

**Lower Savannah Council of Governments  
Area Agency on Aging/  
Aging, Disability & Transportation Resource Center  
Emergency Preparedness Plan**

|                                                                               |    |
|-------------------------------------------------------------------------------|----|
| <b>I. Contents</b>                                                            |    |
| II. Purpose .....                                                             | 3  |
| 1. Mitigation.....                                                            | 3  |
| 2. Preparedness .....                                                         | 3  |
| 3. Response .....                                                             | 3  |
| 4. Recovery.....                                                              | 3  |
| III. Scope.....                                                               | 3  |
| IV. Facts .....                                                               | 4  |
| V. Situations .....                                                           | 5  |
| VI. Operations .....                                                          | 6  |
| VII. Operating Condition Levels and Corresponding Functions .....             | 6  |
| 1. Mitigation Operations (OP-CON Level 3) .....                               | 11 |
| 2. Preparedness Operations (OP-CON LEVEL 3/2) .....                           | 12 |
| 3. Response Operations (OP-CON LEVEL 1) .....                                 | 15 |
| 4. Recovery Operations.....                                                   | 16 |
| VIII. Disaster Communications .....                                           | 16 |
| IX. Organization and Assignment of Responsibility .....                       | 17 |
| X. Continuity of Agency.....                                                  | 19 |
| XI. Plan Development.....                                                     | 21 |
| XII. Staff Training and Collaboration .....                                   | 21 |
| XIII. Administration, Finance, and References .....                           | 22 |
| XIV. Memorandums of Understanding .....                                       | 23 |
| XV. Emergency Contacts .....                                                  | 24 |
| XVI. Emergency Preparedness Offices .....                                     | 26 |
| XVII. Hospitals and Self Standing Emergency Centers .....                     | 27 |
| XVIII. SC Department on Aging Key Contacts .....                              | 28 |
| XIX. Emergency Resources and Information.....                                 | 30 |
| XX. Trainings.....                                                            | 31 |
| XXI. Documentation of Manual Update .....                                     | 33 |
| XXII. Contractor Agency Disaster Plans and Memorandums of Understanding ..... | 35 |

## **II. Purpose**

The purpose of the Lower Savannah Council of Governments/ Area Agency on Aging (LSCOG/AAA-ADTRC) Emergency Preparedness Plan (EPP) is to detail the activity undertaken by LSCOG/AAA-ADTRC staff in all phases of Disaster Planning: Mitigation, Preparedness, Response, Recovery to specifically address the needs of and protection for seniors and persons with disabilities in the Lower Savannah Region that includes Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg Counties. LSCOG/AAA-ADTRC views this plan as a living and growing document, which contains information on current activities and those planned to enhance our ability to work with partnering entities in the region to protect seniors and people with disabilities in the event of future emergencies in our area.

### **1. Mitigation**

To lessen the impact to seniors and persons with disabilities of any declared disaster, the LSCOG/AAA-ADTRC EPP will detail action taken through education and coordination of efforts with community resources and government entities.

### **2. Preparedness**

To prepare for the threat of a disaster of any type, anticipated or not, the LSCOG/AAA-ADTRC will prepare and maintain an Emergency Preparedness Plan (EPP) to detail action to be taken to coordinate efforts for the protection of seniors and persons with disabilities during a disaster and restoration of key services to meet their needs following a disaster.

### **3. Response**

To ensure that as many needs as possible of the seniors and persons with disabilities are met following a disaster, the LSCOG/AAA-ADTRC EPP details the activities and steps to be conducted and taken so that the LSCOG/AAA-ADTRC staff can coordinate more effectively with local Emergency Management Response Teams following a declared disaster.

### **4. Recovery**

To assist recovery efforts, the LSCOG/AAA-ADTRC EPP will detail the action to be taken by the LSCOG/AAA-ADTRC to be a source of timely information on disaster recovery resources and information to seniors and persons with disabilities in the service area.

## **III. Scope**

The LSCOG/AAA-ADTRC EPP applies to the planning and service area (PSA) that includes Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg Counties. Mitigation activities will occur throughout the year with increased preparedness activity occurring during periods of known threat of weather-related disasters. The LSCOG/AAA-ADTRC Response and Recovery action steps will be activated when one or more of the Lower Savannah

Counties activates their counties' EPP or when the Governor of SC declares a State of Emergency for any of the counties of LSCOG/AAA-ADTRC PSA. While regional in nature, during a disaster, the LSCOG/AAA-ADTRC EPP Response and Recovery activity will focus on supporting those counties who are carrying out their own local emergency plans.

