

Arkansas Disability & Health Program

Partners for Inclusive Communities - UA



Overview and Beyond: Emergency Management for Disability and Aging Providers




Presented by: Roberta Sick &
Cindy Horeis

Learning Objectives



- Raise awareness of and commitment to planning.
- Provide information about the various pieces of emergency management
- Give interested persons reasons and a framework to work together.

Resources Used for this Training



A Whole Community Approach to
Emergency Management: Principles,
Themes, and Pathways for Action –
FCOC 104-008-1 (December 2011)

Developing and Maintaining Emergency
Operations Plans- Comprehensive
Preparedness Guide- CPG 101
(November 2010)

Definitions



- Emergency – any event that threatens to, or actually does, inflict damage to property or people.
- Routine Emergency – daily situations faced by citizens and local emergency services. For example – firefighters responding to a call, emergency medical services responding to a traffic accident.
- Non-Routine Emergency – overall pre-disaster planning and other programs such as training and exercises for natural and man-caused disasters that can affect a community.

Disasters -FYI

Effects of natural and man made disasters have become more:

- **Frequent**
- **Far-reaching**
- **And Widespread**



Changing Demographics

Growing population of:

- **People with disabilities living communities**
- **People living with chronic conditions**
- **Growing senior population**



Therefore

**“ ..we must fully
engage our entire
societal capacity....**

(Craig Fugate, FEMA)

***Which is why we are
glad you are here!***



Rate Your Preparedness

- **At Home**
- **At Work**
- **At Your Agency**

What does this tell you?



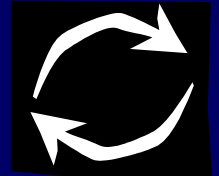
?

- *Whose Responsibility is it to be prepared for emergencies?*
- *Who is it that helps communities recover from a disaster?*





4 Stages of Disaster Denial



1. It won't happen here.
2. Even if it happens here, it won't happen to me.
3. Even if it happens to me, it won't be that bad.
4. Even if it's that bad, there's nothing I could have done about it anyway.



Types of Disasters/Hazards

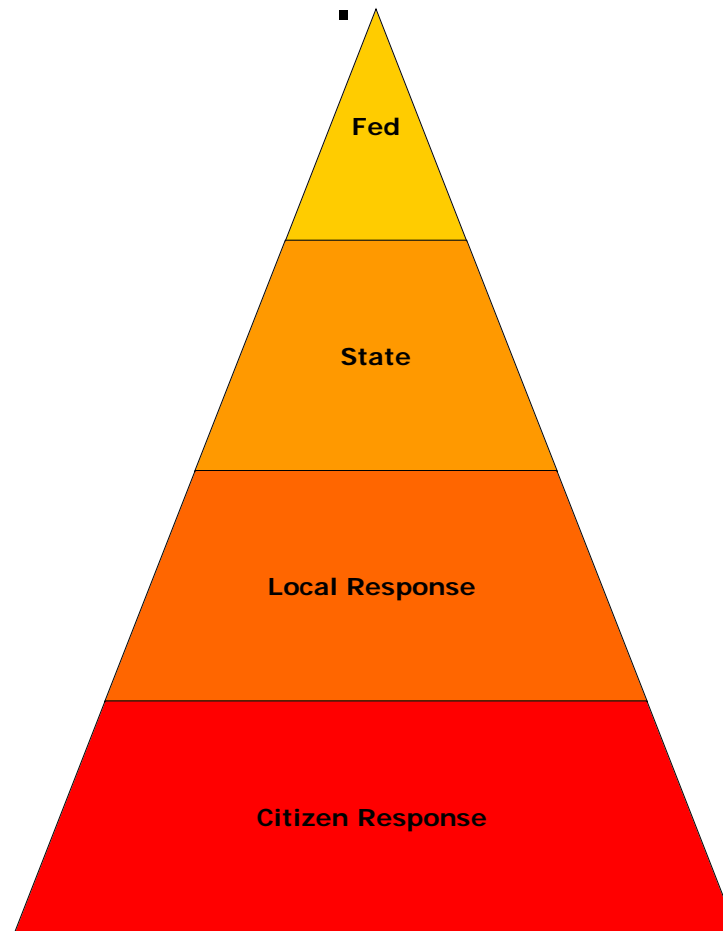
Types of Disasters/ Hazards



-
- **Natural**
 - **Technological**
 - **Adversarial or Human Caused**

(See handout for list)

Levels of Responsibility of Response to an Emergency



All emergencies are LOCAL!

