



PEE DEE AAA/ADRC EMERGENCY PREPAREDNESS MANUAL

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I. Staff/Agency Emergency Management Plan

OBJECTIVE: **To protect staff, clients, and property from harm and to ensure an effective response to disasters or emergencies affecting the environment of care.**

1. Identification of Emergency

The definition of a disaster or emergency is a natural or man-made event that significantly disrupts the environment of care, such as damage to the organization's building(s) and grounds due to severe wind storms, tornadoes, hurricanes, or earthquakes. Also, an event that disrupts care and treatment, such as loss of utilities (power, water, telephones) due to floods, civil disturbances, accidents, or emergencies within the organization or in the surrounding community. Disasters are sometimes referred to as "potential injury creating events" (i.e., "PICE"). Such a definition of emergencies includes but are not limited to, (based on definitions of Red Cross and the Disaster Relief Act of 1974):

A. Natural Disasters (including the following types):

- Meteorological disasters: cyclones, typhoons, hurricanes, tornadoes, hailstorms, snowstorms, and droughts;
- Topological disasters: landslides, avalanches, mudflows, and floods;
- Disasters that originate underground: earthquakes, volcanic eruptions, and tsunamis (seismic sea waves);
- Biological disasters: communicable disease epidemics and insect swarms (locusts).

B. Man-made disasters, including the following types:

- Warfare: conventional warfare (bombardment, blockade, and siege) and non-conventional warfare (nuclear, chemical, and biological);
- Nuclear power plant related emergencies (radiation exposure, groundwater and airborne contamination, etc.);
- Civil disasters: riots and demonstrations, strikes;
- Criminal/terrorist action: bomb threat/incident, nuclear, chemical, or biological attack, hostage incident;
- Accidents: transportation (planes, trucks, automobiles, trains and ships), structural collapse (buildings, dams, bridges, mines, and other structures), explosions, fires, chemical (toxic waste and pollution), and biological (sanitation).

2. Community-wide Emergency Response (See Attachment B)

The organization shall offer its participation in the community-wide emergency response. In the event that the organization becomes involved in such an emergency by the local authority having jurisdiction (AHJ), that authority shall direct the activities of the organization to the limits allowed by law. The objective will be to promote interoperability between the healthcare organization and the community-wide response.

A. Disaster Phases

- OPCON 3 – Normal Operations/Steady State

Vantage Point will be in full preparation mode and coordinate with local county councils on aging service providers to ensure a 5-day supply of non-perishable meals has been delivered to clients and sharing pertinent information with providers and clients (i.e. the public number South Carolina Emergency Preparedness Division (SCEMD) releases for more information on the storm or shelters). Vantage Point would be in communication with SCEMD in areas with a threat, as well as our providers to ensure everyone has an understanding of what is expected of them. Anything OPCON 3 to 1 involves asking for reports from providers of any changes in status.

- OPCON 2 – Enhanced Steady State/Partial Activation

Vantage Point will continue to be in contact with local service providers to ascertain if they plan on ordering meals from the caterer or if they feel approaching situation might pose a danger to their staff as well as nutrition participants. Whatever decisions the providers have made, Vantage Point Disaster Preparedness Coordinator will report to caterer the status of the delivery of meals. Thereafter, reports regarding openings/closures of senior centers/nutrition sites will be sent by providers to Vantage Point Disaster Preparedness Coordinator and then forwarded to South Carolina Department on Aging (SCDOA) as to their statuses. The providers need to be sure they have given their emergency preparedness offices contact information on those clients having special needs and who will need to be evacuated to a shelter in the event a disaster is imminent.

- OPCON 1 – Full Activation

Vantage Point will have continued contact with providers and caterer to ascertain the status of meals, opening/closure of senior centers/nutrition sites. Those reports will be sent daily to SCDOA as feasible if the Vantage Point office is operational. Coordinator communicates to providers to be prepared to conduct welfare checks on their clients, before, during and after the storm has passed. Coordinator tunes into teleconferences as to gain further information and to share with other regions what has occurred in their areas. Any damages, as well as senior centers/nutrition sites opening/closures are to be reported on designated form to Vantage Point for submission to SCDOA. Welfare checks should be in full swing with the service providers.

- RECOVERY PHASE

Vantage Point is prepared to assist with any situations that may arise with the counties during the recovery period. Any pertinent information received is immediately disseminated to Vantage Point's Information, Referral & Assistance Specialist in an effort to assist those callers who have been displaced, needing emergency food, telephone numbers to service agencies, etc. Opening/closure reports from the counties will be forwarded to SCDOA until all counties are operational. If there are any e-mails forwarded from SCDOA in regards to client assistance, this information is immediately forwarded to the respective assessor handling that particular county.

3. Continuous Service

The organization is NOT designated by the emergency management plan or the local authority having jurisdiction (AHJ) to provide continuous service during a disaster or emergency.

4. Mitigation

Mitigation activities are those a health care organization undertakes in attempting to lessen the severity and impact a potential disaster or emergency may have on its operation. Such activities within this organization include but are not limited to the following:

- A. The organization's leadership shall conduct a hazard vulnerability analysis (See Hazard Surveillance/Risk Assessment Form) as part of its annual evaluation (or more often as necessary) to identify the direct and indirect effect these hazards may have on the health care organization. This analysis will be performed by the Risk Management Team and will be based on their best understanding of the risks posed to the agency.

B. This analysis will be utilized to develop a list of those emergencies likely to occur in or near enough to the organization to have an impact on the organization's ability to provide services. The following is a list of the contingency plans currently developed for this agency:

- Medical Device Failure (SMDA Reportable Failure)
- Disruptive Patient Using Physical or Verbal Threats
- Bomb Threat
- Intruder with Weapon
- Mercury Spill
- Tornado Warning/Watch
- Fire (See Life Safety Management Plan)
- Miscellaneous Chemical Spill (See Hazardous Materials & Waste Plan)
- Non Specific Person Needing Assistance (See Safety Management Plan)
- Cardiac Arrest (See Safety Management Plan)
- Severe Weather – Non Tornado (See Safety Management Plan)
- Utility Failure(s) (See Utility Management Plan)

C. This list will then be utilized to develop contingency plans (See appendices) for the organization to respond to those emergencies in the event they occur.

5. Preparedness

Preparedness describes those activities that a healthcare organization undertakes to build capacity and identify resources that may be utilized should a disaster or emergency occur. Such activities within this organization include but are not limited to the following:

A. The organization shall educate its employee on the emergency management program as a part of their regular orientation. This education shall address the following:

- Specific roles and responsibilities during emergencies;
- The information and skills required to perform duties during emergencies;
- All relevant backup communication systems used during emergencies; and
- How supplies and equipment are obtained during emergencies.

B. Emergency management drills shall be conducted utilizing the following criterion:

- Drills are held at least quarterly (two specific to fire and four other types) at each site and each distinct shift (See Fire/Emergency Management Drill Evaluation Tool). Additional drills participated (annually) are Statewide Tornado Drill (March) and The Great Southeast Shakeout Drill (October). Active Shooter Training/Drills have been recently incorporated per availability of law enforcement trainers. Fire Extinguisher Training is scheduled annually (September). During Severe Weather Awareness Week (March), Vantage Point Risk Officer collaborates with meteorologists from the National Weather Service (NWS) in Wilmington, North Carolina, local television stations and The American Red Cross to conduct severe weather trainings. Vantage Point/CareSouth staff, service providers and SCDOA staff are invited to attend these trainings.
- Whenever possible, actual patients and volunteers (as applicable) will be utilized during the drills to portray realistic scenarios. However, the organization reserves the right to utilize “Paper patient” drills where the patients are represented by paper examples which detail important specifics that employees will need to know to handle the emergency properly.
- The Fire/Emergency Management Drill Evaluation Tool reports are completed by the Risk Officer or the individual initiating the drill and forwarded to the Risk Manager.
- The reports are reviewed by the Risk Management Team and evaluated for effectiveness at least annually.
- The reports and annual evaluations are kept on file for a period of at least four (4) years.

C. On-going monitoring of performance regarding actual or potential risk related to the following:

- Staff knowledge and skills (See employee orientation and continuing education records)
- Level of staff participation (See Human Resources Tracking Reports)
- Monitoring and inspection activities (See Hazard Surveillance/Risk Assessment Report Forms)
- Emergency, Incident, and Sentinel Event Reporting (See Occurrence Reports and Risk Management Team Annual Evaluation Summaries)
- Inspection, preventative maintenance, and testing of biomedical equipment (See Biomedical Equipment Testing Logs)

6. Response (Contingency Plan Implementation)

Response activities are how the healthcare organization actually performs in response to an emergency situation. Ideally such activities would be guided by previously identified contingency plans that had been tested via an organized drill. Such activities within this organization include but are not limited to the following:

- A. The Risk Manager, the Practice Administrator, or the Lead Physician shall initiate the emergency management contingency plan as appropriate to the situation and as directed in the specific contingency plan.
- B. The organization shall not participate in the community-wide emergency response unless otherwise required by law, regulation, or other mandate. In the event that the organization becomes involved in such an emergency by the local authority having jurisdiction, that authority shall direct the activities of the organization to the limits allowed by law. The objective will be to promote interoperability between the healthcare organization and the community-wide response.
- C. The organization shall identify (where possible and advantageous) backup internal and external communication systems in the event of failure.
- D. External authorities (fire, police, public safety, health department, etc.) shall be notified as appropriate to the contingency plan, and informed of the need for assistance in responding to the emergency.
- E. Notification of personnel shall occur in accordance with the specific contingency plan directives. This notification should occur at the earliest moment possible within the guidelines set forth in the specific contingency plan.
- F. The organization shall have a system for identifying personnel during emergencies.
- G. Available personnel shall be assigned to cover all NECESSARY staff positions as appropriate to the situation and contingency plan.
- H. The organization's contingency plans shall identify, as appropriate, alternate roles and responsibilities of personnel during emergencies. This assignment of responsibilities will attempt to maintain consistency with the command structure that is consistent with that used by the local community.
- I. The organization shall have a process for managing the following activities:
 - Patient activities for the duration of the response and recovery times. This may include but is not limited to the following:
 - i. Scheduling of patients
 - ii. Modification of services/scheduling
 - iii. Discontinuation of services
 - iv. Appropriate control (i.e. confidentiality) of patient information, and
 - v. Patient transportation

- Staff activities (i.e. housing, transportation, and incident stress debriefing)
 - Staff/family support activities
 - Logistics of critical supplies (i.e. pharmaceuticals, medical supplies, linen supplies, water supplies, etc.)
 - Security (i.e. access, crowd control, traffic control); and
 - Interaction with news media (See Media Relations Procedure).
- J. The organization shall adopt (as applicable) methods for removing patients from chemical or radiological contamination. In addition, the organization has identified the following facilities as capable of decontamination and treatment of chemical and radiological exposures:
- Chemical Exposure Treatment Facility
 - Radiological Exposure Treatment Facility
- K. The facility shall be evacuated (both horizontally and, when applicable, vertically) when the environment cannot support adequate patient assessment and treatment.
- L. In the event that the environment cannot support adequate patient care, the CEO/Executive Director or their designee, in consultation with other appropriate persons shall establish an alternate care site (when appropriate). The process of establishing an alternative care site shall involve the following issues:
- Management of patient necessities (i.e. medications, medical records) to and from the alternative care site;
 - Patient tracking to and from the patient care site;
 - Inter-facility communication between the organization and the alternative care site;
 - Transportation of patients, staff, and equipment to the alternative care site

7. Recovery

The recovery period is defined as the transitional time between when the organization discontinues its response to an emergency and the time that it resumes normal operations. The recovery period can last as little as a few minutes and as long as a few days, depending on the size and scope of the emergency. However, this transitional period is every bit as important as the emergency period because several important management systems can be in a state of flux and the transition must be directed in a deliberate and thoughtful fashion to ensure continuity of care, safety, etc.

The Risk Manager, in collaboration with the management team shall oversee the recovery period intensely to ensure that the organization's management systems and processes are returned to their proper operation prior to giving the ALL CLEAR signal. Once the ALL CLEAR signal has been properly communicated throughout the organization, a formal evaluation of the organization's response to the emergency should be performed. This

evaluation, at a minimum, should include completing a Fire/Emergency Management Drill Evaluation tool. Particular attention should be paid to opportunities for improvement in the Mitigation, Preparedness, Response, and Recovery processes related to the specific type of emergency encountered.

8. Annual Evaluation

The annual evaluation phase is the performance improvement function of emergency management. The overall performance of the agency in meeting the objectives of the Emergency Management Plan will be assessed annually by the Risk Management Team, and will include the assessment of:

- A. The level of emergency management knowledge and skill of the staff as determined by post instruction quizzes and documented performance in handling emergency situations.
- B. The timely completion of all emergency management inspections, including reporting of deficiencies.
- C. A review of incident reporting procedures, and analysis of the reported incidents.
- D. A hazard vulnerability analysis to determine if any contingency plans need to be modified or added.
- E. Inspection, testing and maintenance of all emergency management equipment and systems.

The Risk Management Team will prepare an annual summary evaluation of the Emergency Management Plan, addressing the objectives, scope, performance and effectiveness of the plan. The annual report will be presented to the Board of Directors for review and adoption.

FIRE & EMERGENCY MANAGEMENT DRILL EVALUATION TOOL

FACILITY: _____ **BEGINNING TIME:** _____

TYPE OF DRILL/EMERGENCY **FIRE** **OTHER (Describe):** _____

COMMUNICATIONS

Circle One

- | | | | | |
|----|--|---|---|-----|
| 1. | Did the alarms sound (As appropriate)? | Y | N | N/A |
| 2. | Was the appropriate CODE reported through the intercom system? | Y | N | N/A |
| 3. | Did all the appropriate staff and individuals hear the CODE/Alarm? | Y | N | N/A |
| 4. | Was the ALL CLEAR signal given at the end of the crisis/drill? | Y | N | N/A |
| 5. | Did all the individuals involved hear the ALL CLEAR signal? | Y | N | N/A |

ORDERS

- | | | | | |
|----|--|---|---|-----|
| 6. | Did all staff respond appropriately to the DRILL/EMERGENCY? | Y | N | N/A |
| 7. | Did someone respond with a cell phone and wait for further orders? | Y | N | N/A |
| 8. | Were Fire/Emergency service personnel met upon their arrival on the scene? | Y | N | N/A |

CONTAINMENT OF FIRE/CONTROL OF EMERGENCY

- | | | | | |
|-----|---|---|---|-----|
| 9. | Were all doors in the facility closed (as appropriate)? | Y | N | N/A |
| 10. | Did emergency team(s) arrive in a timely manner? | Y | N | N/A |

PATIENT, PERSONNEL & VISITOR SAFETY

- | | | | | |
|-----|--|---|---|-----|
| 11. | Were all exits and passageways leading to exits kept clear? | Y | N | N/A |
| 12. | Were all patients & visitors escorted to a safe area and calmed? | Y | N | N/A |
| 13. | Did all staff respond correctly and avoid injury? | Y | N | N/A |
| 14. | Did leaders maintain surveillance during the entire DRILL/EMERGENCY? | Y | N | N/A |

EQUIPMENT AND SAFETY FEATURES

- | | | | | |
|-----|---|---|---|-----|
| 15. | Did emergency lighting operate properly (as appropriate)? | Y | N | N/A |
| 16. | Were oxygen and nitrous oxide tanks secure and away from danger (fire)? | Y | N | N/A |
| 17. | Were all exit doors unlocked and open in the direction of egress? | Y | N | N/A |

PROTECTION OF SUPPLIES AND RECORDS

- | | | | | |
|-----|--|---|---|-----|
| 18. | Were cash boxes, meds, prescription pads, medical records, etc. secured? | Y | N | N/A |
| 19. | Any other problems encountered during the DRILL/EMERGENCY? | Y | N | N/A |

COMMENT ON ALL NEGATIVE RESPONSES ON BACK OF FORM

Did any observations made during or after the DRILL/EMERGENCY indicate a need for more training or more focused training? Describe any identified training needs on back of form. Y N N/A

10. Disaster Communication Plan

***an addendum to the CSC inclement weather policy**

In the event of a Disaster (natural or manmade) affecting our sites, the practice Administrators will determine if the sites need to close or have a delay in opening based on power outages, building damage, weather conditions, and/or road conditions. Practice Administrators will notify The COO. The COO will notify the CEO; The CEO will make the final decision. If the decision is made to close, the COO will then notify the rest of the Senior Leader team. The Practice Administrators will notify their staff and the answering service.