The circumstance that may occur that activates a county EPP varies. We understand clearly from meetings with local county emergency management personnel and local contractors that the emergency management process is a locally driven and locally carried out process and that our role is not to coordinate them, but rather one of providing helpful information during the on-going planning process and in supporting them in carrying out their local procedures in the event of a local disaster or emergency.

#### **IV. Facts**

The Lower Savannah Region is comprised of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg Counties in South Carolina comprising a total area of 3,908 square miles with a population total of 309,089 (2020 Census). The region is largely characterized as rural and is located in the central to southwestern area of the state. There are forty-five (45) municipalities within the region.

The Counties of the Lower Savannah Region are divided into three Emergency Management (EM) Planning Regions in South Carolina: EM Region 3 includes Calhoun County; EM Region 5 includes Orangeburg County and EM Region 6 includes Aiken, Allendale, Bamberg and Barnwell Counties. Any contact with the Regional Emergency Management Directors will come from the County Emergency Director, not from the Human Services Division/ AAA Director or staff. Each county has a designated Emergency Management Director who is responsible for the implementation of each county's Emergency Management Operations Manual. The contact information for each county's Emergency Management Director is included in the Emergency Contacts Chart in the attachment section. By the nature of its establishment and mission, Lower Savannah Council of Governments (LSCOG) is closely allied with local county governments in each county of the region. LSCOG "members" are the county governing bodies, and the agency's purpose includes serving as a resource to county government to help to address local needs and problems and enhancing quality of life for local citizens. The agency's governing Board is made up of a large number of county council members. Four of the seven local LSCOG/AAA-ADTRC contractors providing services to the local communities in our region are either county agencies or are quasi-county government agencies and are closely tied in with local emergency management.

The role of the LSCOG/AAA-ADTRC in a declared state of emergency or disaster is to help distribute accurate information to the public as provided to us by the entities in charge of emergency management at the local level, to assist and support local providers of service and local emergency management officials in looking out for the well-being and safety of our target populations. Action by LSCOG/AAA-ADTRC staff may include procurement and

distribution of supplies, assistance with procurement of alternate food providers, and assisting with distribution and packing meals during the emergency to assist local meal program providers. During an emergency, the Regional Long Term Care Ombudsman Program Staff will carry out specific activities as detailed in Section V of this plan as it relates to ensuring the safety and wellbeing of residents in long term care facilities.

In the event of a disaster, staff of the LSCOG/AAA-ADTRC uses a variety of resources to obtain information to better assist the elderly and disabled in the region during disaster response and recovery. Resources that are only in place after a disaster may have to be communicated to the LSCOG/AAA-ADTRC by phone and/or email from county providers. However, the LSCOG/AAA-ADTRC will proactively seek information about shelter locations, road conditions, and disaster response centers from the agencies included in Section XIX- Emergency Resources and others as identified.

## **V. Situations**

The Lower Savannah Region does not have a higher-than-average threat for disasters like tornados, ice, snow, or earthquake. The most recent disasters that have affected our area include H. Florence-2018, H. Dorian-2019, the COVID- 19 pandemic- 2020 -2022, H. Helene- 2024. The counties of Aiken, Barnwell and Allendale have an increased risk for a nuclear disaster given the location of the Savannah River Site, a nuclear reservation located on land in Aiken, Allendale, and Barnwell Counties that is owned by the U.S. Department of Energy (DOE) which now has a major focus for cleanup activities related to previous nuclear buildup. SRS is also home to the Savannah River National Laboratory and the USA's only operating radiochemical separations facility. Because of the large rural areas of the region that is used for forestry and agriculture, there are significant areas in the region where impact to human life is less. Population is dense in and around the cities and municipalities in the region.

The Lower Savannah Region includes hospitals, nursing homes, rehabilitation centers, Residential Care Facilities and a multitude of group homes and supportive living environments operated by each county's Disability and Special Needs Board and through the Department of Mental Health where there will be large numbers of citizens who have physical or mental limitations. These citizens may not be able to provide for their own safety during a disaster. The Region also has numerous schools and institutions of higher education that have high concentration of people being in one area during their normal operating hours.