For the most part, they start local
and stay local.



Who Plans and who's in Charge ?

County Judge

- Local Emergency Planning Council
- Emergency Manager

Local Emergency Plans using an Incident Command System (ICS)



Local Emergency Management Response

- Provides initial response to disasters.
- Develops a local emergency plan.
- Coordinates with other local agencies and voluntary organizations.
- Coordinates response activities with local or regional planning committees and the state.



Why ICS?

- **Why have an Incident Command System (ICS):**
- The safety of responders and others
- The achievement of objectives and efficient use of resources



The Incident Command System (ICS):

- Is based on proven incident management practices
- Defines incident response organizational concepts and structures
- Consists of procedures for managing personnel, facilities, equipment and communications.
- Is used throughout the life cycle of an incident



Incident Command System (ICS)

- On-scene responders organize and function under the Incident Command System (ICS)
- Unified Command established when jurisdiction or responsibility is shared
 - Mayflower oil spill



Planning Basics

- Plan for the **WHOLE COMMUNITY**
- Follows an outline of planning.
- Plans use Emergency Support Functions (ESF's) and Annexes



Emergency Support Functions

(From National Response Framework)

ESF #1 Transportation

ESF #2 Communications

ESF #3 Public Works and
Engineering

ESF #4 Firefighting

ESF #5 Emergency
Management

**ESF #6 Mass Care,
Emergency Assistance,
Housing, and Human
Services**

ESF #7 Logistics
Management and
Resource Support

**ESF #8 Public Health and Medical
Services**

ESF #9 Search and Rescue

ESF #10 Oil and Hazardous Materials
Response

ESF #11 Agriculture and Natural
Resources

ESF #12 Energy

ESF #13 Public Safety and Security

ESF #14 Long-Term Community
Recovery

ESF #15 External Affairs.

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Engaging the Whole Community

- **Private and nonprofits such as businesses, disability and faith based organizations.**
- **General Public**
- **Local, state, governmental partners**



Whole Community Defined

A means by which residents, emergency management practitioners, organizational and community leaders, and governmental officials can collectively understand and assess their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.



Whole Community Principles

Understand and meet the actual needs of the whole community.

Engage and empower all parts of the community.

Strengthen what works well in communities on a daily basis.



Plan for the Real



There must be Plans for what

individuals

agencies

communities

will really need should a severe event occur and not just for the existing resources on hand.

Basics of Planning

- Individual Planning
- Agency Coop and Agency EOP Planning
- County EOP Plan
- Arkansas Comprehensive Emergency Management Plan

http://www.adem.arkansas.gov/ADEM/Divisions/Preparedness/Planning/Documents/2012_Arkansas_Comprehensive_Emergency_Management_Plan.pdf





Continuity of Operations (COOP) Planning

What Is It??

Cindy Horeis
At Risk Populations/SERV Coordinator
AR Department of Health
Preparedness and Response Branch