The Director of Community Development will contact media and post info on our web site and Facebook. Should an employee not receive notification, they should call the Risk Officer, Laura Ann Ketter at (843) 615-1838 (cell) or office phone (843) 383-8632.

Please note that our employees from a functioning site may have dysfunctional issues at their homes. Also, local officials will be able to tell folks “DO NOT VENTURE OUT” type of messages. We want to make it clear that we will not expect (as we can document this) employees to leave their residence if centers can open IF they have been warned by local community officials and/or if conditions at their homes are not conducive to travel.

As soon as it is safe for staff to travel after the storm has passed, the Practice Administrators or their designee will go to their site(s) to assess damage and if there is power loss. The CSC Maintenance staff may also be utilized in this capacity if needed.

If the power is out, and prior to the storm, the Practice Administrators will have designated a nurse to come into the site to box up perishable vaccines for storage following nursing procedure. Agreements will have been setup by the Nurse Manager with varying hospitals for vaccine storage for the short-term basis.

The Vaccines will be transported to the closest hospital where there exists an agreement. If there are any problems, staff or Practice Administrator’s will contact the Nurse Manager and/or the Chief Medical Officer immediately.

- ❖ Staff includes everyone in the building/community for example Hartsville includes Hartsville Med, Peds, HR, Vantage Point, Corp ll, and Pharmacy,

Bennettsville includes Med and Peds, and Bishopville includes Med and Dr. Hunt. Sites are encouraged to form their own internal call trees.

11. Building Evacuation

PROCEDURE(S):

Exits from buildings are clearly marked and accessible at all times. During an emergency, exit from the building calmly, walking not running. Employees and patients should meet at the designated meeting area, away from the building. Once clear of the building no one may re-enter until informed by the proper authorities that it is safe to do so.

If an employee encounters a fire he/she will immediately inform other persons in the area and instruct someone to notify persons in other areas of the facility, specifically the Risk Officer who has the overall responsibility of making sure all areas are notified. Once the alarm is given it is this person's responsibility to dial 911.

If the building alarm is not already ringing (if this facility has an alarm) then the first person to pass the alarm pull is to sound the alarm. All clinical personnel should assist in getting patients in the treatment areas out the nearest exit. Clinical personnel will check each exam room, the laboratory, X-ray for patients and instruct them in the nearest exit ALL business office personnel are to assist the people in the area with exiting.

ALL employees receive training in the proper use of a fire extinguisher annually, but our training sessions emphasize how rapidly a fire can get out of control and unless a human being is on fire, we prefer that employees do not attempt to use the extinguishers. The extinguishers are here for the use of professional fire fighters who may enter the building in the event of a fire and for certain individuals specifically trained.

The Risk Officer will account for all employees and patients at the meeting area, so that he/she can inform emergency personnel that either all persons are clear that someone from this facility is still present in the building. A sign-in book is located on a table when visitors enter and are required to sign in for accountability purposes. A "Buddy System" is in place as well and each person should inform their "Buddy" upon exiting the building.

If needed, administer first aid to any injured employees or patients and then transport to the closest emergency room.

12. Means of Egress (Emergency Plan of Action)

CareSouth Carolina will ensure necessary emergency escape routes according to OSHA guidelines.

Means of Egress refers to emergency plans of action. The emergency action plan for this Practice is described in the Action Plan.

Emergency escape routes are to be developed to ensure that employees evacuate the workplace or seek a designated refuge area in the event of an emergency. Exits will be properly marked. Exits will be free of debris. Signs like 'Not an Exit, 'To Basement, 'Storerooms will be appropriately labeled if one of these may be confused with an exit, possibly trapping the individual. Fire alarms will be used to warn occupants of a fire if possible. At certain facilities verbal warnings will be used, including paging systems. ALL systems shall be maintained in continuous proper operating condition.

Possible hazards that would require evacuation from this facility

- Fire
- Earthquake C- Flood
- Tornado E. Gas Leak F. Explosion
- Bomb Threat
- Chemical contamination
- Civil defense emergencies

Types of warning equipment) used at this facility

- Smoke detectors
- Alarms
- Mechanical
 - Location
 - The first person to pass the alarm pulls the alarm and verbally notifies those in the immediate vicinity and directing them to the nearest exit.

Types of emergency response equipment used at this facility

- Fire extinguishers
- Emergency gas shut off CPR equipment
- Other first aid equipment

The closest hospital emergency room is

- Carolina Pines Regional Medical Center

Communication of emergency

Methods used by this facility:

- Interoffice;
- Notification of emergency personnel Dial 911

Emergency Shutdown Procedures

All Vantage Point staff are aware of where the outside room containing electric panel box is located in the event main power breaker needs to be turned off. Also, there is a water meter outside in back parking lot in the event water needs to be turned off. The building Vantage Point occupies is owned by Coker College. In the event of an Emergency, contact **Campus Safety (843) 383-8140**.

Evacuation of Personnel and Patients

Business office personnel are responsible for evacuation of themselves and any patients in the reception area. Treatment area personnel are responsible for themselves and any patients in the treatment areas.

Firefighting Emergency Response

All personnel are trained annually in the proper use of fire extinguishers. Unless is a small contained fire, such as a wastebasket, it is not recommended that employees attempt to contain a fire. 911 should be activated and the evacuation procedure put into action. The City of Hartsville Fire Department usually conducts this annual training for Vantage Point.

Evacuation Meeting Area

Once clear of the building, everyone will meet at the designated evacuation meeting area. No one will re-enter until authorized personnel give the 'All Clear Signal'.

The Risk Officer is responsible for making sure that all personnel and patients are at the evacuation meeting area.

Emergency First Aid

Providers and clinical personnel are trained annually or as required by the American Heart Association in CPR and are familiar with first aid procedures. ALL employees are encouraged to take CPR for their personal and family protection

Emergency Response Training

ALL employees will receive training on emergency evacuation procedures on an annual basis.

13. **Suggested Preparation Schedule for impending Hurricane**

Yearly Training:

Hurricane Disaster Preparedness training is provided in late Spring and Winter Snow Storms and Ice Preparation is provided in the Fall of the year.

The “South Carolina Hurricane Guide” published by the SC Emergency Management Division is available each year on line between May-June 1st and this is communicated to the service contractors. This information can be shared with their clients as well as their office staff. The guide is valid during the hurricane season, which commences on June 1st and ends on November 30th of each year. This guide has a wealth of information and contains emergency contact telephone numbers, zones/evacuation information, watches/warnings/wind speed categories, pet information, evacuation actions/routes/lane reversals, basic disaster supply kit and what clients should do to prepare for before, during, and after a hurricane.

7 days prior to impending disaster:

- **Vantage Point** will contact service providers by email to have them verify that the telephone numbers on file are current for their Disaster Preparedness Coordinator(s).
- The service provider will verify that the information in AIM for program participants and their emergency contact is current.
- Ascertain that service providers have distributed South Carolina Hurricane Guides.

- At these time service providers will verify that clients have at least a three-day supply of food and water and deliver shelf stable meals to each nutrition program participant. (3-Shelf stable meals are to be ordered in the spring and in the fall to have on hand for an emergency). Most service providers send out printed information indicating that the meals are for emergency use only in the event of a disaster.

5 days prior:

- **Vantage Point** will contact service providers by email to verify that emergency preparedness plans are being enacted.
- All clients who feel they may be in danger from the storm/flooding, are encouraged by the service provider to seek shelter with family or friends or go to an emergency shelter.
- Clients who live alone, have no emergency contact listed, state that no one would check on them in a disaster, or will need transportation during an emergency, are encouraged to go to the shelters as soon as they have opened. Transportation can be provided to the emergency shelters by service providers.
- Clients who live alone and that state they will remain in their home are to be checked on daily by provider staff as conditions worsen and to strongly encourage them to seek shelter with family, friends, or to go to an emergency shelter.

3 days prior:

- Service providers will encourage program participants who will remain at home to fill containers with clean water prior to the storm in anticipation of power failures. **Run the AIM Report-Yemrginfo (see attachment H for instructions)**
- Service providers will encourage program participants to consult the South Carolina Hurricane Guide.
 1. The participants need to gather lanterns, batteries, blankets, and coolers with ice.
 2. The participants should have can goods and a non-electric can opener, shelf stable food (in addition to the 3 shelf meals provided) on hand to weather the storm.
 3. Essential medications.
 4. Prepare for your pets.
 5. Cash on hand.
 6. Battery operated radio.
 7. Fill vehicles with gas.

1-day prior:

- A list of service participants who live alone and refuse to go to a shelter, is compiled and the list is submitted to Vantage Point Disaster Preparedness

Coordinator and the County Emergency Management Team so that they may conduct well checks as safety allows during and immediately after the storm.

- Fill Vehicles with gas.
- Identify potential risk to your center associated with natural and man-made disasters.
- Secure all files and documents against destruction from water, fire, and vandalism.

Closures:

- **Vantage Point** office will close as instructed by the CareSouth Carolina CEO.
- The **Contract Agency Director**
 - ✓ Will determine when to stop transportation and close the nutrition site to program participants.
 - ✓ Will determine when the Agency will close for staff.
 - ✓ Will determine the ordering of meals.

Meal Cancellation:

- ✓ Meals that are not cancelled **before 8pm** the evening prior to the scheduled delivery day will be delivered as planned.
- ✓ The Contract Service Provider is responsible for notification to Senior Catering and Vantage Point staff of meal cancellations and site closures
- ✓ All site closures by service providers are required to complete a Change in Meal Site Operations Report and forward to Vantage Point Disaster Preparedness Coordinator. She will then forward forms to SCDOA.
- ✓ Meals not cancelled may be converted to home delivered hot meals and delivered if weather permits.
- ✓ Or meals will count as lost.

Hurricane Recovery after the storm:

- Service Providers need to resume well check telephone calls to clients.
- Service Provider programs are to determine when to resume services as safety permits.
- Disaster related referrals for participants are to be made to the appropriate agencies.
- Provide assistance to participants as indicated.
- Determine if sites have the need to be designated as “Reunification Sites.”
- When sites re-open, a Change in Meal Site Operations Report must be forwarded to Vantage Point Disaster Preparedness Coordinator. She will then forward forms to SCDOA.

Due to land line outages and time constraints, Agency Closings, Meal Cancellation, and Agency Updates may be sent by TEXT as they occur.

Laura Ann Ketter, Disaster Preparedness Coordinator
843-615-1838 (Cell)

Shelia Welch, Director
843-230-1277 (Cell)

II. Aging Service Providers Emergency Preparedness

This document represents a plan of activities the Pee Dee Regional Aging and Disability Resource Center aka (PDRADRC) will implement to ensure that staff and aging network providers are prepared and able to respond appropriately to the needs of homebound adults in emergency situations. The PDRADRC plan follows the universally accepted “all hazards” approach to emergency preparedness and response planning which includes four elements:

- 1) Communication;
- 2) Preparedness;
- 3) Training/Education; and
- 4) Information Management.

III. Scope

In an effort to ensure that homebound adults throughout the region receive information, are able to shelter-in, or be evacuated in the event of an emergency, the PDRADRC has developed a plan to address emergency preparedness and emergency response protocols.

The PD AAA/ADRC staff, contracted providers, and vendors have an important role to play in the implementation of emergency preparedness and response. The PD AAA/ADRC plan is comprised of two sections: I) Emergency Preparedness; and II) Emergency Response.

IV. Facts

Since 1991, the PDRADRC has worked with contractors and vendors to coordinate with local Emergency Operation Centers (EOCs), and be prepared to respond to the needs of homebound adults in the event of an emergency. Emergency situations include incidents resulting from severe inclement weather, natural disasters, hazardous materials spills, and other occurrences that may require sheltering-in (staying at home) or evacuation of individuals, particularly homebound adults.

V. Emergency Situations

1. The State of South Carolina is vulnerable to natural and technological disasters; acts of terrorism such as bomb threats; and other events such as fires that would require a facility to implement an emergency plan.
2. Elderly persons and/or residents who are disabled require special emergency consideration in planning for disasters or emergencies and ensuring in their safety.
3. An evacuation plan is necessary to ensure a timely, orderly and safe evacuation should the need arise. A facility should be prepared to meet all of its responsibilities in response to an emergency or a necessary evacuation. Having a workable Emergency Operations Plan is necessary to meet responsibilities.
4. Preparations and plans must also be made in the event a facility is allowed or ordered to shelter in place.

A. Hurricanes

The hurricane season begins June 1st and continues through November 30, with the greatest number of hurricanes occurring in August, September and early October. The peak of hurricane season is mid- September. The National Weather Service issues information concerning the hurricane in the following sequence:

- Gale Warning- Wind speeds of 38-55 miles per hour.
- Storm Warning- Part of a tropical cyclone advisory with winds of 55-74 miles per hour.
- Tropical Storm-Area of low barometric pressure that tends to move in a circular pattern. Wind speeds between 39-73 miles per hour.
- Hurricane Advisories- Numbered consecutively for each storm. Issued at six hour intervals: Midnight, 6 p.m., Eastern Daylight Time, but as storm approaches shore, issued at more frequent intervals.
 - Advisory gives name, eye position, intensity, and

forecasts of movement.

- Positions are given in latitude and longitude
- The National Weather Service issues local statements which describe the anticipated effect in a local area.

- Hurricane Watch - Possible hurricane making landfall in 24-36 hours.
- Hurricane Warning - Hurricane is expected within 24 hours or less.

The National Hurricane Center in Miami, Florida monitors hurricanes and broadcasts the information needed to track storms. South Carolina Hurricane Guides are published annually and are available on-line from SCEMD in Columbia, South Carolina. Vantage Point requests the hurricane guides each year from SCEMD/SCDOA annually and are shipped a vast amount to disseminate to those interested persons.

When the Hurricane Advisory is given, the Area Agency on Aging Disaster Preparedness Coordinator will maintain close contact with the local Emergency Preparedness Offices and each Aging Service Provider to keep abreast of the position of the storm. Also, e-mails are circulated to Risk Officer from the National Weather Service in Wilmington, North Carolina and the National Weather Service in Columbia, South Carolina. The information is immediately forwarded to the local Aging Service Providers and Vantage Point staff.

If and when a Hurricane Watch is given, Vantage Point Disaster Preparedness Coordinator will notify Aging Service Providers and Meal Caterer regarding possible cancellation of meals; also Pee Dee Regional Transportation Authority will be contacted to ascertain the number of vehicles that can be dispatched in the event evacuation becomes necessary.

If a Hurricane Warning is issued for the Pee Dee area, the Vantage Point Disaster Preparedness Coordinator will authorize the following:

- Contact Aging Service Providers regarding temporary termination of all services. If Nutrition Sites are open, all participants are to be transported home or to their proper shelter based on instructions from the local Emergency Preparedness Office.
- Secure or store all garbage cans or other unsecured and vulnerable objects from the wind.
- Secure records- back up all computer programs, leaving one copy in a safe place away from the office.

- Close and secure windows and doors. If evacuation is imminent, the following Evacuation Checklist will be followed.

The following is what one can do to prepare for such an emergency:

- Know what Hurricane WATCH and WARNING mean.
- WATCH: Hurricane conditions are possible in the specified areas of the “WATCH,” usually within 36 hours.
- WARNING: Hurricane conditions are expected in the specified areas of the “Warning,” usually within 24 hours
- Prepare a Personal Evacuation Plan.
- Identify ahead of time where you could go if you are told to evacuate. Choose several places – a friend’s home in another town, a motel, or a shelter.
- Keep handy the telephone numbers of these places as well as a road map of your area. You may need to take alternative of unfamiliar routes if major roads are closed or clogged.
- Listen to NOAA Weather Radio of local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately!
- Assemble a Disaster Supplies Kit.
- Include the following in your kit:
 1. First Aid Kit and essential medications
 2. Canned food and can opener
 3. At least three gallons of water per person
 4. Protective clothing, rainwear, and bedding or sleeping bags
 5. Battery-powered radio, flashlight, and extra batteries
 6. Written instructions for how to turn off gas and water if authorities advise you to do so (Remember, you will need a professional to turn them back on.)
 7. Prepare for high winds.
- Install hurricane shutters or pre-cut shutters $\frac{3}{4}$ marine plywood for each window of your home. Install anchors for the plywood and pre-drill holes in the plywood so that you can put it up quickly.
- Make trees more wind resistant by removing diseased or damaged limbs, then strategically removing branches so that wind cannot blow through.
- Know what to do when a Hurricane WATCH is issued.