The LSCOG/AAA-ADTRC EPP is not intended to interfere with or supersede the emergency plans and implementation protocol established by any agency or provider required by regulation to have an EPP in place. These providers may include, but are not limited to, the following:

- All local hospitals and urgent care centers;

- All public, private and charter schools, universities and technical colleges;
- All public and private child day care centers;
- All public and private adult day care centers and Adult Medical Day Care Centers or PACE Programs;
- All long-term care facilities for adults to include all Community Residential Care Facilities and nursing homes, regardless of the number of beds occupied;
- All other agencies or programs in the serve area required to have EPPs.

The LSCOG/AAA-ADTRC staff's responsibility to these entities and to anyone in the area of the PSA is to provide Information and Assistance to citizens at risk of or affected by the disaster regarding the response efforts of county Emergency Management Department and as needed, connect potential voluntary resources with the County Emergency Management response team. The effectiveness of the LSCOG/AAA-ADTRC is dependent on having current information about disaster response needs from each of the county Emergency Management Directors. Clear and timely communication of needs and potential resources is critical.

## VI. Operations

The LSCOG/AAA-ADTRC EPP designated Emergency Response Staff is the Human Services/AAA Director and this person is responsible for the implementation/activation of the LSCOG/AAA-ADTRC EPP. The LSCOG/AAA-ADTRC EPP establishes protocols to provide for the basic physical and emotional needs of the disabled and/or elderly before, during and after a disaster in coordination with local service providers. The Operational Plans of the LSCOG/AAA-ADTRC follow the three levels of operating conditions of the SC Emergency Operations Plan. Each of the three operating conditions are further detailed in the four steps in disaster preparedness: Mitigation, Preparedness, Response and Recovery.

The chart that follows describes the OP-CON levels of SC EMD as it relates to the Lower Savannah LSCOG/AAA-ADTRC's level of response and corresponding activity. The information that follows the chart is further detailed activity to be taken relative to mitigation, preparedness, response, and recovery.

## VII. Operating Condition Levels and Corresponding Functions

| OP-CON                                    | Level of Alert                                         | Emergency Support Function /<br>Response Capability                                                                                                               |
|-------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3</b><br><br>Mitigation<br><br>Prepare | <b>Normal-</b> Day to Day activity and service with no | <ul style="list-style-type: none"> <li>○ Educate seniors to make a personal disaster plan with realistic sheltering locations and names of persons who</li> </ul> |