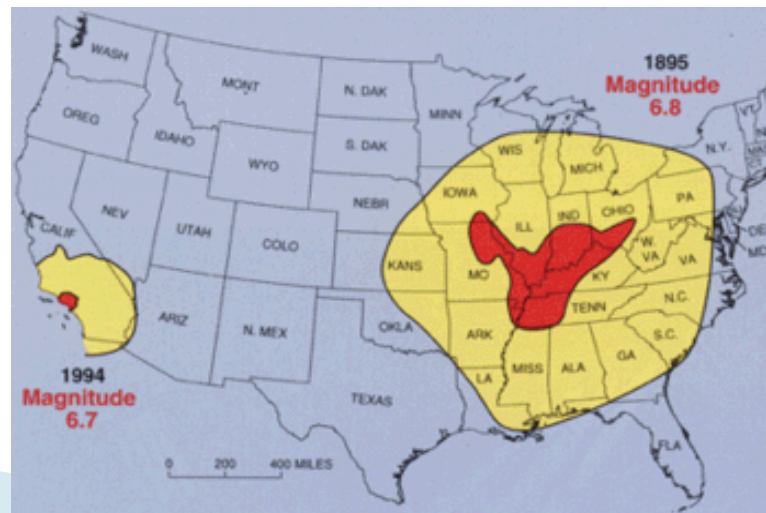
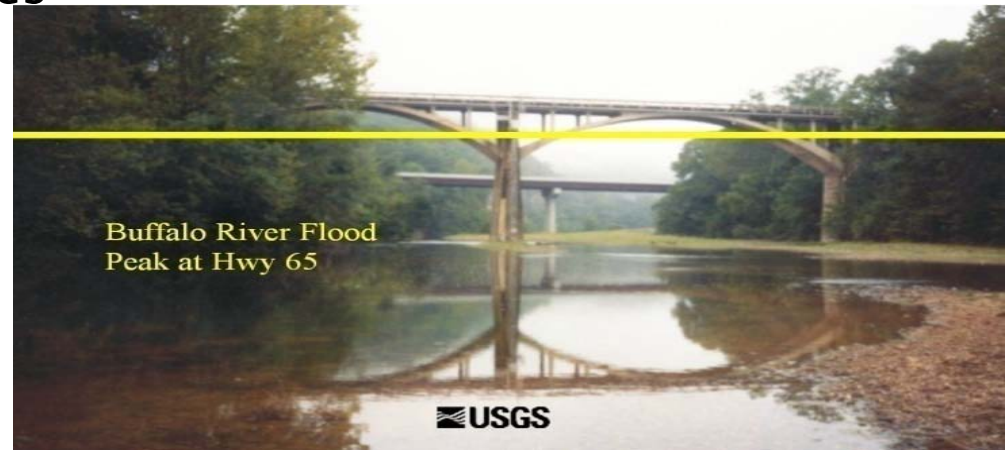
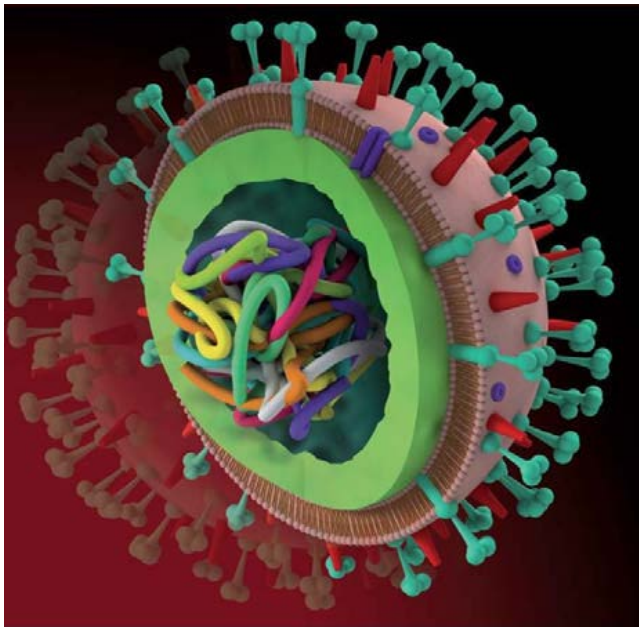
Objectives

- ▶ Introduction to Continuity of Operations (COOP) Planning
- ▶ Emergency Operations Plan (EOP) vs. COOP Plan
- ▶ Elements of a COOP Plan



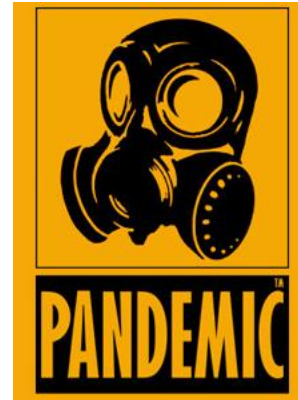
Continuity of Operations (COOP) Plan

- ▶ Keeps your facility / agency going during all types and durations of emergencies



COOP Incidents

- ▶ Civil Unrest
- ▶ Terror Attacks
- ▶ Natural Disasters
- ▶ Epidemics or Pandemics
- ▶ Equipment or System Failure



EOP vs. COOP

▶ EOP

- Procedural
- Taking place as the event unfolds
- Staff and resident safety

▶ COOP

- How you ensure the ability to operate throughout any disaster



Coop- What It Is

- ▶ An effort within an organization to ensure the continuation of its essential functions across a wide range of emergencies.
- ▶ It's incorporated in an EOP
 - Occupant Emergency Plans
 - Fire Evacuation Procedures
 - Organizational Safety Plans



COOP Planning Objectives

- ▶ Continued performance of essential functions
- ▶ Succession of leadership (command)
- ▶ Mitigate disruption to operations
- ▶ Timely reconstitution
- ▶ Minimize damage

