- ☐ Needs personal assistance due to hearing impairment
- ☐ Needs service animal
- ☐ Needs interpreter

Medication Needs—*check all that apply*

- ☐ Needs Oxygen—frequency, name and phone number of vendor

- ☐ Needs Insulin—dosage, name, phone number of Dr.

- ☐ Needs Dialysis—frequency, name, phone number of provider

- ☐ Needs Life Sustaining medication—frequency, list medication by name, name, phone number of Dr.

- ☐ Needs electricity

- ☐ Needs Incontinence supplies—*include size* _____

DNR yes ☐ no ☐

Food needs—*check all that apply*

- ☐ Can manage with emergency food/water in **To-Go Kit**
- ☐ Has special dietary requirements

- ☐ Needs to have meals/food delivered

Living Arrangements during an emergency—*Check all that apply*

- ☐ Client can go to their own home
- ☐ Client can go to a temporary shelter
- ☐ Client needs to go to home of emergency contact
- ☐ Client cannot go home or to emergency contact home if there is no electricity

Any other important notes on the client:

B. Senior Center Client Emergency Preparedness To-Go Kit Check List

Clients should be given this list and encouraged to place items in a bag, preferably a water-proof bag or bag on wheels. Information on readymade To-Go kits may be provided.

- ☐ Adequate shelf stable food for 4 days
- ☐ 4 bottles of water per person for 4 days
- ☐ First aid kit
- ☐ Blanket
- ☐ Flashlights, batteries
- ☐ Radio or another device
- ☐ Cellphone chargers
- ☐ Personal Hygiene supplies
- ☐ Medication / copies of prescriptions
- ☐ Snack food/comfort food
- ☐ Paper products/can opener
- ☐ Games/Crafts
- ☐ Pet food if needed
- ☐ Cash
- ☐ Whistle
- ☐ Waterproof boots/flip flops
- ☐ Garbage bags to store food in freezer to prevent leaking
- ☐ Map of the area
- ☐ Whatever you cannot live without for 5 days!
- ☐ Emergency phone number cards (to be filled out by clients with phone numbers they might need in case of an emergency i.e., doctor, family, neighbors, hospital)
- ☐ Cardboard signs – RED HELP, GREEN OK to be placed in window.
- ☐ Health Documents / Social Security / Medicare cards

The senior center will provide Cardboard RED HELP and GREEN OK signs to each senior center client. They will be instructed to put the appropriate sign in their house window during an emergency. If in an apartment, the sign can be posted on the front door.



C. Directory of Community Resources (add other entities as appropriate)

Entity	Contact Name	Emergency Number	Non-Emergency Number	MOU in Place
Emergency Responders (police/fire)				
Hospitals				
Public Health Department,				
Emergency Management Agency,				
Red Cross Utility Companies : Electric, Water, Gas, Telephone, Internet				
Emergency food/ water vendors				
Area Agency on Aging				
Meals on Wheels providers in catchment area				
Senior Centers in the catchment area				
Adult Day Care centers in the catchment area				
Service providers: bus companies, generators, plumber, electrician, elevator service				
Medical suppliers: oxygen, dialysis, pharmacists				
Other				

D. Staff Directory and Emergency Assignments:

name, title, cell phone number, alternate number, responsibility during an emergency

Staff Name_____

Title_____

Cell phone number_____

Alternate phone number_____

Responsibility during an emergency

Staff Name_____

Title_____

Cell phone number_____

Alternate phone number_____

Responsibility during an emergency

Staff Name _____
Title _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____

Staff Name _____
Title _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____

Staff Name _____
Title _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____

Staff Name _____
Title _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____