|                                                |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                | <p>indication of or expectation of a disaster</p>                                              | <p>can assist with any transportation needs.</p> <ul style="list-style-type: none"> <li>○ Remind and educate provider agency directors to update disaster plan and support agreements annually.</li> <li>○ LSCOG/AAA-ADTRC has a copy of the of the emergency food delivery plan of the regional meal contractor and all contractors who have meal programs.</li> <li>○ Emergency phone numbers are routinely reviewed, updated and distributed to all LSCOG/AAA-ADTRC staff and contractors.</li> <li>○ Emergency plan responsibilities are reviewed with staff of the LSCOG/AAA-ADTRC identified in the plan.</li> <li>○ Training with LSCOG/AAA-ADTRC staff and local providers at least annually for: plan review, options to educate clients to prepare a personal emergency plan, and discussion about options during disasters.</li> <li>○ RLTCOP staff review facility emergency plans for sheltering, evacuation and supply acquisition, staffing, etc. during routine facility visits.</li> </ul> |
| <p><b>2</b></p> <p><b>Prepare Response</b></p> | <p><b>Enhanced-</b> potential for disaster exists</p> <p><b>Partial Activation of Plan</b></p> | <ul style="list-style-type: none"> <li>○ Email notifications sent to local service providers as new information is obtained.</li> <li>○ Emergency phone numbers are redistributed to all LSCOG/AAA-ADTRC staff and contractors.</li> <li>○ Emergency plan responsibilities are assigned to staff of the LSCOG/AAA-ADTRC.</li> <li>○ Local contractors are instructed to provide updated disaster threat information to current clients to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>encourage them to prepare an emergency kit, gather needed medications and necessities and contact their emergency contact/ sheltering location to finalize any plans to evacuate if needed.</p> <ul style="list-style-type: none"> <li>○ Local contractors provide to LSCOG/AAA-ADTRC a list of current clients who lack support during a disaster to include the client name, street address, telephone number and emergency contact information.</li> <li>○ LSCOG/AAA-ADTRC summarizes a list by county of most vulnerable clients on the waiting list for any service who identified as having no support during a disaster or who live in a rural area.</li> <li>○ Emergency nonperishable or frozen meals are delivered by each meal program contractor to home bound clients and other clients identified as most vulnerable. LSCOG/AAA-ADTRC staff assist as needed.</li> <li>○ LSCOG/AAA-ADTRC staff prepare supplies and equipment to transport to an alternate work location should a work from home order be issued.</li> <li>○ Agency vehicles in harm's way are secured.</li> <li>○ RLTCOP staff contact by phone or email all long-term care facilities for staffing confirmation, supply, evacuation and sheltering status.</li> <li>○ Regional Status and activity is summarized and provided to the Department on Aging or Program Manager as requested.</li> </ul> |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                                        |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1</b></p> <p><b>Response</b></p> | <p>Full Alert/ Emergency Plans Activated</p> | <ul style="list-style-type: none"> <li>○ Electronic records are secured at the LSCOG/AAA-ADTRC.</li> <li>○ Reports of clients who lack community support or who need assistance during an evacuation or disaster are summarized by county to include at a minimum the client name, address and phone number and are shared with County Emergency Management officials by LSCOG/AAA-ADTRC staff or local contractor.</li> <li>○ If applicable, LSCOG/AAA-ADTRC staff monitor evacuation zones and routes to provide information to callers. Information on evacuation zones and routes will be from <a href="http://www.scdot.org">www.scdot.org</a></li> <li>○ Contact is made by local providers with vulnerable or home bound clients reported to the EMD for wellbeing check and sheltering location before, during and after disaster. LSCOG/AAA-ADTRC staff to assist as needed.</li> <li>○ Human Services Division/ AAA Director solicits, as needed, alternate food providers should the impact of the disaster surpass the ability of the meal contractor to meet the need for ongoing emergency food.</li> <li>○ Additional Nonperishable or frozen meals are delivered to home bound clients and other clients identified as most vulnerable if available and the primary meal site is destroyed, damaged, or not operating.</li> <li>○ If applicable, road conditions are monitored by electronic means (internet) and via contact with local service contractors.</li> </ul> |
|----------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <ul style="list-style-type: none"> <li>○ If applicable, Information about Shelter openings is obtained from <a href="http://www.scemd.org">www.scemd.org</a> by LSCOG/AAA-ADTRC staff to be available to callers.</li> <li>○ As needed, routine calls/ emails / texts with all providers for a summary of local operations status and capability, needs, and damage throughout the disaster event and until normal operations have resumed.</li> <li>○ Reestablishment of routine services as able following confirmation of occupancy of contractor offices, LSCOG/AAA-ADTRC office, group dining sites, the food contractor's kitchen facilities, adequate food supply and safe road conditions.</li> <li>○ Alternate meal site locations established by local meal program contractors as needed.</li> <li>○ LSCOG/AAA-ADTRC staff communicate any changes in food delivery location to the food contractor.</li> <li>○ LSCOG/AAA-ADTRC staff helps as able and needed to a local meal site contractor to operate the meal site or deliver home delivered meals recognizing the potential loss of volunteers due to the disaster.</li> <li>○ If needed, LSCOG/AAA-ADTRC establishes temporary office or work from home.</li> <li>○ All LSCOG/AAA-ADTRC program staff perform all normal job duties from a remote work site such as making and receiving calls to provide information, assistance, referrals, advocacy and</li> </ul> |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                 |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                 | <p>direct assistance as services are available.</p> <ul style="list-style-type: none"> <li>○ RLTCOP staff contact facility staff by phone, email or in person visits to assess resident wellbeing, physical property status, and staffing.</li> <li>○ Reports sent to SC Dept. on Aging regarding the region's status as it relates to road conditions, building condition, status of operations or needs as requested.</li> <li>○ LSCOG/AAA-ADTRC staff report needs of the area providers to local and state Emergency Management officials in order to meet the needs of the region's citizens.</li> </ul>                                                       |
| <b>Recovery</b> | <b>Recovery</b> | <ul style="list-style-type: none"> <li>○ LSCOG/AAA-ADTRC Information and Assistance Specialist communicates contact information and program overviews about any community resources operating specifically in response to the disaster and updates LSCOG/AAA-ADTRC staff on any known resource impacted by the disaster.</li> <li>○ Contact with consumers via preferred method (phone, fax, email) to assist them with recovery resources.</li> <li>○ Routine email or phone contact with providers for an update on the status of their operations until normal operations are restored.</li> <li>○ Report sent to the SC Dept. on Aging as requested.</li> </ul> |