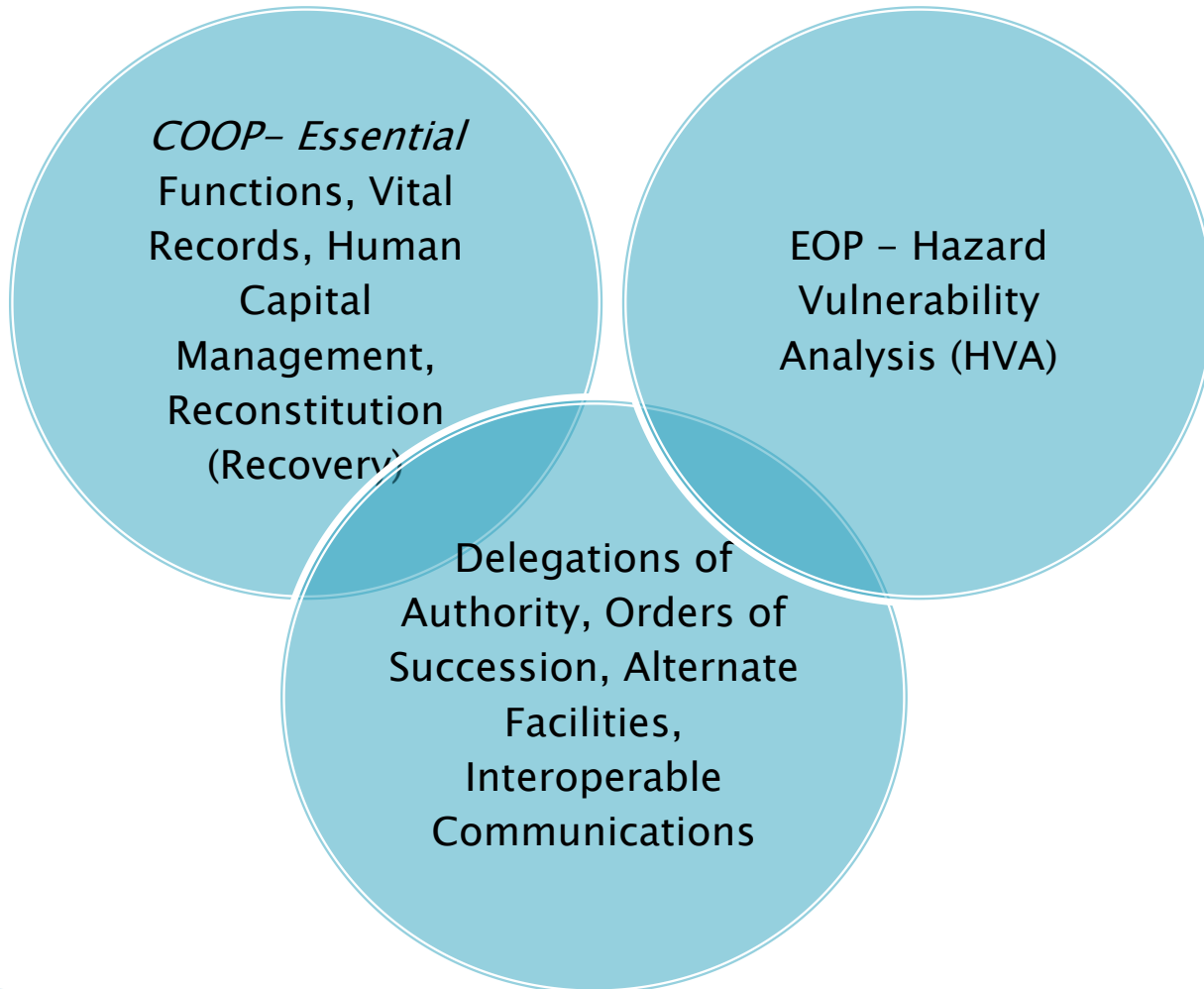


Critical Elements of a COOP Plan

- ▶ Essential Functions
- ▶ Delegations of authority
- ▶ Succession planning
- ▶ Alternate Facilities
- ▶ Interoperable communications
- ▶ Vital records and databases
- ▶ Human capital Management
- ▶ Test, training and Exercises
- ▶ Reconstruction (Recovery)



Agency/Organizations COOP – VS – EOP



Essential Functions

- ▶ Functions that:
 - Enable facility to provide vital services
 - Maintain safety of residents
 - Sustain economic base
 - Cannot suffer an interruption for more than 12 hours
- ▶ Based on the customers and needs



Essential Functions, cont...