- Listen to NOAA Weather Radio or local radio or TV stations for up-to-date storm information.
- Prepare to bring indoors lawn furniture, outdoor decorations or ornaments, trash cans, hanging plants, and anything else that can be picked up by the wind.
- Prepare to cover ALL windows of your home. If shutters have not been installed, use precut plywood as described above. If you do not have plywood, do what you can to protect windows from breaking. Tape does not work.
- Fill your car's tank with gas.
- Check batteries and stock up on canned food, first aid supplies, drinking water, and medications. Identify what to do when a Hurricane WARNING is issued.
- Listen to the advice of local officials and leave if they tell you to do so.
- Complete the preparation activities.
- If you are not advised to evacuate, stay indoors and away from window.
- Be aware, the calm it called the "eye" of the storm, this is the deceptive part of the storm. Once the eye has passed over the storm will continue and the winds will come from the opposite direction. Trees, shrubs, buildings, and other objects damaged by the first winds can be broken or destroyed by the winds which come from the opposite direction.
- Be alert to tornadoes, Tornadoes can happen during and after a hurricane passes over. Remain indoors, in the center of your home, in a closet or bathroom without windows.
- Stay away from flood waters. If you come upon a flooded road, turn around and go another way. If waters are rising rapidly around you, get out of the car and climb to higher ground.
- Know what to do after a hurricane is over.
- Keep listening to NOAA Weather Radio or local TV stations for instructions.
- If evacuated, return home when local officials tell you it is safe to do so.
- Inspect your home and damage.
- Use flashlights in the dark; avoid using candles.

The following document is published by SCDHEC. It is a free document that the PD AAA/ADRC shares with our contract providers each year during Hurricane Awareness Month. The document provides a great deal of useful information for the seniors. The goal is to promote awareness and preparedness well in advance of a storm - not when the hurricane is imminent.

Before the Storm

Planned Evacuation Checklist (continued)

- _____ Lock the windows and doors.
- _____ Put plastic bags over televisions, stereos, lamps, computers, etc.
- _____ Fill the sinks and bathtubs with water to use for bathing, washing clothes and flushing when you return.
- _____ Pack some clothes and shoes in plastic bags and store on high shelves.
- _____ Find a secure place for boats or second cars.
- _____ Trim weak limbs from trees and shrubs.
- _____ Cover windows and doors with shutters or plywood, if possible.
- _____ Bring inside or otherwise secure outdoor items such as bird feeders, bicycles, grills and planters.
- _____ Take with you proof of residence, social security cards, insurance policies, birth and marriage certificates, stocks, bonds and other financial certificates, irreplaceable photographs, wills, deeds and copies of recent tax returns.
- _____ Make sure your neighbors have safe transportation.
- _____ Take your survival supplies in the car with you.
- _____ Take a map, a list of shelters and official evacuation routes.
- _____ Take cash and/or traveler's checks. (Remember, ATMs and "pay at the pump" services will not work in a power outage.)

Emergency Evacuation Checklist

If you have only moments to prepare before leaving, grab as many of these things as you can and go!

- _____ Prescription medications, dentures, eyeglasses, hearing aids, over-the-counter medication you take regularly, and personal hygiene items
- _____ Flashlights, batteries, a battery-operated radio, a first aid kit, and bottled water
- _____ A change of clothes, and a sleeping bag or blankets and pillow for each member or the household
- _____ Car keys and, if you have them, keys to the place you are going

Shelter Tips

If you plan to evacuate to a Red Cross community shelter take these items with you:

- _____ Pillows and blankets or sleeping bags
- _____ An air float or air mattress, if you want (Remember, you probably will have to sleep on a floor.)
- _____ Prescribed medications in their original bottles
- _____ A flashlight and batteries
- _____ Soap and towels
- _____ Toothbrushes, denture supplies and other personal hygiene items
- _____ Disposable cleaning cloths, such as baby wipes, to use if bathing facilities are not available

- _____ Food, formulas or supplements for infants, elderly people or people on special diets
- _____ Books, quiet toys, and games for children
- _____ Extra contact lenses or eyeglasses
- _____ Non-perishable snack foods and bottled water.
- _____ Baby supplies, including diapers, pre-mixed, canned formula and sleep-related items
- _____ A change of clothes
- _____ Lightweight folding chairs and/or cots, if you want (Remember, you probably will have to sit and sleep on a floor.)
- _____ Road maps and directions to shelters
- _____ Important legal documents, social security cards, proof of residence, and irreplaceable photographs
- _____ Any phone numbers you think you may need

Suggestions For Safe Travel

- Travel during daylight hours, if at all possible.
- If you are planning to travel by a hired vehicle such as a taxi or ambulance, make arrangements in advance. (Many other people will be trying to do the same.) Keep in mind, however, that if a mandatory evacuation is ordered, drivers and other employees of cab, limousine and ambulance companies may also need to evacuate.
- If you expect to travel in your own vehicle, plan on leaving early, during the voluntary evacuation stage. Drowning accounts for most hurricane-related deaths, and most of the people who drown do so while attempting to drive their vehicles through rushing and rising water.
- If you are worried about being stranded, call your county emergency management team. Listen to the radio for instructions and contact information.

Tips On Keeping Pets Safe In An Evacuation

- As well as planning for your family, you must also make plans for your pets. **NEVER LEAVE A PET UNATTENDED IN AN EVACUATION.**
- Official shelters normally do not allow pets, so try to make alternative arrangements for pets to stay with family, friends, veterinarians or kennels in safe locations.
- Find a pet-friendly hotel. Call hotels in a safe location and ask if you can bring your pet. If the hotel has a no-pets policy, ask the manager if the hotel can waive the policy during the crisis. Very often, hotels managers relax rules in these situations.
- Make sure you take pet food, litter, cages or carriers, rabies certificates, leashes, collars with identification tags, and favorite toys with you. A photo of your pet is also a good idea, in case you are separated from the animal.

After the Storm

If your home has been flooded...

If your home has been flooded, **do not eat** any food that might have come in contact with floodwater including:

- Food packaged in paper, cloth, or cardboard boxes
- Home-canned foods
- Flour, grains, sugar and coffee in canisters or bags
- Fresh meat, poultry and fish
- Any food in foil or cellophane
- Fresh fruits and vegetables that do not have a peel or shell that can be removed before eating
- Products with screw caps, twist caps, flip tops or snap lids. This includes products like sodas, bottled or canned juices, seasonings, bottled water, condiments (i.e., mustard, ketchup, mayonnaise), peanut butter and jellies

Some food and food-related items can be cleaned and sanitized. **Follow these steps:**

1. To salvage commercially canned foods without dents, leaks or bulges, remove the label, then wash the cans in warm soapy water and rinse with clean water. Soak for 30-60 seconds in a solution of 1 ounce of unscented chlorine bleach to six gallons of water. Finally, re-label the cans with a permanent marker, making sure to include the expiration date.
2. Wash and disinfect all non-food items made from non-porous material, such as tableware, china, glasses, silverware or other metal utensils.
3. Throw away any plastic utensils, paper and plastic plates, wooden bowls, kitchen tools, and any other non-food items made from a porous material.

If Your Home Has Been Without Power...

Contact all your utility companies for guidance on when and how to turn on water, electricity and natural gas.

Foods in the Freezer

- If you keep your freezer door shut as much as possible, foods could stay frozen for one to three days, depending on:
 - The length of time the freezer door is open
 - The amount of food in the freezer. (When densely packed, foods stay frozen longer.)
 - The room temperature outside of the freezer; and
 - The freezer's insulation system.
- Frozen foods that have thawed but are still completely chilled (no warmer than 40 degrees Fahrenheit) should be:
 - Cooked, then frozen, or
 - Prepared and eaten, or
 - Thrown away

- Partially frozen foods such as fruits, vegetables or meat that still have ice crystals on them can be re-frozen.
- Do **not** re-freeze ice cream or frozen dinners.
- Use block ice or dry ice if available to preserve frozen food. Twenty-five pounds of dry ice will keep a 10 cubic foot freezer below freezing for three to four days. Wear dry, heavy gloves when handling dry ice.

Foods in the Refrigerator

- Keep the refrigerator door shut as much as possible. This could allow the food to stay chilled for four to six hours.
- Throw away any of the following foods that have been at room temperature for two or more hours:
 - Raw or cooked meat, poultry, seafood, meat-topped pizza or lunch meats
 - Casseroles, soups and stews
 - Milk, cream, yogurt, soft cheeses and cottage cheese
 - Mayonnaise, tartar sauce and creamy dressings
 - Cooked pasta, potatoes, rice and salads
 - Cookie dough
 - Eggs and egg substitutes
 - Custards, cream filled pastries, chiffon and cheese pie.
 - Gravy
- Discard any food that has an unusual odor, color or texture.
- **DO NOT TASTE THESE FOODS!** You can't always detect bacteria by smell, taste or sight.
- The following foods can be stored at room temperature for two to three days and still be safe so long as they have not been touched by flood waters:
 - Butter and margarine
 - Hard and processed cheeses
 - Fresh fruits and vegetables
 - Fruit juices
 - Dried fruits and coconut
 - Fresh herbs and spices
 - Opened jars of vinegar-based salad dressing, peanut butter, jelly, relish, mustard, ketchup, olives and barbecue sauce
 - Flour and nuts
 - Fruit pies
 - Bread, rolls, cakes, muffins and bagels

Cooking Without Power

Follow these simple guidelines so you can safely prepare food without electricity or gas

- Charcoal and gas grills or camp stoves are great alternatives, but keep them **outside**, away from garages, carports, vehicles, tents or fireplaces. **NEVER USE THEM INDOORS.** They could cause a fire or carbon monoxide poisoning.

Food Safety Tip:
When in Doubt, Throw It Out!

After the Storm

Cooking Without Power (continued)

- If you have a fireplace and the chimney escaped damage in the storm, you can use it to cook. Make sure the damper is open.
- If you have to build a fire outdoors, build it away from any structures, including carports. Make sure the fire is well contained in a metal drum or encircled with stones or other barriers. You can also build a wood fire in a charcoal grill.

Don't Drink the Water Until You're Sure It's Safe

After a hurricane, all water sources should be considered unsafe until they have been tested and until the proper authorities tell you it is OK to drink. Until then, follow these tips to stay healthier:

- You can safely drink distilled or bottled water that has not come into contact with floodwater.
- Use only bottled water to prepare infant formula.
- Never give pets untreated water to drink.
- You can make water bacterially safer in three ways:
 1. Bring water to a rolling boil, cover it, and boil it for at least two minutes. **THIS IS THE ONLY SURE WAY TO KILL HARMFUL ORGANISMS.**
 2. Add plain, unscented liquid chlorine bleach to water at a rate of 1/4 teaspoon per gallon. Then shake and let stand for 30 minutes. A slight chlorine odor should be detected. If you can't smell the chlorine slightly, repeat the process and let stand for another 15 minutes. You can improve the taste of the water by adding a pinch of salt, then pouring the water from one container to another several times.
 3. Add iodine at five drops per quart for clear water and 10 drops per quart for cloudy water. Let the treated water stand for 30 minutes.
- Strain cloudy water by pouring through a clean cloth.
- Do not swim or bathe in rivers, streams, creeks, lakes or the ocean until public health authorities announce that the water is safe.

- Brush your teeth, bathe, wash dishes and cook with treated water only.
- Rinse water containers with a bleach solution before using and reusing them.
- If you're caught without a stored supply of clean water, you can use water from your hot water tank and pipes, or water from moving streams and rivers. Water from these sources must be purified.

Other Vital Safety Tips

- Do not use gas powered generators or pressure washers inside, on a carport or inside a garage.
- Stay away from wild animals. They may be disoriented or could have rabies.
- Watch out for snakes. They often hide in unusual places after flooding.
- Don't leave pet food or dead animal carcasses in your yard. The scent will attract rats and other wild animals.
- If you smell gas, turn off the main gas valve, open all windows and leave the house immediately. Notify the police, fire department and gas company and stay away until an expert tells you its safe to return.
- Do not disturb potential chemical hazards, such as solvents. Call the local fire department for help.
- If you need to move a propane tank, whatever the size, call the fire department to help you.
- Watch out for downed power lines. Do not drive through standing water if downed power lines are in the water.
- If you have a well, it may be contaminated. Do not use the water from the well until it has been tested. For information on how to have your water tested, or how to disinfect your well, contact **DHEC's Bureau of Water** at 1-888-761-5989. If you have access to the Internet, go to <http://www.scdhec.gov/administration/library/CR-003247.pdf>

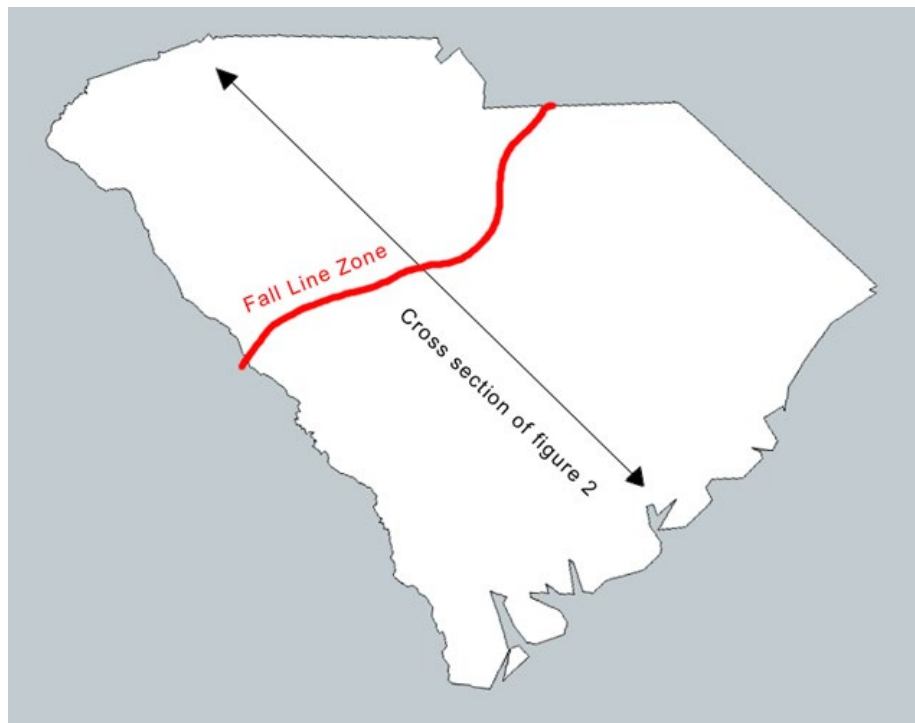


Promoting and protecting the health of the public and the environment

B. Inland and Coastal Flooding

People who live inland from the coast usually feel that they will not be affected by an approaching hurricane. It is true that as a hurricane moves inland and its wind and forces weaken rapidly. However, inland flooding from a hurricane or tropical storm can be extensive and devastating. Rainfall from a hurricane can be measured in tens of inches. In addition, seasonal weather patterns can mean heavy rainfall and subsequent flooding for low-lying areas or areas bordering inland waterways or bodies of water. Coastal areas are subject to problem flooding when storms or heavy rain showers occur at high tide. Hurricanes and tropical storms provide the greatest threat to low-lying areas, both coastal and inland.

C. Earthquakes



The following pages assist one in preparing for an Earthquake 6-10 identify procedures to follow in the event of such an emergency.

1. Types of Measurements

- Magnitude- The vibrations of an earthquake can be measured by instruments, or if the shocks are strong enough by humans and animals. The amplitude of an instrumental

recording of an earthquake on a seismograph determines the magnitude. The Richter scale is the most commonly reported by the media.

- Intensity- The non-instrumental effects are recorded as intensity and are determined in a semi-quantitative manner through reports of people felt or experienced. Reports are describing the degree of ground-shaking at a given place.

2. Earthquake Effects

- Ground-Shaking – The vibration of the ground during an earthquake.
- Surface Faulting – The movement of the two sides of surface fracture.
- Ground Failures – Liquefaction results in the collapse of certain granular soils and enhances soil settlement.
- Land Slides – Rock fails and slides of rock fragments that form on steep slopes.
- Tsunamis – Water waves caused by sudden vertical movement of the sea floor.