### **1. Mitigation Operations (OP-CON Level 3)**

LSCOG/AAA-ADTRC will recommend that local service providers under contract with the LSCOG/AAA-ADTRC and other local agencies who serve senior citizens and persons with disabilities educate their consumers about the need to develop a personal disaster plan. These plans should include educating themselves about local resources, identifying special

needs they have to consider, coordinating a plan with a family member or nearby friend and establishing a communication network to ensure their needs are met or that assistance is provided to them following a disaster. Copies of their personal disaster plan may be kept on file with the agency providing service under any Older Americans Act program contract with the LSCOG/AAA-ADTRC. Seniors or persons with disabilities not served by a LSCOG/AAA-ADTRC contractor of service will be encouraged to share their plan with a family member or friend.

## **2. Preparedness Operations (OP-CON LEVEL 3/2)**

LSCOG/AAA-ADTRC disaster preparedness operation is fourfold and addresses the following:

- a) LSCOG/AAA-ADTRC staff strives to work cooperatively with local contractors and partners to educate the senior citizens of the region about the importance of making a personal disaster plan and to prepare for unpredictable circumstances where sheltering in place is required for extended periods of time.
- b) LSCOG/AAA-ADTRC must prepare for disaster that would affect the provision of critical services provided directly by the LSCOG/AAA-ADTRC which include Mobility Management, Family Caregiver Services, Ombudsman Services and Information and Referral services.
- c) LSCOG/AAA-ADTRC must prepare to support and assist the LSCOG/AAA-ADTRC contractors in each of the six counties to normalize operations as soon as possible in the event a disaster occurred in the county to prevent undue delay in the delivery of services to consumers.
- d) LSCOG/AAA-ADTRC must prepare to serve as a back-up support system to help local contractors, to assist callers seeking disaster assistance by maintaining a current database of emergency contact information for disaster response resources and establish and maintain cooperative working relationships with each county's Emergency Management Director and local agency staff to promote the resources and assistance available from the LSCOG/AAA-ADTRC staff in response to a disaster.

LSCOG/AAA-ADTRC staff will continue to utilize printed materials and one on one education with seniors to encourage each to prepare a personal disaster plan. Each person will be encouraged to think through different types of disaster scenarios to ensure that they can meet their needs until normal daily life can resume.

To prepare for a disaster that would affect the functionality of the physical building that houses the LSCOG/AAA-ADTRC and affects critical services the following procedures are in place:

- a) Emergency contact information (phone numbers) for all staff of the LSCOG/AAA-ADTRC is updated at least annually and distributed to all staff. When new staff are hired and when any advance notice is given for potential weather disasters, reminders of agency procedure are provided to staff of the LSCOG/AAA-ADTRC and Lower Savannah Council of Governments (LSCOG) Executive Director and Assistant Executive Director. Emergency contact information for key LSCOG/AAA-ADTRC Staff is provided at least annually and upon any advance notice of a potential weather disaster to all contractors of the LSCOG/AAA-ADTRC.
- b) Client information databases are accessed through a web-based system to allow for remote access to client data in the event the LSCOG/AAA-ADTRC building is not usable.
- c) The LSCOG/AAA-ADTRC utilizes Virtual Office Advantage as provided by a contracted provider located within South Carolina but outside of the boundaries of the Lower Savannah Region. With the Virtual Office Advantage, LSCOG/AAA-ADTRC staff can use any laptop or tablet to access their computer desktop, applications and documents from any location.
- d) As practical and needed, forwarding service will be used for the main LSCOG/AAA-ADTRC phone number to allow consumers to reach the LSCOG/AAA-ADTRC Transportation and Information and Assistance program staff and Long-Term Care Ombudsman regardless of staff location.