Essential Functions

- ▶ Maintains vital services
- ▶ Maintains safety of staff, residents, public
- ▶ Sustain economic base

i.e. Payment during Pan Flu or other crisis
when coding and other areas are down



Essential Functions are the Foundation of your plan

Basis for determining

- ▶ Staff
- ▶ Information Systems
- ▶ Equipment
- ▶ Supplies & Services
- ▶ Alternate Facilities



Delegation of Authority



- ▶ Authority being delegated
- ▶ Limits of that authority
- ▶ To whom authority is delegated
- ▶ Circumstances when they could exercise that authority
- ▶ Successor's authority to delegate



Alternate Facilities

- ▶ Operational quickly
- ▶ Appropriate space for services and individuals
- ▶ Safe distance from event & secure from threats
- ▶ Supports communications & IT requirements



Vital Records

- ▶ Billing Records
- ▶ Clinical Records
- ▶ Legal Documents
- ▶ Financial Records
- ▶ Insurance Documents
- ▶ Emergency Operating Records



Personnel

- ▶ Acquiring, and optimizing personnel
 - Education to help staff know what to expect and what to do at work and home during a disaster
- ▶ Flexibility required
 - May be reassigned to other duties
 - May work irregular or long hours
 - Use other resources for staffing – volunteers, families
- ▶ Staff / Family Disaster Planning



Reconstitution (Recovery)

- ▶ Resume normal operations
- ▶ After the emergency
 - Examples: Determining that residents can move back to the primary facility;
 - Transferring vital records and databases;
 - Notification of employees



Training and Exercises



- ▶ At the most fundamental level, part of the explanation for why the response to Katrina did not go as planned is that key decision-makers at all levels simply were not familiar with the plans.”

The Federal Response to Hurricane Katrina Lessons Learned, February 2006



Training and Exercises

- ▶ Builds team unity
- ▶ Tests validity of plan
- ▶ Conduct at least annually
- ▶ Develops employees skills
- ▶ Ensures personnel are familiar with plan
- ▶ Lessons learned from training & exercises help improve COOP



Identifying Essential Functions

Four-Step Process

- Identify services provided
- Rank and prioritize
- Determine minimal staffing
- Categorize each service under one of the “4Rs”



Identifying Essential Functions

- ▶ The 4 R's
 - **Reinforce**– services that must continue, and may even expand during and emergency
 - **Run**– services that must run and have high priority
 - **Reduce**– services that may have some critical functions, recognizing that the majority can be reduced or removed
 - **Remove**– services that can be removed



Summary of COOP

- COOP planning is your plan to stay in business.
- A COOP should compliment, not replace your existing EOP.
- COOP planning will save you money and could save your business!
- COOP planning will aid you to continue to support the individuals you provide services for.



QUESTIONS???

▶ ..



For More Information

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The Phases of Emergency Management



Mitigation



- Occurs before the emergency or disaster.
- Eliminates or reduces the probability of occurrence.
- Includes actions to postpone, dissipate, or lessen the effects off the disaster.

Preparedness



- Includes planning, training, and exercising.
- Minimizes disaster damage.
- Enhances disaster response operations.
- Prepares organizations and individuals to respond.



Disaster/ Hazard

Response

- Occurs immediately after a disaster or emergency.
- Community provides emergency assistance.
- Reduces the likelihood of further injuries or damage.