3. Earthquake Preparedness

- Steps to take: Drop, Cover and Hold
- When you feel an earthquake, **DROP** under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Watch out for falling plaster or ceiling tiles. Stay under **COVER** until the shaking stops. **HOLD ONTO THE DESK OR TABLE.** If it moves, move with it.
- If you're in a **HIGH-RISE BUILDING** and not near a desk or table, move against an interior wall and protect your head with your arms. Face away from windows, and do not use the elevators. Do not be surprised if alarms or sprinkler systems come on.
- If you're **OUTDOORS** move to a clear area away from trees, signs, buildings, or downed electrical wires and poles.
- If you're on a **SIDEWALK NEAR A BUILDING** get into a buildings doorway to protect yourself from falling bricks, glass, plaster, and other debris.

- If you're DRIVING pull over slowly to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.
- If you are in a CROWDED STORE or OTHER PUBLIC PLACE, do not rush to exits. Move away from display shelves with objects that could fall onto you.
- If you're in a WHEELCHAIR stay in it. Move to cover and if possible lock your wheels, and protect your head with your arms.
- If you're in the KITCHEN move away from the refrigerator, stove and overhead cupboards. (Take time NOW to anchor appliances and install security latches on cupboard doors to reduce hazards.)
- If you're in a STADIUM OR THEATRE stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm orderly manner.
- After an earthquake...be prepared for aftershocks and plan where you will take cover when these occur.

4. Earthquake: Basic things to do afterwards.

1. Check for injuries, and provide First Aid.
2. Check for safety.
3. Check for gas, water, sewer breaks, and check for downed electrical line and electrical shorts.
4. Turn off utilities if appropriate, and check your building for damage such as cracks around chimney and foundation they may pose a safety problem during an aftershock.
5. Clean up dangerous spills.
6. Wear shoes.
7. Turn on radio and listen for instructions from public safety agencies.
8. Don't use the telephone except for emergency use.

5. Survival: Items to keep on hand:

1. Portable radio with extra batteries.
2. Flashlight with extra batteries.
3. First Aid kit with specific medicines needed for members of your household.
4. First Aid book.
5. Fire extinguisher.
6. Adjustable wrench for turning off gas and water.
7. Smoke detector properly installed.

8. Portable fire escape ladder for homes/apartments with multiple floors.
9. Bottled water – enough for members of your household.
10. Canned and dried foods enough for a week and each member of your household. Note: Rotate water and food into normal meals to keep them fresh. Canned goods normally have a shelf life of one year.
11. Non-electric can opener.
12. Portable butane or charcoal stove should be used until it is determined there are no gas leaks in the area.
13. Matches: Please do not use matches until it is determined there are no gas leaks in the area
14. Have the telephone numbers of police, fire and doctor

Things you need to know:

1. How to turn off gas, water and electricity
2. First Aid
3. Your plan for reuniting your family

EMERGENCY CHECKLIST

The following document is published by FEMA. It is a free document that the PDAAA/ADRC shares with our contract providers each year during our bi-annual disaster preparedness trainings. The document is a useful tool for the contractor to discuss and disseminate to seniors each year. We distribute the brochure to the contractors each year at both disaster preparedness trainings. The goal is to promote awareness and preparedness for the seniors well in advance of potential disasters - not when the disaster is imminent.

Emergency Kit Checklist



3 days of nonperishable / non-cook food
water (1 gal. per day per person), medication



flashlight, battery operated radio, extra batteries



first aid kit, cash, cell phone and charger



ID cards, information: (Dr., meds, allergies), family / friends
contacts, toothbrush / toothpaste, blanket and washcloth



clothes and baby or pet supplies if you need them

DISASTER PREPAREDNESS: The likelihood that you will recover from an emergency often depends on planning and preparation. This list may help you get through the first 3 days after a disaster.

It is a starting point, as individual needs vary depending upon circumstances.

For additional information, visit: www.Ready.gov. &

Earthquake Preparedness—Hazard Checklist

___ Put heavy objects on lower shelves.

___ Secure computer.

___ Bolt shelves to the wall.

___ Put glassware/containers on lower shelves.

___ Know the location of shutoff-valves.

___ Secure water heaters and appliances.

___ Secure flammable or hazardous liquids on lower shelves.

___ Store emergency food, water, first aid kit and clothing.

___ Know location of safe spots in each room.

___ Know location of dangers spots in each room

___ Maintain a list of emergency phone numbers.

___ Know an out-of-state friend or relative who can call after the earthquake to report your whereabouts and conditions.

Earthquake Preparedness—Nonstructural Hazards Survey
(Home and Work)

- | | | |
|-----|----|---|
| Yes | No | Are desktop computers secured? |
| Yes | No | Are the tops of tall (4 or more drawer) file cabinets secured to the wall? |
| Yes | No | Do file cabinet drawers have latches? |
| Yes | No | Are large and heavy office machines restrained and located where they will not slide, fall off counters, or block exits? |
| Yes | No | Are wall-mounted objects over five pounds connected to structural framing? |
| Yes | No | Are tall cabinets bookshelves, and coat closets attached to the wall or attached to each other? |
| Yes | No | Are desks or tables located where they will not block exits? |
| Yes | No | Are storage racks cross-braced in both directions, and are the anchors bolted into the concrete slabs? |
| Yes | No | Are heavy or sharp wall decorations securely mounted? (Ex. Eye hooks) |
| Yes | No | Are valuables, fragile art, glass object, or trophies protected against tipping over or sliding off shelves or pedestals? |
| Yes | No | Are refrigerators, ranges, and built-in kitchen cabinets restrained by attachments to floor or wall? |
| Yes | No | Is freestanding shop equipment secured against overturning or sliding? |
| Yes | No | Are potted plants or any other heavy items that are placed in a high location restrained? |
| Yes | No | Are display cases protected against overturning or sliding off tables? |
| Yes | No | Is freestanding equipment on wheels locked against rolling? |

D. Tornado Procedures

Tornado Watch:

When Vantage Point has been informed that a Tornado **WATCH** is in effect in the Pee Dee Area, the Disaster Preparedness Coordinator or another designated staff member will contact all Aging Service Providers for the purpose of alerting nutrition site managers and van drivers.

Based on the report from the local Emergency Preparedness Office, nutrition sites will be authorized to remain open or it may be necessary to transport participants home or to the designated shelters.

Tornado Warning

When Vantage Point has been informed that a Tornado has been sighted in a specific Pee Dee Area the following procedures will be implemented:

- People should move into the hallway or a safe place from windows.
- If a tornado strikes the building all people should try to protect their heads and eyes, and remain in a protective position until building tremors cease.
- Once it has been determined that the storm is over the building should be evacuated immediately.
- Site managers should remain with the people.
- If anyone is hurt, call 911.
- If evacuation becomes necessary, the evacuation checklist is on pages 16 and 17 and will be followed by Vantage Point on Aging staff.
- Evacuation routes and shelters are listed on pages 31-38.

E. Nuclear Disaster Procedures

If a Nuclear Disaster has occurred at the H.B. Robinson Plant in Hartsville a **Long Whaling Siren** will sound, and the Weather Radio Alert System will also sound a warning. Vantage Point will implement the following instructions:

- Stay in the building.
- Turn off all air conditioning or heating systems. Close all doors, windows, and any other air-intake openings.
- You will not be asked to evacuate unless it is necessary.

DO NOT EVACUATE UNLESS YOU RECEIVE INSTRUCTIONS TO DO SO

- Call the local Emergency Preparedness Office. The telephone number and contact person.
- Call the Aging Service Providers particularly in Chesterfield, Darlington, and Florence counties. All providers are required to have a Disaster Plan and must try to follow the directives outlined in the local plan.
- If a TV is available, turn it on immediately to channel 13 or 15.
- Call caterers and cancel all meals until further notice.
- If it becomes necessary to evacuate follow the evacuation routes and shelters beginning on page 31. Please see map on page 31.
- All windows in vehicles must remain closed during travel.

Nuclear Disaster Evacuation Shelters

The following document is published by Progress Energy, now known as Duke Energy. It is a free document that the PD AAA/ADRC shares with our contract providers each time it is updated. The document provides a list of evacuation shelters for the Pee Dee Region. The goal is to promote awareness and preparedness well in advance of Nuclear Disaster. Drills are conducted quarterly in Darlington County to test sirens. Advance notice of the drills are announced on the radio/TV and listed in the Robinson Nuclear Plant Emergency Preparedness Information booklet, which is published annually and available on line. The CareSouth Risk Manager will send an e-mail notifying all staff quarterly when test sirens will be sounded.

(See Attachment A- Robinson Nuclear Plant- 2022 Emergency Preparedness Information)

F. Bomb Threat Procedures

The following procedures are to be implemented if there is a Bomb Threat:

- The person that received the call must stay calm.
- Record caller's exact words.
- Keep caller talking; the more he/she talks more can be learned.
- Ask caller where the bomb is located and what time it is to go off (the information is often given when requested.)

Make note of the following:

- Sex, age, attitude of caller (calm, excited, etc.) voice characteristics (educated, native to the area, accent, etc.) speech impediments or peculiarities.
- Background noises
- Date and time call received
- Report Immediately to 911

Conduct a Pre-evacuation bomb search to determine the following:

- If a bomb has been placed along an in-house evacuation route, if so use an alternate route.
- This search should be quick (two minutes' maximum) visual only.
- Electrical switches, thermostats, or doors to cabinets shall not be changed from positions in which they exist at time search is initiated.
- No object which is suspect shall be jolted, covered or otherwise disturbed.
- Evacuate the building. If participating, all in your care get them as far away as practical. Leave doors open.

Note: Information pertaining to the handling of a bomb threat is confidential and shall be disseminated only to executive directors, local law enforcement, civil defense, fire department, and other staff members involved.

“CHECK LIST WHEN YOU RECEIVE A BOMB THREAT”

Fill out the form entire

Name and Date reported: _____

How threat was reported: _____

Exact words of CALLER: _____

Questions to ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Where are you calling from? _____

Description of caller's voice: _____

Male ____ Female ____ Young ____ Middle Age ____ Old ____ Accent ____

Tone of voice _____ Background noise _____

Is voice Familiar? _____ If so, who did it sound like? _____

Other voice Characteristics: _____

Time caller hung up: _____

Any remarks: _____

Name, address, and telephone number of recipient: _____

Infection Control-Pandemic Event

The primary focus of all Emergency Preparedness is the evaluation of an event and mitigation of potential hazards.

Vantage Points primary goal is to provide services in an environment that promotes the safety of clients, caregivers, and staff members. Under the leadership of CareSouth Carolina, as well as being the Area Agency on Aging for the Pee Dee Region, we are required to participate in ongoing training to prepare for multiple types of emergencies and natural disasters, including infection control-pandemic events as it pertains to the AAA's scope of work.

The CareSouth Senior Leaders Team which is made up of Executive Management, Division Directors, and Managers, monitor all potential infectious or pandemic events and begins to implement additional systems to best take care of staff, patients, and clients. Infection control is a required daily practice and enhancements are implemented as indicative of the current health environment.

There are many types of infections and the potential for pandemic events. This leads to making decisions, almost hourly, to respond to the challenges and uncertainty resulting from the situation. The Senior Leaders Team closely follows DHEC and CDC guidelines, and learns in real-time from the experience of other Federally Qualified Health Centers and state systems around the country. The AAA will implement these modifications as it pertains to staff and the provision of both direct and contracted services.

Disclaimer:

Vantage Point, a division of CareSouth Carolina, Inc. is appointed by the SCDOA, as the Area Agency on Aging for the Pee Dee Region of South Carolina. We are a non-medical provider of home and community based support service to help seniors continue to live independently in their homes and communities.

The following tables are recommendations based on the experiences of the Area Agency on Aging, as well as information from the Centers for Disease Control (CDC) gained during the COVID-19 Pandemic.

This document is to be used only as a source of information and is not intended to represent or supersede the Policies and Procedures of Care South Carolina, Inc. or the SCDOA Programmatic Policies and Procedures for Area Agencies on Aging.

Location	Low to Moderate Pandemic Severity
Senior Centers and Senior Nutrition Sites	<p>Recommendations:</p> <ul style="list-style-type: none"> • Promote Vaccination if applicable • Implement Respiratory Etiquette • Implement Hand Hygiene • Implement social distancing measures • Reduce groups to 10 people or less by staggering meal times, activities and evidence based programs • Reduce the number of riders per vehicle for group transportation to meal sites and essential shopping by increasing the number of trips • Require daily Sanitation of frequently touched surfaces and objects (facilities and vans) • Cancel or postpone large gatherings or events • Begin planning to transition to in-home services only
Workplace	<p>Recommendations:</p> <ul style="list-style-type: none"> • Promote Vaccination if applicable • Voluntary Home Isolation of ill persons • Voluntary Home Quarantine of exposed household members • Promote Social Distancing • Promote Respiratory Etiquette • Promote Hand Hygiene • Routine Sanitation of frequently touched surfaces and objects
Office Meetings	<p>Recommendations:</p> <ul style="list-style-type: none"> • Limit to essential meetings • Promote Social Distancing • Promote Respiratory Etiquette • Promote Hand Hygiene • Routine Sanitation of frequently touched surfaces and objects
Out of Office Meetings	<p>Recommendations:</p> <ul style="list-style-type: none"> • Limit to essential meetings • Promote Social Distancing • Promote Respiratory Etiquette • Promote Hand Hygiene • Utilize Electronic Communication
Community Events	<p>Recommendation:</p> <ul style="list-style-type: none"> • Postponement or cancellation

Location	Moderate to High Pandemic Severity
Senior Centers and Senior Nutrition Sites	<p>Recommendations:</p> <ul style="list-style-type: none"> • Center closed to the general public • Transition to in home delivery of all services • Limit transportation services to individual transportation for essential shopping and medical appointments only • Promote Vaccination if applicable • Require Home Isolation of ill persons • Require Home Quarantine of exposed household members • Require Daily Temperature Checks for staff • Require Social Distancing • Require Respiratory Etiquette • Require Hand Hygiene • Cancel or postpone large gatherings or events • Require Daily Sanitation of frequently touched surfaces and objects (facilities and vans)
Workplaces	<p>Recommendations:</p> <ul style="list-style-type: none"> • Office closed to the general public • Promote Vaccination if applicable • Implement staggered staff schedules • Require Home Isolation of ill persons • Require Home Quarantine of exposed household members • Require Daily Temperature Checks for staff • Require Social Distancing • Require Respiratory Etiquette • Require Hand Hygiene • Require Daily Sanitation of frequently touched surfaces and objects.
Meetings	<p>Recommendations:</p> <ul style="list-style-type: none"> • Electronic Communication only
Out of Office Meetings	<p>Recommendations:</p> <ul style="list-style-type: none"> • Electronic Communication only
Community Events	<p>Recommendation:</p> <ul style="list-style-type: none"> • Postponements or cancellations

<u>Location</u>	<u>High to Extreme Pandemic Severity</u>
Senior Centers and Senior Nutrition Sites	<p>Recommendations:</p> <ul style="list-style-type: none"> • Center closed to the general public • Continue in home delivery of all services • Limit transportation services to individual transportation for essential shopping and medical appointments only • Promote Vaccination if applicable • Require Home Isolation of ill persons • Require Home Quarantine of exposed household members • Require Daily Temperature Checks for staff • Require Social Distancing • Require Respiratory Etiquette • Require Hand Hygiene • Cancel or postpone large gatherings or events • Require Daily Sanitation of frequently touched surfaces and objects (facilities and vans)
Workplaces	<p>Recommendations:</p> <ul style="list-style-type: none"> • Office closed to the general public • Reduce in office staff to two community support staff • Implement work from home for other essential staff • Promote Vaccination if applicable • Require Home Isolation of ill persons • Require Home Quarantine of exposed household members • Require Daily Temperature Checks for staff • Require Social Distancing • Require Respiratory Etiquette • Require Hand Hygiene • Require Daily Sanitation of frequently touched surfaces and objects.
Meetings	<p>Recommendations:</p> <ul style="list-style-type: none"> • Electronic Communication only
Out of Office Meetings	<p>Recommendations:</p> <ul style="list-style-type: none"> • Electronic Communication only
Community Events	<p>Recommendation:</p> <ul style="list-style-type: none"> • Postponements or cancellations

a. Proper Hand Hygiene

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

During a COVID pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.
- Use Hand Sanitizer When You Can’t Use Soap and Water

b. Using hand sanitizer

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

- You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Sanitizers can quickly reduce the number of germs on hands in many situations. However,
- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

How to use hand sanitizer?