To prepare to support and assist the contractors in each of the six counties in the event a disaster occurred in the county that prevented the delivery of services to the elderly, the Human Services Division/ AAA Director will:

- a) Require that each contractor provide a copy of their agency's written disaster plan. The contractor's plan should detail their involvement with local county disaster management organization, a current list of emergency contact information for all key contractor staff with their identified roles and responsibilities during a disaster as well as detail all Mutual Aid Agreements with other area providers of like service. The Lower Savannah Human Services Division/ AAA Director will have a working knowledge of this plan.
- b) Encourage Contractors to have written agreements with other entities in the contractor's area to provide vehicles as needed for basic transportation or evacuation and to serve as alternate group dining sites or temporary office locations in the event of building damage to any currently functioning group dining site or the contractor's office.
- c) Encourage the pre-delivery of non-perishable or frozen meals to high-risk consumers receiving home delivered meals or congregate meals that have been identified through the assessment process to lack family or community support during a disaster or weather-related emergency. High risk consumers are those who

responded during the assessment process that the consumer would not have anyone check on him or her during a disaster. The Human Services/ AAA Division Director will assist providers in compiling lists of all high-risk clients using the SC Department on Aging AIM report "YEmrgInfo."

- d) Require contractors to have identified temporary meal site/ office locations with written agreements in place to ensure timely recovery of operations of the meal site or office is damaged or destroyed.
- e) Assist contractors as needed to restore services for core functions like Nutrition Services and Transportation to essential medical care. Assistance could include contracting with emergency food providers to meet client needs or coordinating delivery of large quantities of meals to contractors in each county.

In situations where advanced forecasting is used to predict potential disasters (i.e., weather) in any part of the Lower Savannah Region, advanced preparations for the disaster will be directed to both LSCOG/AAA-ADTRC staff and local contractor/provider staff by the Human Services Division/ AAA Director that **may** include, but are not limited to, the following:

- a) Instructing LSCOG/AAA-ADTRC staff (including finance staff) to back up necessary computer data, gather necessary documents and supplies, and prepare to work from home.
- b) Encouraging the LSCOG/AAA-ADTRC and contractor staff to fill all agency vehicles with gasoline, obtain necessary batteries and supplies for adequate first aid kits and basic office operations.
- c) Confirming and distributing emergency contact information for key LSCOG/AAA-ADTRC staff and all contractor directors and key staff.
- d) Encouraging LSCOG/AAA-ADTRC staff and contractors to implement the preparedness phase of their individual disaster plan.
- e) Instructing contractors to back up computer data base systems, print reports of high-risk consumer information to include their emergency and personal contact information and provide copies of the high-risk consumer information summaries to the LSCOG/AAA-ADTRC (AIM Report YEmrgInfo).
- f) Encouraging contractors to contact the county emergency management director as detailed in their individual disaster plans to provide names, physical addresses and phone numbers of high-risk consumers. Four of our seven contractor agencies (Allendale COOA, Bamberg COOA, Generations Unlimited, and Calhoun CCOA) are currently county agencies, and have a built-in link to county Emergency Preparedness teams, plans and officials. In the other two counties (Aiken and Orangeburg), both LSCOG and local contractors have working relationships with local EMD personnel.
- g) Notifying isolated consumers lacking community support of the potential weather-related disaster and delivering nonperishable or frozen meals to home bound clients.

- h) Notifying consumers of the need to support themselves with a shelter in place plan.

### **3. Response Operations (OP-CON LEVEL 1)**

The LSCOG/AAA-ADTRC EPP addresses appropriate roles and responsibilities associated with disaster response and emergency management. The LSCOG/AAA-ADTRC staff may serve as a conduit of information between emergency management and the public, where helpful, and work with local contractors to help them assure continuity of services.

Upon activation of the LSCOG/AAA-ADTRC EPP by the Human Services Division/AAA Director, LSCOG/AAA-ADTRC staff named by position as having key roles in the implementation of the plan will be notified of the plan activation by means available that may include, but are not limited to, phone, email, or text in an effort to provide relief and assistance to senior citizens and persons with disabilities in the disaster area and to restore Older American's Act and state funded routine services in a timely manner. Response includes assessment of the LSCOG/AAA-ADTRC office, local contracted providers' local area offices and/or communication with county Emergency Management Directors or designees to determine the effects of the disaster at each location.