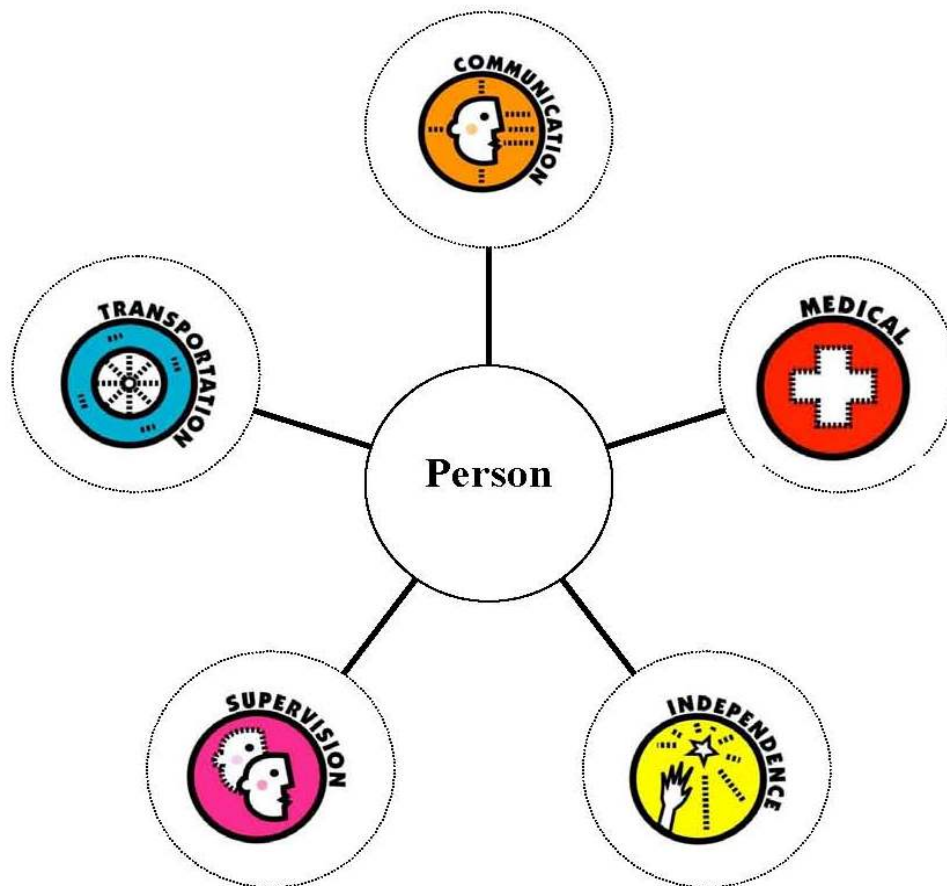
Recovery



- Meet the disaster related needs of the victims
- Return systems and people to normal or near normal.
- This could be short term recovery or long term recovery depending upon the extent of damage created by the disaster.

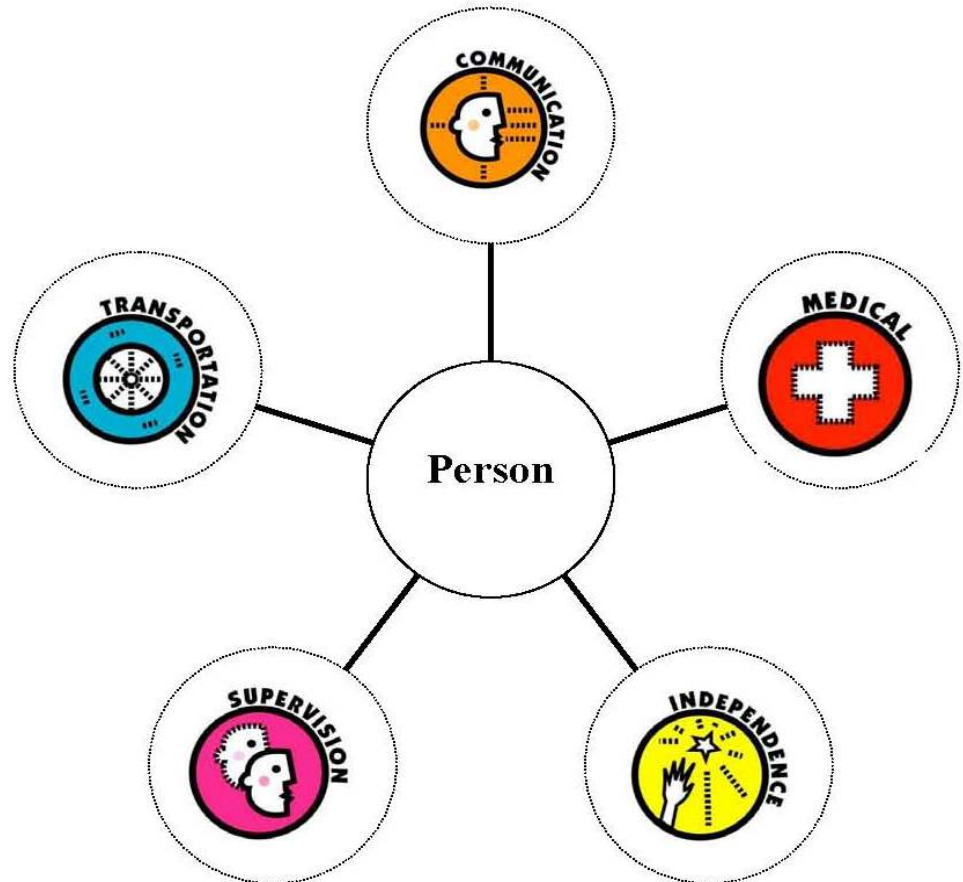
Functional Needs Framework for Emergency Planning

- Communication
- Medical
- Independence
- Supervision
- Transportation



-----EXERCISE-----

- Communication
- Medical
- Independence
- Supervision
- Transportation





Having a disability isn't enough to make a person an expert on emergency management.