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

c. Social Distancing

Keep Your Distance to Slow the Spread

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

What is social distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Many people have personal circumstances or situations that present challenges with practicing social distancing to prevent the spread of COVID-19. Please see the following guidance for additional recommendations and considerations for:

- Households Living in Close Quarters: How to Protect Those Who Are Most Vulnerable
- Living in Shared Housing
- People with Disabilities
- People Experiencing Homelessness

If you have been exposed or are sick

- Separate from others to limit the spread of COVID-19
- Take care of yourself while you’re sick

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

Tips for social distancing

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others. Also consider other options:
 - Use mail-order for medications, if possible.
 - Consider a grocery delivery service.
- Cover your mouth and nose with a cloth face covering when around others, including when you have to go out in public, for example to the grocery store.
 - Cloth face coverings should NOT be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
 - Keep at least 6 feet between yourself and others, even when you wear a face covering.
- Avoid gatherings of any size outside your household, such as a friend's house, parks, restaurants, shops, or any other place. This advice applies to people of any age, including teens and younger adults. Children should not have in-person playdates while school is out. To help maintain social connections while social distancing, learn tips to keep children healthy while school's out.
- Work from home when possible. See additional information for critical infrastructure workforce from Cybersecurity and Infrastructure Security Agency (CISA).
- Avoid using any kind of public transportation, ridesharing, or taxis, if possible.
- If you are a student or parent, talk to your school about options for digital/distance learning.

Stay connected while staying away. It is very important to stay in touch with friends and family that don't live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult. Read tips for stress and coping.

d. Respiratory Hygiene and Cough Etiquette

Respiratory hygiene and cough etiquette are terms used to describe infection prevention measures to decrease the transmission of respiratory illness (e.g., COVID, influenza and cold viruses).

A respiratory infection is spread when a person who is infected with a virus coughs or sneezes. The droplets released from an ill person's cough or sneeze can travel for several feet reaching the nose or mouth of others and causing illness. Viruses can spread easily from person to person through direct contact via touching or shaking hands. Droplets can also live for a short time on a variety of objects in the environment such as furniture, door knobs, light switches, or equipment where they can be touched by another person.

Because some individuals cough without having respiratory infections (e.g., persons with chronic obstructive lung disease), we do not always know who is infectious and who is not. Therefore, respiratory hygiene and cough etiquette are very important components to protecting yourself from illness and preventing others from becoming ill. Like hand hygiene, respiratory hygiene is part of the standard precautions that should be taken to prevent the spread of disease.

The elements of respiratory hygiene/cough etiquette include:

- Education about how respiratory infections are transmitted and respiratory illness can be prevented should be provided both at centers and to homebound clients. (This includes asking staff or clients to stay at home if they are sick.)
- Use of posted signs (in languages appropriate to the population served) with instructions and pictures about how to cover your cough and wash your hands, and the use of hand sanitizing station.
- Availability and use of disposal tissues when coughing and sneezing, and reminders to dispose of used tissues properly.
- Use of a mask for person who is coughing.
- Spatial separation of the person with a respiratory infection from others. Since droplets travel through the air for 3-6 feet, separating an ill person from others by 6 feet decreases risk of transmission. Stressing hand hygiene after contact with respiratory secretions.

e. **Cleaning and Disinfection**

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight. These guidelines are not meant for cleaning staff in healthcare facilities or repatriation sites, households, or for others for whom specific guidance already exists.

Definitions:

- *Community facilities* such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

Timing and location of cleaning and disinfection of surfaces at a community center, office, or other facility that does not house people overnight:

- Close off areas visited by the ill persons.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote

controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

f. How to Clean and Disinfect

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface.
 - ✓ Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application.
 - ✓ Check to ensure the product is not past its expiration date.
 - ✓ Never mix household bleach with ammonia or any other cleanser.
 - ✓ Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - ✓ Bleach solutions will be effective for disinfection up to 24 hours.

Prepare a bleach solution by mixing:

5 tablespoons (1/3 cup) bleach per gallon of water or

4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

- After cleaning: If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipe able covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
- Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns (if applicable) for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. **Clean hands** after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should **clean hands** often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds.
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always **clean hands** with soap and water.
- Follow normal preventive actions while at work and home, including **cleaning hands** and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance such as a child.

Additional Considerations for Employers

- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- Employers must comply with OSHA's standards on Blood borne Pathogens ([29 CFR 1910.1030](#)),
- Including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#))

VI. Operations

If disaster develops outside of regular working hours, the CEO will decide if the office should close. In the event of an office closure, the CEO or a designee will leave the appropriate message on the office closure line/website and Facebook page by 6:30 a.m. All staff is responsible for checking this line before reporting to the office whenever a disaster is imminent. To access the office closure line call (843) 332-3244. Should phone service be down at the Hartsville office, all staff will be contacted via phone as soon as possible. If a disaster develops during the day, the CEO will make early closing decisions. Department directors or supervisors will notify community-based staff and staff who are out of the office in the event of an early closure due to the disaster. Home visits, assessments, and other appointments should not be conducted during an office closure.

On occasion, the PDRADRC will close to business (CTB) for an event of importance to the staff on a day or portion of a day otherwise normally slated for business. Scheduled holidays and office closure due to emergencies are not included as CTB days.

On a day that the PDRADRC has a planned CTB event, the telephone system will be programmed to permit a caller with an urgent issue to speak with the organization's answering service that can contact a staff person and have her/his urgent issue addressed to the best ability of the PDRADRC Disaster Preparedness Coordinator.

VII. Disaster Communications

Communication with EOCs:

The nutrition providers are required by the PDAAA/ADRC to maintain quarterly contact with PDRADRC, local/county EOCs and provide them with the name, address, city, and telephone number of persons on the Home Delivered Meal/Home Care clients that will need assistance during a disaster. This is done by faxing or electronically sending the required information and ensuring participant confidentiality protocol is used.

Nutrition providers/Home Care providers must maintain an emergency plan that contains the following components, at a minimum:

- 1) an emergency contact;
- 2) telephone tree system used to contact HDM participants, inform them of emergencies or other situations which make delivery of the meal impossible, instruct them to eat the shelf stable meal, and inquire as to their health status;
- 3) volunteers (i.e., RSVP) that can assist in implementing the telephone tree;

- 4) assistance for clients identified as having inadequate food and water supplies;
- 5) formal contact with the AAA 1-B in cases where home delivered meals cannot be delivered and in cases where congregate sites are closed per established protocol.

Emergency Volunteers:

Nutrition providers are encouraged to develop relationships with four-wheel drive clubs, snowmobile clubs, or fire departments that can deliver meals in an emergency situation. Nutrition providers are required to maintain volunteers or other persons to act as back-up staff in the event of a disaster where nutrition staff are victims of the disaster. Nutrition providers are to identify staff or volunteers at congregate nutrition sites who can be called upon in the event of an emergency to prepare meals for persons who may be displaced due to the emergency, or to open the building for use as a shelter when necessary.

Emergency Contact Information:

The PDAAA/ADRC shall maintain emergency contact information for all nutrition contractors (see Attachment E). The PDRADRC shall provide nutrition contractors with emergency contact information for all the PDRADRC emergency management staff and local EOCs. The emergency response plan shall become active when directly contacted by a local/county/state EOC. In some cases, the county EOC may notify the PDRADRC Disaster Preparedness Coordinator in advance of an emergency (e.g., an impending ice storm). In this situation, staff will have time to contact program participants/caregivers, as well as service providers, to prepare them for the emergency. In some cases, the county or state EOC will contact the PDRADRC Disaster Preparedness Coordinator following an emergency and request assistance. The PDRADRC and service providers will respond after First Responders, who are generally police and fire personnel, have assessed the situation and communicated the course of action through the EOC. This is known as the "Recovery Phase". The PDRADRC staff and service providers will generally respond and assist during the Recovery Phase.

Emergency Coordinators shall use cellular or landline telephones in the event of a power outage or a situation where the traditional phone system is inoperable. However, in some emergency situations cellular and landline telephones may also be inoperable. In this case, coordination with the Red Cross and the EOC may also be needed as they can establish CB radio communication with other emergency management agencies. If telephone (landline or other) and cellular communication is not possible, the PDRADRC Disaster Preparedness Coordinator shall work with local police and EOC officials to physically contact the appropriate staff and notify them to report to the designated EOC or the office. This may require driving to the local EOC or police department and requesting their assistance to locate staff.

The Emergency Coordinators will contact the Director of Communications or Communications Manager to provide up-to-date information on the following:

- Locations of emergency shelters for homebound adults in each county impacted
- Phone number(s) for homebound adults to call for further assistance such as transportation to a shelter, need for water supplies and other necessary items

The Director of Communications or Communications Manager will contact local radio and television stations with this information and updates as required. The Director of Communications and Communications Manager maintains a current listing of radio and television contact information that is accessible during emergencies, as indicated below.

VIII. Organization and Assignment of Responsibility

Primary communication with the local/county/state EOC shall rest with the PDRADRC Disaster Preparedness Coordinators, in the order listed:

- 1) Chief Executive Officer
- 2) Chief Operations Officer
- 3) Director of Communications
- 4) Disaster Preparedness Coordinator
- 5) Contract Directors

The PDRADRC Disaster Preparedness Coordinator shall work with the local/county EOC and aging provider representatives within the EOC during and following an emergency.

The PDRADRC Disaster Preparedness Coordinator shall contact other agency staff, contractors, vendors and any other providers as needed and described in the procedures.

In the event the PDRADRC Disaster Preparedness Coordinator is unsure of the nature of the emergency, we may deploy office staff to their own homes as soon as safely possible, and then recall staff when emergency response is required and requested.

In the event evacuation becomes necessary, the PDRADRC Disaster Preparedness Coordinator will assist the local/county/state EOC by:

- Ensuring that at least one staff person maintains contact (in person or via phone) with local, county or state EOCs.

- Responding to requests for volunteers by state or local EOC.
- Coordinating the volunteers and service providers to assist, as needed.
- Identifying resources for EOC and other service providers (i.e., food, volunteers, staffing).
- Providing the names of local shelters (if any) who have agreed to care for the pets of an elderly person in the event of an evacuation emergency.
- The Disaster Preparedness Coordinator will tune into conference calls not only to provide updates of the status of their counties but be apprised of damages, occurrences and other information due to a catastrophic event. Conference calls involve Healthcare Coalition, CareSouth, National Weather Service and Department on Aging. Disaster Preparedness is also a certified National Weather Service Weather Spotter and has served in this capacity since 2015 and has been a Risk Officer for Vantage Point for twenty-five years. Disaster Preparedness Coordinator is a member of the South Carolina Emergency Management Association (SCEMA) and attends regularly scheduled meetings and an conference.
- When participants are released to return to their homes, PDRADRC Disaster Preparedness staff will follow the directions of the EOC regarding the process and timelines. Staff will notify providers that participants have returned home and services are to be resumed. Staff will be available to contact participants by phone to offer friendly reassurance, and to authorize service from alternate providers,
- Disaster Preparedness Coordinator disseminates e-mails to Vantage Point Information, Referral & Assistance Specialist (IR&A) that encompass valuable emergency information in an effort to better serve callers who are in need of emergency food, shelters, volunteers available to assist with yard debris, etc. Depending on the magnitude and category of the catastrophic event, would greatly depend on the influx of calls to the IR&A Specialist.

IX. Continuity of Agency

Following an office closure, the Emergency Coordinators or other staff shall, as soon as possible, reactivate the office to provide the following priority services:

- Information and Assistance for homebound adult's/service providers/EOC requests
- Friendly reassurance to participants
- Assistance to EOCs, shelters, or other affected areas
- Access to participant information (via AIM or SCACCESS)

The PDRADRC Disaster Preparedness Coordinator shall respond to the emergency as follows:

- a. Notify other Emergency Coordinators of the activation.

- b. Determine a 12-hour schedule of staff that will actively manage the emergency throughout the duration.
- a. Contact all the service providers who may be impacted by the emergency (i.e., nutrition providers).
- b. Notify the participants/caregivers who may be impacted by the emergency (if possible).
- e. Respond and document EOC requests for:
 - i. Information: On local and community-based services and resources, with state and local EOC staff.
 - ii. Food: Work with nutrition providers to ensure all HDM participants have food. Coordinate efforts for other communities or individuals who may be in need of food. Nutrition providers maintain approximately three (3) days of food on their kitchen shelves at all times which could be used to assist others who need food in the event of an emergency.
 - iii. Water: Work with nutrition providers and resource advocates to ensure that HDM participants have water. Coordinate efforts for other communities or individuals who may be in need of water. (The local/county EOC is a good resource to obtain donated bottled water.)
 - iv. Volunteers: Deploy staff, Resource Advocates, Chore providers, or others (depending on the needs) to obtain volunteers as needed.
 - v. Friendly Reassurance: Deploy staff, Resource Advocates, or others to check on vulnerable elderly. This includes participants or other elderly participating in congregate nutrition programs. Seniors will be assisted by providing food/water, offering information, contacting caregivers, calling 911, and directing to local hospitals or shelters for further assistance.
 - vi. Other: During an emergency, a variety of requests may come through. This may include contacting other agencies in the network for assistance. Utilize the resources in the SC ACCESS to address the emergencies as they arise.

X. Plan Development and Maintenance

The PDRADRC Disaster Preparedness Coordinator shall periodically recommend or identify additional emergency preparedness informational materials that may assist program participants or other homebound adults, such as: 1) what to do when the power goes out; 2) how to stay cool in hot weather; and 3) how to avoid slips/falls in the winter. Additional safety materials will be developed and distributed periodically based on identified needs

The PDRADRC Disaster Preparedness Coordinator will work with staff and service

providers to solicit input on the emergency preparedness plan and emergency preparedness informational materials that should be developed.

The PDRADRC Disaster Preparedness Coordinator will review the Emergency Preparedness Plan with service providers on a regular basis and make adjustments as needed.

XI. Administration, Finance, and References

The PDRADRC and various aging network providers shall be in communication and work with their local EOC to provide assistance or share information about vulnerable elderly or persons with disabilities as described in the SCDOA Policy and Procedure Manual. The PDRADRC is responsible for coordination with the state EOC.

PDRADRC Coordination with Local/County EOC

The selected PDRADRC Disaster Preparedness Coordinator has established a good rapport over the course of the years with Local Emergency Preparedness Directors and attends Local Emergency Preparedness Committee (LEPC) Meetings in five counties throughout the Pee Dee Region. General information about aging network and other resources is shared with local Emergency Coordinators at these meetings. She is also instrumental in attending quarterly HealthCare Coalition Meetings and SCEMA Meetings, has contacts with local fire and sheriff's departments and The American Red Cross.

Participant Information:

A prioritized list (which includes name, address, city, and telephone number) of participants that is organized by zip code will be generated by service providers quarterly (last week of the month, following the end of the quarter), per established procedures. Providers will share this report with local/county EOCs by fax or secure electronic transmission.

Prioritization of Participants

Local/county EOCs and the PDRADRC staff will use the following is a list of participant priorities for use in emergencies:

- Participants who absolutely cannot go without services. They may or may not live alone, but will have special needs. Special needs are defined as cognitive deficiency, mobility impaired, and mechanical equipment

needs (i.e., Ventilator, oxygen, dialysis, and IV medications).

- Program participants who live alone with no special needs.
- Program participants who live with a caregiver and have special needs.
- Special needs are defined as cognitive deficiency, mobility impaired, and Mechanical equipment needs (i.e., ventilator, oxygen, dialysis, and IV medications)
- Program participants who live with a caregiver with no special needs.
- All other program participants.

All contractors and vendors must notify the PDRADRC Disaster Preparedness Coordinator in the event of an emergency closure or discontinuance of service by calling 843-383-8632 or 1-866-505-3331 immediately (within 30 minutes.) The Disaster Preparedness Coordinator will gather as much information as possible on the emergency and forward the information to the appropriate contract or for further follow up with the agency.

1. Reimbursement for Emergencies:

During an emergency, service providers and agency staff must be empowered to provide assistance as required or requested. Whenever possible, contractors should make every attempt to ensure that Title III procedures are followed as closely as possible (e.g., obtaining signatures for meals). Allowable costs incurred during an emergency for the assistance of homebound adults will be reimbursed with Title III funds.

2. Emergency Funding:

The PDRADRC Disaster Preparedness Coordinator will coordinate with the local/county EOC and the SCDOA to secure other state or federal (Federal Emergency Management Act-FEMA) disaster dollars that are available in cases where the Governor or federal government declares a disaster.