E. Volunteer Directory and Emergency Assignments:

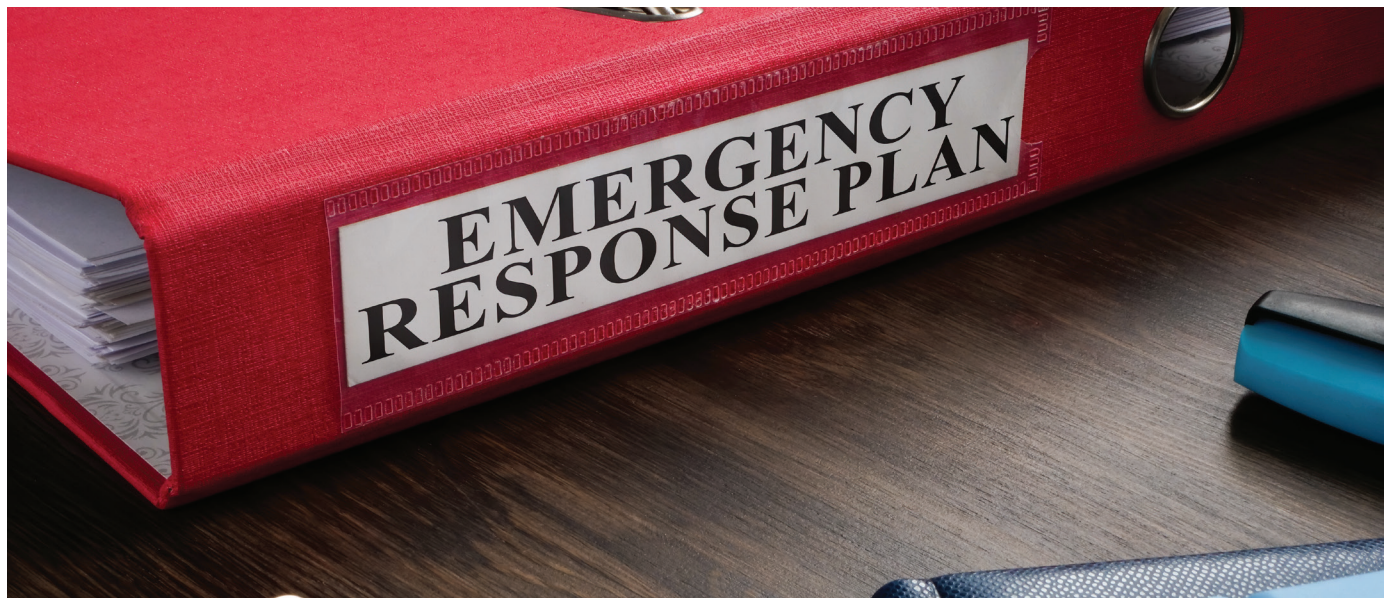
Name, cell phone number, alternate number, responsibility during an emergency

Volunteer Name _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____

Volunteer Name _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____

Volunteer Name _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____

Volunteer Name _____
Cell phone number _____
Alternate phone number _____
Responsibility during an emergency _____



The Senior Center will have kits/cabinets stocked with emergency items, modified as appropriate



F. Senior Center Emergency Preparedness Kit Check List:

The senior center will have kits/cabinets stocked with the following items, modified as appropriate:

- ☐ Weather Radio
- ☐ First aid kit
- ☐ Blankets
- ☐ Flashlights, batteries
- ☐ Radio or another device
- ☐ Cellphone chargers
- ☐ Shelf stable meals in adequate supply- replenished each season
- ☐ Bottled water in adequate supply – replenished each season
- ☐ Masks, gloves
- ☐ Flash drive with electronic files of critical information
- ☐ Personal hygiene/toiletries
- ☐ Other _____
- ☐ Extra RED HELP, GREEN OK signs
- ☐ If the center has been designated as a relocation site, cots, pillows, blankets, and toiletries should be included

G. Senior Center Memoranda of Understanding (MOUs): MOUs should be in place with the following entities, modified as appropriate. MOUs should be reviewed and renewed annually.

- ☐ The senior center has an MOU with a bus company if needed for evacuation
- ☐ The senior center has an MOU with a specific location if needed for relocation
- ☐ Senior center has an MOU for emergency food
- ☐ Senior center has an MOU for emergency water
- ☐ Senior center has an MOU for a generator
- ☐ Other

H. Evacuation, Shelter in Place and Recovery Plan:

The Senior Center has a plan for the evacuation, sheltering in place and recovery phase

- ☐ Senior center has policies and procedures in place for Evacuation
- ☐ Senior center has policies and procedures in place for Sheltering in Place
- ☐ Senior center has policies and procedures in place for Recovery phase

I. Communication Plan:

The senior center has a plan for communicating with clients, families, community organizations, government entities and the media. The plan should include messaging, method of communication, staff person responsible, and timing.

- ☐ Contact information for clients and their emergency contacts
- ☐ Contact information for community organizations, government agencies, media
- ☐ Messaging for each entity
- ☐ Timing for communication to each entity
- ☐ Staff person(s) in charge
- ☐ Method of communication (website, emails, texts, prepared press releases)

J. Ensuring the Nutritional Needs of Clients are met during and after an Emergency:

The senior center has a plan to ensure client nutritional needs are met during and after an emergency.

Will congregate meals sites remain open?

Will home delivered meals be continued?

What is the alternative plan for seniors to receive food?

How will clients request assistance?

If clients cannot get to the grocery store, what assistance can be provided?

K. Training and Drills:

The senior center has a plan in place to ensure that staff, volunteers, and clients receive on-going education and training on emergency preparedness. The plan should include how they will coordinate with other community organizations during emergency situations.

- ☐ Annual training to review the Senior Center Action Plan with staff, volunteers, and clients
- ☐ Drills conducted at least quarterly with staff, volunteers, clients, and members of the community to simulate emergencies
- ☐ Emergency preparedness educational seminars should be offered at least quarterly with speakers from the community

L. Updating the Action Plan:

Process in place to review and update the Plan annually

- ☐ Send updated Plan to the AAA annually