In response to a disaster around the LSCOG/AAA-ADTRC agency building that affects the functionality of the LSCOG/AAA-ADTRC building, the Human Services Division/AAA Director will coordinate response efforts with the LSCOG Executive Director, and LSCOG Assistant Executive Director, to implement the disaster response plan that may include the following:

- a) The LSCOG/AAA-ADTRC will work from home until the building is repaired or an alternate site is established.
- b) All equipment, supplies and records left onsite at the LSCOG/AAA-ADTRC building may be removed and safeguarded in the temporary location and/or alternate location.
- c) The LSCOG/AAA-ADTRC phone number will be forwarded to an alternate phone number, or the state telephone service provider will be contacted to assist in forwarding phone calls to alternate phone numbers used by the LSCOG/AAA-ADTRC.
- d) The Human Services Division/AAA Director or designee will contact each contractor to assess the damage, if applicable, in the various service areas in the region and to inform the contractor of the status of the LSCOG/AAA-ADTRC building and means of contacting key LSCOG/AAA-ADTRC staff.
- e) The Human Services Division/AAA Director or designee will report the status of the contractor, the LSCOG/AAA-ADTRC and critical services to the SC Department on Aging Disaster Response Coordinator or designee through the PSA help desk email as soon as practical following the disaster and then provide updates to the Department on Aging as requested until essential function and/or normal operations are restored.

All EPP named staff will report to the LSCOG/AAA-ADTRC or alternate location as directed to ensure that the LSCOG/AAA-ADTRC staff:

- a) Contacts contractor staff to verify their contact with their respective Emergency Management Division and to assess service delivery capabilities within the impacted county.
- b) Requests updated information relative to vulnerable seniors in the area of impact from the local contractors and ensures such information has been provided to the county Emergency Management as necessary;
- c) Obtains information from resources like SC EMD, Red Cross, SC Department of Transportation relative to shelters and road conditions to give callers accurate information.
- d) Disseminates information relative to disaster response services available and restoration of routine services to callers to the LSCOG/AAA-ADTRC.
- e) Provides information to the state unit on aging relative to the status of local service providers, recovery efforts and effects to seniors in the disaster area.
- f) Ensures re-establishment of routine contracted services as soon as possible.

The LSCOG/AAA-ADTRC EPP is not intended to interfere with or supersede the emergency plans and implementation protocol established by any agency or provider required by regulation to have an EPP in place to protect their consumers and staff that may include, but is not limited to, the following:

- a) All local hospitals and urgent care centers
- b) All public, private and charter schools, universities and technical colleges
- c) All public and private child day care centers
- d) All public and private adult day care centers and Adult Medical Day Care Centers or PACE Programs
- e) All long-term care facilities for adults to include all Community Residential Care Facilities and nursing homes, regardless of the number of beds occupied
- f) All other agencies or programs in the serve area that have EPPs

#### **4. Recovery Operations**

The LSCOG/AAA-ADTRC is an entity that has specialized staff that are trained to provide quality Information and Referral/Assistance about a variety of disaster recovery centers and assistance. Staff will be informed of local resources to ensure all callers to the LSCOG/AAA-ADTRC are provided with timely beneficial contact information to meet their identified needs.

The LSCOG/AAA-ADTRC may provide information as requested to Emergency Management Directors at the local and state level about specific needs of the Lower Savannah PSA citizens for which no service was available so that future planning may address these unmet needs.

## **VIII. Disaster Communications**



In the Lower Savannah Region, each of the six counties has a designated office on aging but not all are part of the county government structure. All local aging service provider offices do have a staff member assigned to report to the County Emergency Management Center during a declared disaster or are part of the county's Emergency Preparedness Plan. Human Services Division/ AAA Director will require the local aging service director to report the condition of the local area, needs of the agency and citizens, and response put in action by the county's and/or the agency's EPP to the LSCOG/AAA-ADTRC as soon as practical following the occurrence of a disaster as defined by the county EPP.

The Human Services Division/AAA Director or designated person will send correspondence to the PSA help desk for the SC Department on Aging Disaster Response Coordinator or designated staff person as soon as practical to report the disaster, the current conditions of the impacted area and will provide daily updates to the SC Department on Aging Disaster Response Coordinator as to the efforts of the LSCOG/AAA-ADTRC Staff and local contractor staff in response to the disaster to include the location of any emergency shelters in operation in the service area, condition of the service contractor's physical property, involvement with county emergency response and ability to provide or sustain services, the location of evacuated long term care facility residents and the LSCOG/AAA-ADTRC's involvement with any local service contractor's disaster response and recovery.

As situations change and services are identified for the disaster area, LSCOG/AAA-ADTRC staff can be an effective support for information and referral services for area citizens.