XII. Operation Check-list

CHECKLIST – WHAT TO TAKE

___ EMERGENCY PREPAREDNESS MANUAL (ORIGINALS & ALL COPIES)
___ ALL ORIGINAL CONTRACTS AND INCLUDE SEVERAL COPIES
___ THE AREA PLAN, CONTRACT(S) WITH CATERER, SERVICE PROVIDERS,
SCDOA, OTHER STATE PROGRAMS SUCH AS TITLE V SCDOA

___ ORIGINAL AGENCY CHARTER (CARESOUTH)

___ PROPERTY DEEDS AND TITLES (INCLUDES VEHICULAR TITLES)
(CARESOUTH)

___ PHOTOGRAPHS OF EACH FACILITY (CARESOUTH)
___ VEHICLE INSURANCE POLICIES (CARESOUTH)

___ MASTER RESOURCE DIRECTORY AND COPIES (CARESOUTH)
___ GENERAL LEDGER, ACCOUNTS RECEIVABLE AND ACCOUNTS
(CARESOUTH)
___ AGENCY CHECKBOOK AND PETTY CASH (CARESOUTH)

___ OFFICE EQUIPMENT (INCLUDE SURGE PROTECTOR, THREE-WAY ADAPTORS,
EXTENSION CORD, COMPUTER MANUALS AND SOFTWARE)

XIII. Evacuation

1. Evacuation, Decision and Response Timeline

Once the decision to evacuate the office of all documents, supplies and equipment has been made, the EOC must determine the amount of time reasonably available for the evacuation, the number of staff and/or volunteers and their capabilities, the distance that must be traveled to the safe house, and the exact documents and articles to be transported.

The following is a suggested list, prioritized in a descending order of importance, of items that should be removed. The blank beside each entry is for the assignment of that staff member responsible for the packing and oversight of the item.

It's critical that you begin preparing for an evacuation as soon as you're aware that a large storm may be coming in your direction. If you wait for an evacuation order to be issued before beginning your preparation, it may be too late. You should put together an evacuation plan, make an Emergency Supply Kit and prepare your home for the storm.

During an evacuation or other declared emergency, the SC Department of Transportation (SCDOT) will operate a toll-free number for traffic and road conditions. Call 1-888-877-9151.

Evacuation route maps and updates can be found by visiting:

- SC Department of Transportation (SCDOT)
- SC Emergency Traffic Network (SCDPS)

Most emergency shelters do not accept pets, so your evacuation plan needs to include your family pets.

Who Should Evacuate?

People living in low lying areas of South Carolina's coastal counties, as well as anyone living in a mobile home in any of the coastal counties, are required to evacuate for all hurricanes, regardless of the category. Other areas will be required to evacuate when category 4 or 5 storms threaten their areas. The Governor's Office will make the decision on which areas should evacuate when a hurricane threatens the coast.

Before You Evacuate:

- Make a family communication plan.
- Make sure there is gas in the car so that you can be ready to evacuate immediately.
- Make sure your automobile's emergency kit is fully stocked and ready.
- Tune in the radio or television for weather updates and evacuation updates.
- Take action when you think severe weather may be moving into your area, even if no official warning is given.
- Determine your evacuation destination and write out route.

- Store home and lawn care chemicals above areas that could be flooded.
- Shut off the water to the house.
- Let people know when you are leaving and where you are going. If possible, leave contact information.
- Lock the windows and doors.
- Close blinds and drapes.
- Put plastic bags over TVs, stereos, lamps, computers, etc.
- Fill the sinks and bathtubs with water to use for bathing, washing clothes, flushing, when you return.
- Pack some clothes in plastic bags and store on high shelves
- Adjust the refrigerator and freezer to the coolest possible setting.
- Follow the instructions provided by local utility companies or emergency preparedness officials regarding the turning off of electric and gas utilities.
- Find a secure place for boats or second cars. Place under cover if possible.
- Trim trees and shrubs of weak limbs.
- Cover windows and doors with shutters or plywood if possible. If that is not possible, place large strips of masking tape across the windows to reduce the possibility of flying glass.
- Bring inside or otherwise secure items outdoors such as lawn furniture, bird feeders, bicycles, grills, propane tanks and planters.
- Check on your neighbors, especially the elderly to make sure they do not need assistance in evacuating.
- Put your survival supplies in the car. If officials order an evacuation, leave as soon as possible, preferably during daylight.

Once you are ordered to evacuate:

Because of the destructive power of a hurricane, you should never ignore an evacuation order. Once an evacuation is ordered, you should leave as soon as possible.

Authorities will be most likely to instruct you to leave if you are in a low-lying area, or within the greatest potential path of the storm. If your home is located in one of these areas, you should make plans to evacuate even before an order is given.

Once again, remember that most shelters and some hotels do not accept pets.

For your convenience, you will find “Comfort Stations” located at designated points along I-26 which will be supplied with portable toilets and bottled water. These stations are designed to expand the existing facilities at rest areas during a mandatory evacuation.

If a hurricane warning is issued for your area or you are directed by authorities to evacuate the area:

- Take only essential items with you.
- Follow the instructions provided by local utility companies or emergency preparedness officials regarding the turning off of electric and gas utilities.

- Disconnect appliances to reduce the likelihood of electrical shock when power is restored.
- Make sure your automobile's emergency kit is with you.
- Follow the designated evacuation routes—others may be blocked—and expect heavy traffic.
- Avoid flooded roads and watch for washed-out bridges. Traffic tends to move slowly as evacuation routes become crowded.
- Know that evacuation will probably take longer than expected, so give yourself plenty of time. More importantly, be patient.

Special Precautions for Mobile Homes:

Mobile homes are especially vulnerable to hurricane-force winds. Anchor the mobile home with over-the-top or frame ties. When a hurricane threatens, do what you can to secure your home, and then take refuge with friends, relatives or at a public shelter.

Before you leave, take the following precautions:

- Pack breakables in boxes and put them on the floor.
- Remove mirrors and tape them. Wrap mirrors and lamps in blankets and place them in the bathtub or shower.
- Install shutters or precut plywood on all windows.
- Shut off propane tanks and leave them outside after anchoring them securely.
- If time allows, make sure your mobile home is properly connected to anchors.
- Store awnings, folding furniture, trashcans and other such loose outdoor objects.

Types of Evacuation Emergencies:

Knowing the types of emergencies your community may face is essential to being prepared for them. Below is a list of possible disasters that South Carolina is prone to.

Hurricanes	Tornadoes
Floods	Earthquakes
Fires	Dam Failure
Severe Thunderstorms	Wildfires
Hazardous Materials	Terrorism
Drought	Nuclear Power Plants
Severe Winter Weather	

Recovery Plan Overview

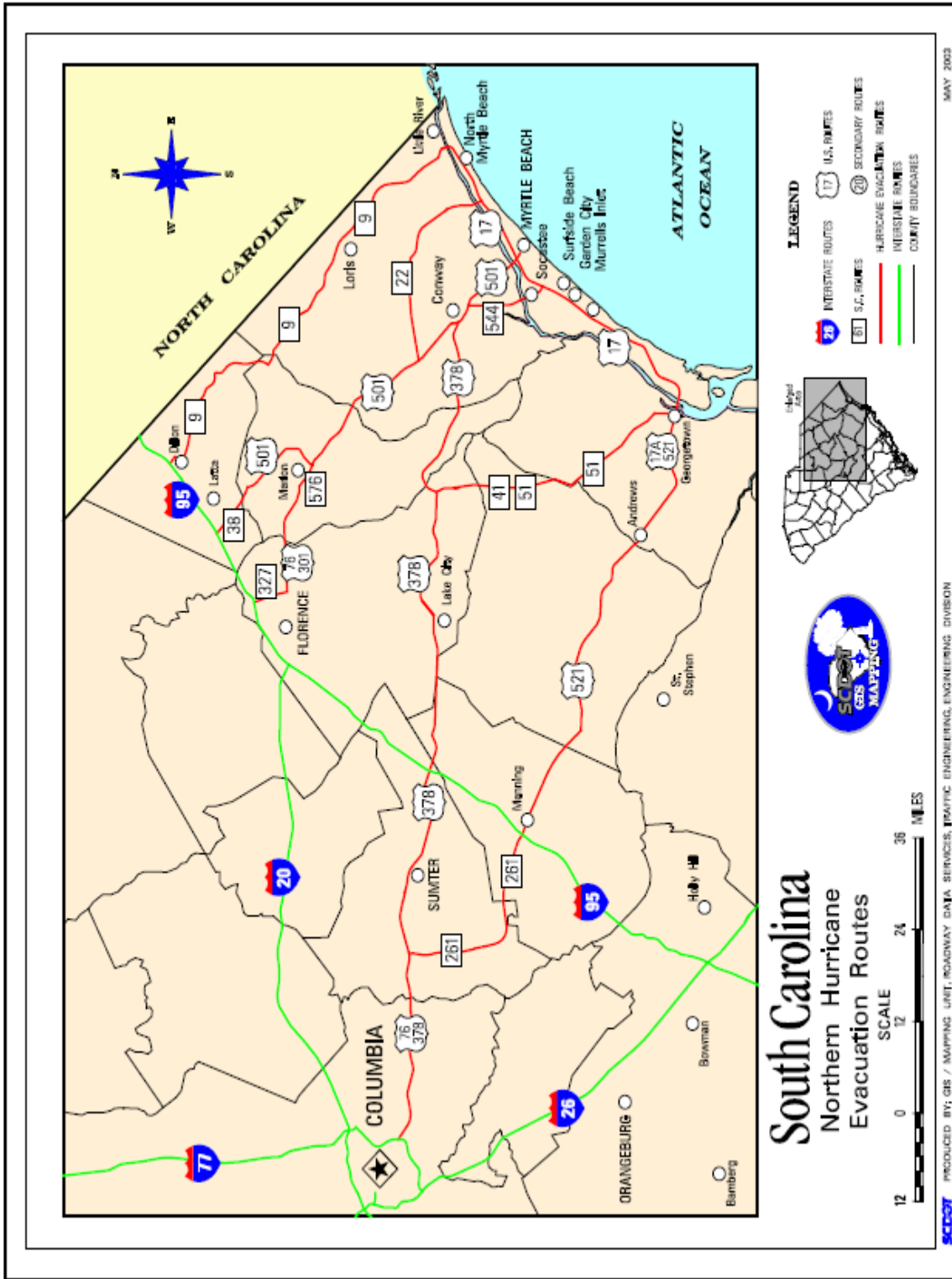
This phase applies to general post-disaster operations - activities which attempt to restore systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards. Precautions should also be taken upon re-entry of your facility after a disaster and prior to implementing recovery activities.

Re-entry into the post-disaster area is controlled by the county emergency management office and may require ID badge and post-disaster re-entry placards or credentials. Re-entry into the post-disaster healthcare facility will also require structural safety inspections by the SC DHEC Division of Fire and Life Safety

2. Region Operation Conditions

The Pee Dee region is located in the Northeastern corner of South Carolina about an hour and a half drive from Columbia, South Carolina and two hours from Myrtle Beach, South Carolina. It is a rural area with abundant wildlife and fishing, beautiful rivers, scenic highways, and large wooded land. The Pee Dee Region is also susceptible to a variety of natural hazards including, but not limited to, hurricanes, floods and earthquakes. In recognition of this vulnerability, The Recovery Plan provides an opportunity and framework for the Pee Dee Region, and municipalities within to be in a better position to recover more rapidly, as well as, address quality of life issues and to pursue opportunities to effectively reduce hazards vulnerabilities present in most communities.

3. EVACUATION ZONES



a. Public Information

The PDRADRC shall work to ensure that emergency preparedness information is widely available throughout the aging network, post the AAA 1-B emergency plan and 72 Hour Emergency Preparedness Kit fact sheet on the website, and periodically train and solicit input from providers on emergency preparedness and response activities.

Public Notification Systems

If an outdoor warning siren activates, it means everyone should go indoors and immediately tune into one of the local Emergency Alert System (EAS) outlets for official information.

There are three main reasons for siren activation:

1. Severe weather has been detected such as a tornado or a severe thunderstorm;
2. There is a hazardous material accident. Nuclear Disaster; and/or
3. An important announcement about homeland security has been issued.

b. Operation Areas/Area Planning Factors

Concept of Operations

Facilities are required to develop and revise, in coordination with the county emergency management office, an emergency operations plan capable of providing for the safety and protection of residents, staff and visitors during an event. This plan shall be effective for either internal or external emergencies. The plan is envisioned as an all incident, all-hazard, and all-discipline plan. There should be at least four sections to an effective Emergency Operations Plan: Mitigation, Preparedness, Response, and Recovery, and should address each type of anticipated event (Hurricane, bomb threat, fire, earthquake, ice storm, etc.). The plan should be coordinated with the county emergency preparedness division and a copy of the plan should be filed with your county emergency preparedness division. It is vital to review the various types of disasters that are most likely to affect the facility, both externally and internally, before a disaster happens. A hazard analysis should list what can happen to your facility as a result of known hazards, and prioritize the events according to probability, risk and your facility's level of preparedness. Examples of hazards that should be considered include: fire, both internal and external; severe thunderstorms and lightning; tornadoes; hurricanes and tropical storms; flooding; ice storms; hazardous substances including being located near facilities that store or use hazardous materials and location near railroad tracks or highways that transport hazardous materials; winter storms; nuclear power plant incidents; and earthquakes.

Planning should include provisions for direction and control, such as use of some type of incident command system. The person in charge of managing the disaster is the Incident

commander, and maintains overall responsibility for managing the incident, and is responsible for devising strategies and priorities

c. Shelters

The following document is published by SCDHEC. The Pee Dee AAA/ADRC, as a team member of the DHEC Region 4 Healthcare Coalition, takes our lead during a disaster from the Coalition. The following pages are a list of DHEC contact numbers by county. By calling this 24-hour central telephone number listed for each county you will be able to get the name and address of the nearest emergency shelter/medical shelter if you need to evacuate. We are allowed to share this information, however, we are not allowed to copy the information or reproduce this document as our own. The PDAAA/ADRC shares this information with our contract providers as needed or as changes are made.

The goal is to promote a uniform awareness, preparedness, and safety system for the residents of our region at all times.

Please see the following pages for a list of emergency/medical shelters by county. Please tune into the local news or contact the PDAAAADRC for the locations of Warming/Cooling shelters open in your area.

- **Chesterfield County**
- **Darlington County**
- **Dillon County**
- **Florence County**
- **Marion County**
- **Marlboro County**



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DISASTER PREPAREDNESS EMERGENCY INFORMATION

Chesterfield County Office of Emergency Services

Phone: (843) 623-6837 FAX: (843) 623-6015
109 Scotch Road
Chesterfield, S.C. 29709

SC Public Information Phone System: 1-866-246-0133

Provides evacuation and shelter information

Local Radio and TV Stations:

Radio

WJMX 103.3 FM
WYNN 106.3 FM
NOAA 162.550 megahertz on weather radio

Television

WBTW News 13
WPDE-TV 15
WFXB Fox 43

Transportation:

Local County EMS will NOT provide transportation for evacuation. You must arrange this through your local ambulance service. These telephone numbers are listed in the yellow pages of the telephone book. Bus transportation to shelters may be available. Listen to radio announcements or contact Emergency Preparedness at (843) 665-7255.

Evacuation Routes:

Traffic information may be obtained by calling the Department of Transportation at 1-888-877-9151. Information will also be available on the local radio and television stations. Evacuation maps are available through the South Carolina Emergency Management Division and through the S.C. Hurricane Guide, which is distributed at local grocery stores.

Shelter Information:

Shelter information is available through the Florence or Columbia Chapter of the American Red Cross at (843) 662-8121 or (803) 540-1200. Special Medical Needs Shelter information is available through DHEC Region 4 Public Health office at 1-800-476-DHEC (1-800-476-3432).

Medical Equipment / Supplies / Medications Needs:

You should plan ahead for maintenance of back-up systems for needed medical equipment. Contact your DME company for instructions.

You should also have enough medical supplies and medications to see you through any potential disaster situation. Contact your home health agency, hospice, or medical supplier as soon as inclement weather is forecasted, or as soon as possible prior to evacuation out of town or prior to going to a shelter.