Being an emergency manager isn't enough to make a person an expert on the emergency management needs of people with disabilities or those who are aging.

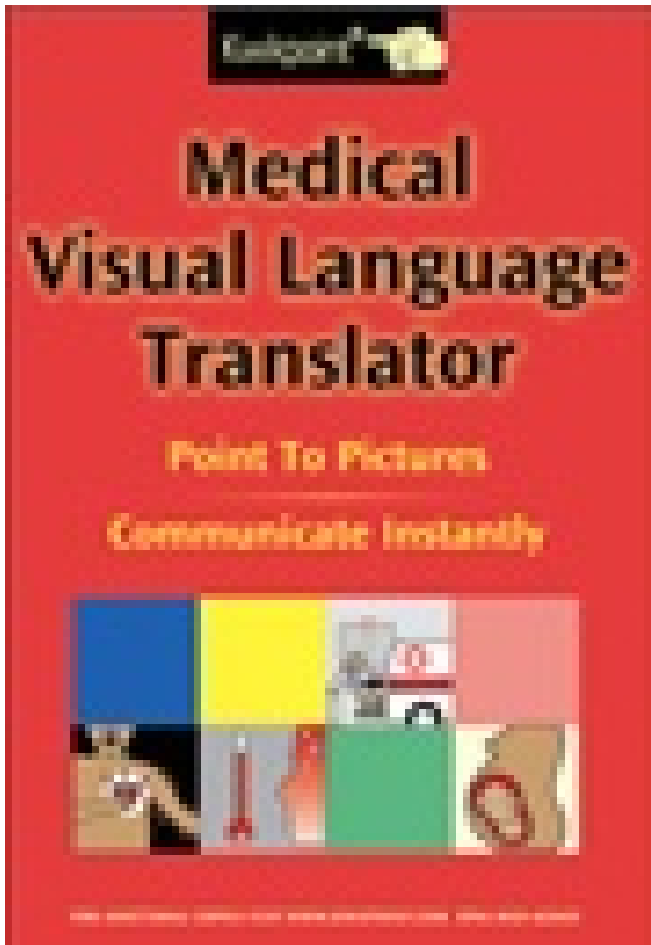
Functional Needs Framework for Emergency Planning

- Ideas and Resources

Guidance for
Planning of
Integration of
Functional Needs
Support Services:
*[www.fema.gov/pdf/
about/odc/fnss_guidance.pdf](http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf)*

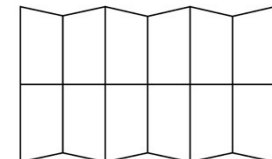
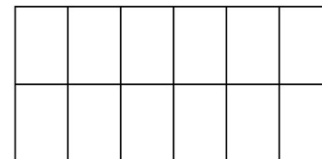


Application – Communication



Unfolded Size:
22.75" x 11"
(57.75 cm x 28 cm)

Ships folded:
3.75" x 5.5"
(9.5 cm x 14 cm)



Assisting in Community Efforts - Get Involved:

- Go through CERT (Community Emergency Response Team)



Assisting in Community Efforts - Get Involved:



- Go to the FEMA website and take the courses ICS 100, 230, and G197
- Find out who the players are in the community, get to know them
- Work to gain an understanding of Emergency Management
- Become a first responder

Individual Planning



- www.ready.gov
- www.fema.gov/plan/index.shtm
- 2013 Emergency Preparedness Calendar & Guide

Universal Team Approach

- If everyone is trained, everyone can help!
- Everyone knows what to do.



Resources



There are Emergency Planning Documents for Nonprofits that can be found at several websites.

Questions ??????????

Why Prepare?



- Increase Confidence
- Know what to do
- Remain Calm
- Stay in charge
- Stay in business
- Protect yourself & others



Contact Information



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