For more information on shelters and disaster emergency information, visit DHEC's Web site at <http://www.scdhec.gov/shelters>

(Chesterfield, Clarendon, Darlington, Dillon, Florence, Kershaw, Lee, Marion, Marlboro, and Sumter Counties)

DISASTER PREPAREDNESS PLANNING

In the event of a disaster such as a hurricane or a flood, it is important to plan ahead. Listed below is information to help you prepare.

Survival Kit: Gather non-perishable food, drinking water, first aid kit, battery powered radio, flashlights, extra batteries, bedding and towels. Make a list of your medications, doctor name and phone number, pharmacy and phone number, and medical supply company. Have your survival kit ready at all times.

When a **storm watch** is issued it means there is a possible threat to our area.

- Listen to weather information
- Review evacuation plans and check survival kit
- Refill medication prescriptions and medical supplies

When a **storm warning** is issued it means that storm conditions are expected. If a hurricane, storm conditions would be expected within 24 hours.

- Prepare your home for the storm
- If you evacuate, remember to take your medications and medical supplies or equipment.
TAKE YOUR SURVIVAL KIT!
- Let someone know your evacuation plans.

Red Cross Shelters:

The Red Cross provides shelters for the general public. These shelters are also available for persons with stable health conditions or those who use special equipment such as a walker or a wheelchair.

Persons with unstable medical conditions or persons who need electricity to power special equipment may not be eligible to enter a shelter. Contact the local Red Cross if you need help in deciding if you qualify for a shelter.

After a storm, you may not be able to return to or leave your home until the county is able to restore utilities, remove debris from main roadways, and assure your safety. Downed power lines pose a dangerous threat. Flooded roads may be hazardous, especially near rivers or streams. Contaminated water supplies cannot be used for drinking. Local advisories will be on the radio or available through special phone numbers to let you know when it is safe to return to your home.



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DISASTER PREPAREDNESS EMERGENCY INFORMATION

Darlington County Emergency Preparedness Agency

Phone: (843) 398-4450/4452/4453 FAX: (843) 398-4447
SC-151 & Rogers Rd (Next to county law enforcement center)
1625 Harry Byrd Highway
Darlington, S.C. 29532

SC Public Information Phone System: 1-866-246-0133

Provides evacuation and shelter information

Local Radio and TV Stations:

Radio

WJMX 103.3 FM
WYNN 106.3 FM
NOAA 162.550 megahertz on weather radio

Television

WBTW News 13
WPDE-TV 15
WFXB Fox 43

Transportation:

Local County EMS will NOT provide transportation for evacuation. You must arrange this through your local ambulance service. These telephone numbers are listed in the yellow pages of the telephone book. Bus transportation to shelters may be available. Listen to radio announcements or contact Emergency Preparedness at (843) 665-7255.

Evacuation Routes:

Traffic information may be obtained by calling the Department of Transportation at 1-888-877-9151. Information will also be available on the local radio and television stations. Evacuation maps are available through the South Carolina Emergency Management Division and through the S.C. Hurricane Guide, which is distributed at local grocery stores.

Shelter Information:

Shelter information is available through the Florence or Columbia Chapter of the American Red Cross at (843) 662-8121 or (803) 540-1200. Special Medical Needs Shelter information is available through DHEC Region 4 Public Health office at 1-800-476-DHEC (1-800-476-3432).

Medical Equipment / Supplies / Medications Needs:

You should plan ahead for maintenance of back-up systems for needed medical equipment. Contact your DME company for instructions.

You should also have enough medical supplies and medications to see you through any potential disaster situation. Contact your home health agency, hospice, or medical supplier as soon as inclement weather is forecasted, or as soon as possible prior to evacuation out of town or prior to going to a shelter.

For more information on shelters and disaster emergency information, visit DHEC's Web site at <http://www.scdhec.gov/shelters>

(Chesterfield, Clarendon, Darlington, Dillon, Florence, Kershaw, Lee, Marion, Marlboro, and Sumter Counties)

DISASTER PREPAREDNESS PLANNING

In the event of a disaster such as a hurricane or a flood, it is important to plan ahead. Listed below is information to help you prepare.

Survival Kit: Gather non-perishable food, drinking water, first aid kit, battery powered radio, flashlights, extra batteries, bedding and towels. Make a list of your medications, doctor name and phone number, pharmacy and phone number, and medical supply company. Have your survival kit ready at all times.

When a **storm watch** is issued it means there is a possible threat to our area.

- Listen to weather information
- Review evacuation plans and check survival kit
- Refill medication prescriptions and medical supplies

When a **storm warning** is issued it means that storm conditions are expected. If a hurricane, storm conditions would be expected within 24 hours.

- Prepare your home for the storm
- If you evacuate, remember to take your medications and medical supplies or equipment.
TAKE YOUR SURVIVAL KIT!
- Let someone know your evacuation plans.

Red Cross Shelters:

The Red Cross provides shelters for the general public. These shelters are also available for persons with stable health conditions or those who use special equipment such as a walker or a wheelchair.

Persons with unstable medical conditions or persons who need electricity to power special equipment may not be eligible to enter a shelter. Contact the local Red Cross if you need help in deciding if you qualify for a shelter.

After a storm, you may not be able to return to or leave your home until the county is able to restore utilities, remove debris from main roadways, and assure your safety. Downed power lines pose a dangerous threat. Flooded roads may be hazardous, especially near rivers or streams. Contaminated water supplies cannot be used for drinking. Local advisories will be on the radio or available through special phone numbers to let you know when it is safe to return to your home.



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DISASTER PREPAREDNESS EMERGENCY INFORMATION

Dillon County Disaster Preparedness Agency

Phone: (843) 774-1414 FAX: (843) 774-1442

Dillon County Central Communications System

205 West Howard Street, Suite 1

Dillon, S.C. 29536

SC Public Information Phone System: 1-866-246-0133

Provides evacuation and shelter information

Local Radio and TV Stations:

Radio

WJMX 103.3 FM

WYNN 106.3 FM

NOAA 162.550 megahertz on weather radio

Television

WBTW News 13

WPDE-TV 15

WFXB Fox 43

Transportation:

Local County EMS will NOT provide transportation for evacuation. You must arrange this through your local ambulance service. These telephone numbers are listed in the yellow pages of the telephone book. Bus transportation to shelters may be available. Listen to radio announcements or contact Emergency Preparedness at (843) 665-7255.

Evacuation Routes:

Traffic information may be obtained by calling the Department of Transportation at 1-888-877-9151. Information will also be available on the local radio and television stations. Evacuation maps are available through the South Carolina Emergency Management Division and through the S.C. Hurricane Guide, which is distributed at local grocery stores.

Shelter Information:

Shelter information is available through the Florence or Columbia Chapter of the American Red Cross at (843) 662-8121 or (803) 540-1200. Special Medical Needs Shelter information is available through DHEC Region 4 Public Health office at 1-800-476-DHEC (1-800-476-3432).

Medical Equipment / Supplies / Medications Needs:

You should plan ahead for maintenance of back-up systems for needed medical equipment. Contact your DME company for instructions.

You should also have enough medical supplies and medications to see you through any potential disaster situation. Contact your home health agency, hospice, or medical supplier as soon as inclement weather is forecasted, or as soon as possible prior to evacuation out of town or prior to going to a shelter.

For more information on shelters and disaster emergency information, visit DHEC's Web site at <http://www.scdhec.gov/shelters>

(Chesterfield, Clarendon, Darlington, Dillon, Florence, Kershaw, Lee, Marion, Marlboro, and Sumter Counties)

DISASTER PREPAREDNESS PLANNING

In the event of a disaster such as a hurricane or a flood, it is important to plan ahead. Listed below is information to help you prepare.

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When a **storm watch** is issued it means there is a possible threat to our area.

- Listen to weather information
- Review evacuation plans and check survival kit
- Refill medication prescriptions and medical supplies

When a **storm warning** is issued it means that storm conditions are expected. If a hurricane, storm conditions would be expected within 24 hours.

- Prepare your home for the storm
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After a storm, you may not be able to return to or leave your home until the county is able to restore utilities, remove debris from main roadways, and assure your safety. Downed power lines pose a dangerous threat. Flooded roads may be hazardous, especially near rivers or streams. Contaminated water supplies cannot be used for drinking. Local advisories will be on the radio or available through special phone numbers to let you know when it is safe to return to your home.



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DISASTER PREPAREDNESS EMERGENCY INFORMATION

Florence County Emergency Preparedness Agency

Phone: (843) 665-7255 FAX: (843) 662-9939
The Florence County Emergency Preparedness Department serves as the county disaster planner. For more information, please call (843) 665-7255.

City of Florence Emergency Disaster Preparedness Office

The City of Florence Emergency Disaster Preparedness Office helps prepare you by providing free brochures and information on emergency situations and preparedness for anything from earthquakes to storms to chemical spills. They have information on tornado or fire drills, evacuation procedures, shelter living, and property mitigation. For more information about the City of Florence Emergency Disaster Preparedness Office, please call 843-665-3161.

SC Public Information Phone System: 1-866-246-0133

Provides evacuation and shelter information

Local Radio and TV Stations:

Radio

WJMX 103.3 FM
WYNN 106.3 FM
NOAA 162.550 megahertz on weather radio

Television

WBTW News 13
WPDE-TV 15
WFXB Fox 43

Transportation:

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(Chesterfield, Clarendon, Darlington, Dillon, Florence, Kershaw, Lee, Marion, Marlboro, and Sumter Counties)

DISASTER PREPAREDNESS PLANNING

In the event of a disaster such as a hurricane or a flood, it is important to plan ahead. Listed below is information to help you prepare.

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TAKE YOUR SURVIVAL KIT!
- Let someone know your evacuation plans.

Red Cross Shelters:

The Red Cross provides shelters for the general public. These shelters are also available for persons with stable health conditions or those who use special equipment such as a walker or a wheelchair.

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South Carolina Department of Health and Environmental Control
We promote and protect the health of the public and the environment.
www.scdhec.gov

DISASTER PREPAREDNESS EMERGENCY INFORMATION

Marion County Emergency Management Agency

Phone: (843) 423-8270/8271 FAX: (843) 423-8297

Marion County Multi-Purpose Building

137 Airport Road Hwy. 76 Suite D

Mullins, S.C. 29574

SC Public Information Phone System: 1-866-246-0133

Provides evacuation and shelter information

Local Radio and TV Stations:

Radio

WJMX 103.3 FM

WYNN 106.3 FM

NOAA 162.550 megahertz on weather radio

Television

WBTW News 13

WPDE-TV 15

WFXB Fox 43

Transportation:

Local County EMS will NOT provide transportation for evacuation. You must arrange this through your local ambulance service. These telephone numbers are listed in the yellow pages of the telephone book. Bus transportation to shelters may be available. Listen to radio announcements or contact Emergency Preparedness at (843) 665-7255.

Evacuation Routes:

Traffic information may be obtained by calling the Department of Transportation at

1-888-877-9151. Information will also be available on the local radio and television stations.

Evacuation maps are available through the South Carolina Emergency Management Division and

through the S.C. Hurricane Guide, which is distributed at local grocery stores.

Shelter Information:

Shelter information is available through the Florence or Columbia Chapter of the American Red Cross at (843) 662-8121 or (803) 540-1200. Special Medical Needs Shelter information is available through DHEC Region 4 Public Health office at 1-800-476-DHEC (1-800-476-3432).

Medical Equipment / Supplies / Medications Needs:

You should plan ahead for maintenance of back-up systems for needed medical equipment.

Contact your DME company for instructions.

You should also have enough medical supplies and medications to see you through any potential disaster situation. Contact your home health agency, hospice, or medical supplier as soon as inclement weather is forecasted, or as soon as possible prior to evacuation out of town or prior to going to a shelter.

For more information on shelters and disaster emergency information, visit DHEC's Web site at <http://www.scdhec.gov/shelters>

(Chesterfield, Clarendon, Darlington, Dillon, Florence, Kershaw, Lee, Marion, Marlboro, and Sumter Counties)

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www.scdhec.gov

DISASTER PREPAREDNESS EMERGENCY INFORMATION

Marlboro County Disaster Preparedness Agency

Phone: (843) 479-5642 FAX: (843) 479-9944
Administration Building, 205 Market Street
Bennettsville, S.C. 29512

SC Public Information Phone System: 1-866-246-0133

Provides evacuation and shelter information

Local Radio and TV Stations:

Radio

WJMX 103.3 FM
WYNN 106.3 FM
NOAA 162.550 megahertz on weather radio

Television

WBTW News 13
WPDE-TV 15
WFXB Fox 43

Transportation:

Local County EMS will NOT provide transportation for evacuation. You must arrange this through your local ambulance service. These telephone numbers are listed in the yellow pages of the telephone book. Bus transportation to shelters may be available. Listen to radio announcements or contact Emergency Preparedness at (843) 665-7255.

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(Chesterfield, Clarendon, Darlington, Dillon, Florence, Kershaw, Lee, Marion, Marlboro, and Sumter Counties)

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d. MOUs

**Memorandum of Understanding
For Disaster Preparedness**

The following Memorandums of Understandings (MOUs) outlines agreements between the Waccamaw Regional Council of Governments (WRCOG), Central Midlands Area Agency on Aging (CMAAA), Trident Area Agency on Aging (TAAA), Santee-Lynches Regional Council of Government (SLRCOG), and VANTAGE POINT (Pee Dee Area Agency on Aging) in the event of a natural (earthquake, flood, hurricane, landslide, severe weather, tornadoes, tsunamis, wildfire, winter storm and extreme cold), biological or a man-made disaster.

I. Purpose

The purpose of this MOU is to define a working relationship between the WRCOG, CMAAA, TAAA, SLRCOG, and VANTAGE POINT in preparing for and responding to certain disaster situations. This MOU provides the broad framework for cooperation between WRCOG, CMAAA, TAAA, TAAA, SLRCOG, and VANTAGE POINT in rendering assistance and service to victims of disaster, as well as other services for which cooperation may be mutually beneficial.

II. Independence of Operations

Each party of these MOUs will maintain their own identity in providing service. Each organization is separately responsible for establishing its own policies and procedures and financing its own activities.

III. Disasters/Emergencies Covered by these MOUs

The Federal law governing disaster relief, found in Title 42, Chapter 68 of the United States Code defines “emergency” and “major disasters” as follows:

Emergency- means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and Local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

Major disaster- means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this chapter to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

IV. Roles of WRCOG, CMAAA, TAAA, SLRAAA, and VANTAGE POINT

- a) WRCOG, CMAAA, TAAA, SLRAAA, and VANTAGE POINT AAA will work with each other in coordination with other private agencies that may help to provide needed resources in the time of disaster or emergency.
- b) TAAA, CMAAA, TAAA, SLRAAA, and VANTAGE POINT will share information related to effects of the disaster as permitted by law.
- c) Assist with the coordination of disaster relief efforts as it relates to the programs under the Council of Governments/AAAs.
- d) Allocate the responsibility for joint expenses only in writing and only in advances of any commitment.

These agreements will become effective upon signatures of each Executive Director/Chief Executive Officer of the Area Agency on Aging.

See Attachments C, D, E and F for current MOU

e. Regional Emergency Contacts

DISASTER PREPAREDNESS INFORMATION		
Region: VII-Pee Dee		Fiscal Year: 2024-2025
ACCESS INFORMATION FOR EMERGENCY PREPAREDNESS ACTIVITIES		
Any changes to this information must be reported to the Area Agency on Aging Director and AAA Disaster Preparedness Coordinator, as well as the SCDOA within 10 working days.		
COORDINATING AGENCIES Provide Name and Street Address	EMERGENCY CONTACT STAFF Enter Staff Name(s)	EMERGENCY PHONE NUMBERS or after hours numbers
AREA AGENCY ON AGING STAFF		
Vantage Point 216 South 2nd Street Hartsville, SC 29551 843-383-8632	AAA Director- Shelia Capps Welch	843-230-1277 (Mobile)
	Disaster Preparedness Officer- Laura Ann Ketter	843-615-1838 (Mobile)
	Finance//Office Manager- Gloria Zabawa Moore	843-319-1678 (Mobile)
	Regional Ombudsman – Tangela Washington	843-250-3317 (Mobile)
	Volunteer Ombudsman Coordinator – Cherniece Kelley	843-731-3261 (Mobile)
CONTRACT SERVICE PROVIDERS		
All Ways Caring Home Care	Branch Manager- Saretta Harrison	843-685-5075 (Mobile)
	Customer Service Manager- Destinee Woods	803-260-4959 (Mobile) 843-629-0794 (Office)
Chesterfield County Council on Aging	Executive Director – Donna Rivers Coordinator – Jessica Carnes	843-921-2957 – (Donna)(Mobile) 704-961-8995 – (Jessica)(Mobile)
Darlington County Council on Aging	Executive Director - Jackie Anderson Coordinator – Emily Northcutt	843-307-5383(Jackie)-(Mobile) – 843-307-4724 – (Emily) -(Mobile)
Dillon County Council for the Aging	Executive Director - Jeanette Freitas Finance Director/Asst. Director – Gena Pelt	843-632-0309 (Jeanette) – (Mobile) 864-404-0680 (Gena) – (Mobile)
Senior Citizens Association of Florence County	Executive Director - Linda M. Johnson Program Director – Connell Cain	843-678-7747 (Linda) - (Mobile) 843-621-0177 (Connell) – (Mobile)
Marion County Council on Aging	Executive Director - Melissa Brewer Asst. Director – Brenda Richardson	843-624-6748 (Lisa) -(Mobile) 843-616-5505 (Brenda) – (Mobile)
Marlboro County Council on Aging	Executive Director - Lisa Perkins	843-731-5857 (Lisa) -(Mobile) 843-307-8383 (Erica) – (Mobile)

	Program Coordinator – Erica Freeman	
CATERERS		
Senior Catering- Bennettsville	Kitchen Manager – Jackie Graham	843-862-7600 (Mobile) 843-523-6231 (Home)
Senior Catering- Little Mountain	Executive Director –Judy Milhan (Board Representative)	803-673-3319 (Mobile)
COUNTY EMERGENCY PREPAREDNESS OFFICES		
Chesterfield County Disaster Preparedness	Emergency Services Director - Chad S. Arant	843-623-3362 (Mobile)
Darlington County Disaster Preparedness	Emergency Management Director – Molly Odom	843-398-4450 (Office)
Dillon County Disaster Preparedness	Emergency Management Director – Cliff Arnette	843-774-1414 (Office)
Effingham County Disaster Preparedness	Emergency Management Director – Mitch Fulmore	843-665-7255 (Office)
Marion County Disaster Preparedness	Emergency Management Director –Justin Turner	843-430-7599 (Office)
Marlboro County Disaster Preparedness	Emergency Medical Services Director – L. Calvin Cassidy	843-535-9442 (Office)-Mobile -843- 544-5802
OTHER EMERGENCY COORDINATION AGENCIES		
Harvest Hope Food Bank-Florence	Executive Director- Nicole Echols	843-661-0826 (Office)
Dillon County Red Cross		843-774-0125 (Office)
Florence County Red Cross		843-662-8121 (Office)
Marlboro County Red Cross		843-479-5637 (Office)
<p><u>Please email all new resources, contact information, and telephone numbers obtained to the Disaster Preparedness Coordinator.</u> laura.ketter@caresouth-carolina.com</p>		

f. **Trainings**

AAA Staff:

- The AAA Disaster Preparedness Coordinator will attend training and/or maintain contact with EOCs a minimum of two times per year.
- The AAA Disaster Preparedness Coordinator shall distribute the information on maintaining a three-day emergency supply for emergency preparedness to all staff and Nutrition/Home Care program participants on a regular basis.
- The AAAC Disaster Preparedness Coordinator maintains procedures in its Employee Manual to inform employees of fire, tornado, or other emergency procedures. These shall be renewed annually.
- The AAA Disaster Preparedness Coordinator will solicit input on emergency preparedness planning and response from staff on an annual basis.

Contractors:

The AAA Disaster Preparedness Coordinator works with service providers to improve emergency preparedness and response protocols. This shall include annual communication with contractors.

g. **On-going Coordination Meeting Dates**

The PDRADRC Disaster Preparedness Coordinator shall coordinate with contract providers to ensure that information about emergency preparedness is provided to the Senior Center participants on a regular basis (at least annually). This may include an annual article in the newsletter, posting of emergency preparedness information on the website, or other activities as determined by the PDRADRC Disaster Preparedness Coordinator.

h. **Greatest Needs Protocols**

Priority will be given to preparing adults who are homebound and currently receiving home and community based services through the PDAAA/ADRC Home Delivered Meal programs. Activities to ensure all homebound adults served by the PD AAA/ADRC contracted providers or vendors and others residing in the Pee Dee Region are prepared for an emergency are included in this section. Prioritization of Program Participants (Evacuation Preparedness):

The assessment process offers an opportunity to prioritize the program participants based on their ability to respond in an emergency. A prioritized list of the participants will be generated for each county and distributed to the PDRADRC Emergency Preparedness Coordinator quarterly.

Supports Coordinators at each contractor site will distribute emergency preparedness information, 72-Hour Emergency Kit sheets, to home care and home delivered meal program participants describing the importance of preparedness essential supplies. Maintaining a three-day supply of essentials would include items such as: a cellular phone, gasoline for generators or automobiles, containers to fill with water, and a protocol to follow when the power goes out (i.e., unplugging appliances). Copies of the 72-Hour Emergency Kit are available in English and Spanish.

- **Chore/Home Care Participants:**

The PDRADRC contract providers of Chore/Home Care services shall ensure that participants receive the 72-Hour Emergency Kit fact sheet annually. Copies of the 72-Hour Emergency Kit are available in English and Spanish.

- **Senior Centers:**

The PD AAA/ADRC shall regularly distribute the 72-Hour Emergency Kit fact sheet to Senior Centers and encourage the centers to post and distribute the information to home delivered meal participants and coordinate with the congregate program.

- **In-Home Services:**

Home care workers and other home care services vendors play an important role providing vital services to needy homebound adults. Without these services, home and community based program participants could find themselves in life threatening situations. The minimum standards for contracted providers or vendors require the development of a plan for serving participants in the event of a weather related emergency. Minimally, the plan will include:

1. A system for notifying participants of cancelled and reschedule services;
2. Verifying the participant's health and safety status in the event they cannot provide service;

3. Calling 911 in the event a participant is in distress; and
4. Notifying the AAA Disaster Preparedness Coordinator immediately of such a situation.

Priority is given to Home Delivered Meals (HDM) Participants and clients who respond no to the question in the Client Assessment: **Will someone check on you in the event of an emergency?**

- **Emergency Food/Water:** Nutrition providers shall ensure that all HDM participants maintain, in the home, a minimum of three (3) shelf stable meals that require no preparation, and a small water supply. After an emergency, the meals and water supply should be restocked within the next 2-week period after the disaster is declared over.
- **Boiled Water Alerts:** Education material will be provided to homebound clients yearly on the importance of Boiled Water Alerts.

Attachments

- A. Robinson Nuclear Plant -2022 Emergency Preparedness Plan
- B. SC OPCON Handout
- C. Waccamaw AAA Emergency Management MOU
- D. Central Midlands Emergency Management MOU
- E. Trident Emergency Management MOU
- F. Santee Lynches Emergency Management MOU
- G. Warming and Cooling Shelters
- H. AIM Report: YEmrgInfo Directions
- I. Useful Resources

[Attachment G:](#)

While there is no list of Heating and Cooling shelters, it may be advantageous to contact the local homeless shelters or the county EMDs.

HOMELESS SHELTERS

HOUSE OF REFUGE - REFUGE OUTREACH MINISTRY

Address

P.O. Box 452
Darlington, SC - 29540
[\(843\) 624-3214](tel:(843)624-3214)

HOUSE OF HOPE OF THE PEE DEE

Address

1020 Darlington Street
Florence, SC - 29501
[\(843\) 731-9315](tel:(843)731-9315)

PDCAA SHELTER FOR THE HOMELESS

Address

411 S. Jarrott Street
Florence, SC - 29506
[\(843\) 678-3410](tel:(843)678-3410)

COURTNEY MCGINNIS GRAHAM COMMUNITY SHELTER

Operated by: The House of Hope of the Pee Dee

Address

535 South Church Street
Florence, SC - 29506
[\(843\) 731-9315](tel:(843)731-9315)

KING'S COURT SHELTER

Address

1001 N Main Street
Mullins, SC - 2957
[\(843\) 464-6060](tel:(843)464-6060)

1. Marlboro County EMD - 843-535-9442

2. Marion County EMD - (843) 430-7599
3. Florence County EMD - 843-665-7255
4. Dillon County EMD - 843-774-1414
5. Darlington County EMD - 843-398-4450
6. Chesterfield County EMD - 843-623-3362

Attachment H:

IDENTIFYING “HIGH RISK” CLIENTS

In January of 2022, SCDOA created a new AIM report to assist the AAA and their providers in identifying “High Risk” clients: **YEmrgInfo**.

- Please see below for step-by-step instructions on how to access and export this report.

AIM Report: **YEmrgInfo**

• A new AIM report has been created to meet the AAA and contractors needs for **all** emergencies. It is the **YEmrgInfo**. Step-by-step directions are included.

Report ID	Report Title	Report Info
01 SFY22 MUSRdc	SFY22 MUSR for 01, 02	SFY22-MUSRdc.in
01 SFY22 State	SFY22 MUSR State	SFY22-MUSRState.in
2 SFY22 lg13MonthC	SFY22 LO120 Onsp Services for Month - Detailed	SFY22-ig100y6nc1
3 SFY22 lg10MonthG	SFY22 LO120 Onsp Services Month SUM ONLY	SFY22-ig100y6nc1
4 SFY22 lg120y6CE	SFY22 LO120 Onsp Services YTD - Detailed	SFY22-ig100y6nc1
5 SFY22 lg120y6G	SFY22 LO120 Onsp Services YTD SUM ONLY	SFY22-ig100y6nc1
06 SFY22 HE Month	SFY22 HE Report for a Month	SFY22-HEBMonth.in

Warning! If you have clients in this database that have been sent to the Remove Deleted Clients: Eri some reports may not show accurate results. In order for the reports to be run accurately you must first clear the deleted clients. You can do this by clicking on Screens -> Maintenance -> Remove Deleted Clients

Report Quick Find

Report Id	Report Title	Report Infile
YEmrgInfo	Client Info with Emergency Evac info	YEmrgInfo.ini
YFalls	Clients who Fell	YFalls.ini
YFIX19MUSRState	YFIX FY19 MUSR State (with no 0s lines)	YFIX2019MUSRstate
YHomebound	Clients who are Homebound	YHomeBound.ini
YNeedsCheck	Client Alone and Needs Checking	YNeedsCheck.ini
YNutNeed	Client Info those with less than 3 days food	YNutNeed.ini
YSummProv	Y Summary Provider Units Like ZMUSR	YSummProv.ini

Find: YemrgInfo

Type of Search
 Report ID
 Report Title
 Report File

OK Cancel

Step 3: Press Ok

Warning! If you have deleted clients that have been sent to the Remove Deleted Clients Bin, some reports may not run accurately. In order for the reports to be run accurately you must first clear the deleted clients. Please go to Maintenance on Screens -> Maintenance -> Remove Deleted Clients

Step 4: Enter the name of the agency you want to run the report for. We **recommend** you run this report at the provider level.

Provider Name	Agency Executive
Abbeville Senior Center (Piedmont Agency)	Kathy Hendricks-Dublin
Able Care Transport, LLC	Judith McCambridge
ACMOW	
Addus Healthcare - CMCOG	
Addus Healthcare SLCOG	Mark Woodworth, Jacqueline Thornton
Aiken Area Council on Aging	Scott K. Murphy
Allendale County Council on Aging	Jeannett Bennett
Alzheimers Association	Fran Emmerson

Find:

Type of Search

- Provider Name
- Services Provided
- Provider Zip Code
- Provider County

OK Cancel

Step 5: Select data range you want to run the report. **Suggestion:** run for last serving month.

Criteria - Date From, Date To

From Date:

To Date:

OK Cancel

Printer Setup Criteria **Export Report** Print

Zoom Percent: 100 Custom 30% 65% 100% 200% Show Rulers

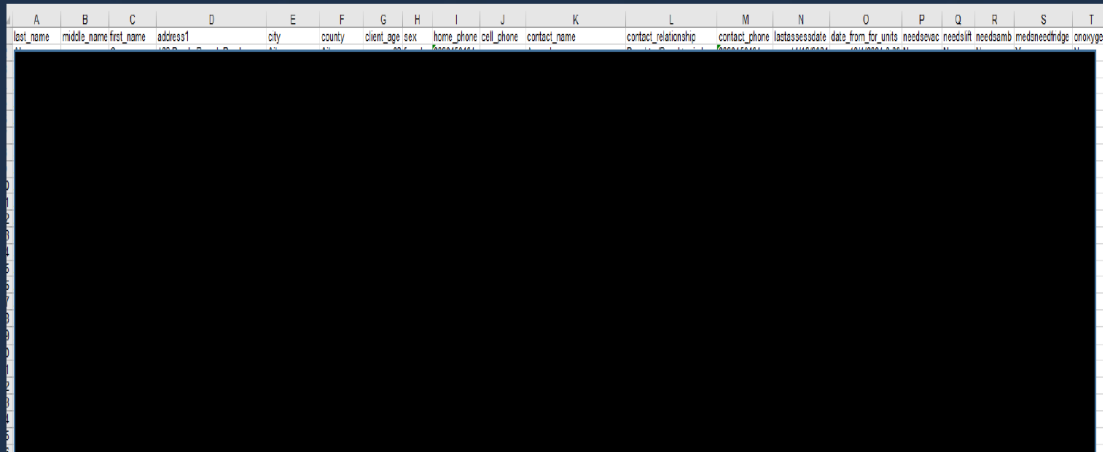
Step 6: To the left is the Export Report option. Press this option and have the report sent to your email. Remember your AIM password is in **ALL CAPS**. We **recommend** this is how to use this report.

To the right is the completed report. It is very long. We **do not recommend** printing this report.

**List of Clients Receiving Services From
12/01/2021 To 12/31/2021
With Contact and Emergency Evacuation Information**

ClientID	Name	Phone	Caseworker	Last Assess Date
[Redacted]	[Redacted] oris ghway	(864) 223-5934	[Redacted]	7/22/2021
	Age: 88 County: Abbeville			
	Cell: Work:			
	Units GD: HDM: 20.00 HMK: Transp: Has Pets: No			
	Needs Evac: Yes Needs Lift: No Needs Ambulance: No On Oxygen: No Meds Need Fridge: No Needs Elec: No			
[Redacted]	[Redacted] la	(864) 378-9192	[Redacted]	2/8/2021
	Age: 75 County: Abbeville			
	Cell: Work:			
	Units GD: HDM: 30.00 HMK: Transp: Has Pets: No			
	Needs Evac: Yes Needs Lift: No Needs Ambulance: No On Oxygen: No Meds Need Fridge: No Needs Elec: No			

YEmrgInfor Report in Excel



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
last_name	middle_name	first_name	address1	city	county	client_age	sex	home_phone	cell_phone	contact_name	contact_relationship	contact_phone	lastassessdate	date_from	for_units	needdovac	needsoit	needdamb	imedoneodridge	onoviygen
[Redacted Data]																				

This report contains lots of data rich information. It pulls important information such as the clients name, address, phone number, age, services receiving, if the need help evacuating, if the need specialized transportation, etc. By having this report in excel you can use the filter option in excel and pivot tables to help analyze each county's information.

Please be sure for privacy and confidentiality requirements you **strip all sensitive data such as DOB, AIM ID number and the services they are receiving**, before share this excel report with partners.

ATTACHMENT I:

USEFUL RESOURCES

Mobile Applications

- **SC Emergency Manager App (South Carolina Updates, Planning Tools & Shelter Status) (FREE)**
<https://www.scemd.org/stay-informed/mobile-applications/>
- **My Radar (winds, storm tracks & weather alerts) (FREE/PAID)**
<https://myradar.com/>
- **Hurricane Tracker (FREE/PAID)**
<http://www.hurrtracker.com/Main/home.html>
- **American Red Cross Emergency App (FREE)**
<https://apps.apple.com/us/app/emergency-by-american-red/id954783878>
- **FEMA (Federal Emergency Management Agency) (Emergency Alerts & Planning Tools) (FREE)**
<https://www.fema.gov/about/news-multimedia/mobile-app-text-messages>

South Carolina Closures and Outages

- **State Office Closures**
<https://scemd.org/closings/>
- **School Closures**
<https://ed.sc.gov/districts-schools/schools/district-and-school-closures/>
- **Power Outages**
<https://poweroutage.us/area/state/south%20carolina>