LSCOG/AAA-ADTRC staff will utilize bulletins and updates from the Department on Aging to forward to local service contractors and all licensed facilities in the region.

## **IX. Organization and Assignment of Responsibility**

**County Emergency Management Director and/or staff-** responsible for developing, updating and implementing the county Emergency Preparedness Plan and/or Emergency Operations Plan in the event of an emergency or disaster as defined in the plan. The Director or Staff may request and receive information from the local aging service providers or LSCOG/AAA-ADTRC regarding the needs of the seniors or disabled in the affected area. The Director or staff provides information to the LSCOG/AAA-ADTRC regarding disaster preparedness, response and recovery activity.

**SC Department on Aging -** the SC Department on Aging will appoint a person to be the contact person during a disaster to whom updated information will be provided to by the Aging and Disability Programs Manager/ Emergency Response Staff

regarding the preparations made prior to a threat of a disaster and the conditions in the local service areas and needs of the elderly and disabled following a disaster.

**SC Department on Aging Disaster Response Coordinator or designated staff person (SCDOA DRC)** - The SC Department on Aging is the staff designated to receive local and regional information from the Human Services Division/ AAA Director or Lower Savannah Designated Emergency Response Staff.

**Lower Savannah Council of Governments Executive Director or Assistant Executive Director**- assists the Lower Savannah Designated Emergency Response Staff implement the LSCOG/AAA-ADTRC EPP by providing the staff and resources necessary to relocate the LSCOG/AAA-ADTRC in the event the building housing the agency is not usable and is responsible for providing the staff needed to ensure proper back-up and storage of critical electronic data and computer equipment.

**Lower Savannah Council of Governments Human Services Division/AAA Director**- serves as the Designated Emergency Response Staff of the agency and implements the LSCOG/AAA-ADTRC EPP following notification and assessment of a reported local disaster within the Lower Savannah Region. In addition, this person assists all LSCOG/AAA-ADTRC staff by providing necessary assistance and communicating with the Lower Savannah Council of Governments Executive Director or Assistant Executive Director as needed. The Division Director will also assist as needed if relocation is required.

**Lower Savannah Designated Emergency Response Staff**- the person at the Lower Savannah COG/ AAA who is responsible for implementing the LSCOG/AAA-ADTRC EPP. This person will be the Human Services Division/AAA Director unless another person is designated.

**ADTRC Assistant Programs Manager/Sr. Long Term Care Ombudsman**- this person will be responsible for assisting the Human Services Division/AAA Director in implementing the LSCOG/AAA-ADTRC EPP, communicating with direct service providers and other duties as assigned.

**Human Services/ADTRC Program Assessor(s)**- these staff will assist local contractors/ aging service providers to contact seniors who indicated in the standard assessment that they would need help to evacuate in a disaster as needed prior to and

after the threat of a weather-related emergency or following a declared disaster in the Lower Savannah Region.

**Local Contractor/Aging Service Provider-** staff of any agency located in the Lower Savannah Region that provides services to the elderly or disabled under a contract with the LSCOG/AAA-ADTRC. These agency staff are responsible for assisting with disaster mitigation, consumer education about personal disaster planning, disaster response and disaster recovery as detailed in the LSCOG/AAA-ADTRC EPP.

**Local Service Agencies-** these agencies may include local transportation providers, home health agencies, hospice providers, in home service providers and personal care assistant providers, congregate meal sites, schools and/or long-term care facilities who are called upon to assist in disaster preparedness, response and recovery through coordinating efforts of the LSCOG/AAA-ADTRC.

**Human Services/ LSCOG/AAA-ADTRC Information and Referral Specialist-** staff made responsible for providing Information and Referral assistance as needed regarding area services or programs to address an identified need of the caller. In addition, these staff may be assigned specific tasks relative to disaster mitigation and consumer education about the importance of personal disaster planning.

**South Carolina Department of Public Health:** agency responsible for opening, operating and closing special needs shelters in South Carolina.

## **X. Continuity of Agency**

Each member of staff of the LSCOG/AAA-ADTRC can perform essential functions of their job from their home or other off-site location given access to the internet and adequate cellular phone service. The LSCOG/AAA-ADTRC strives to provide information and assistance to the elderly and disabled citizens, Emergency Management Directors and staff as well as local service agencies prior to and following a disaster. Ensuring this activity requires that sufficient preparations be in place. The LSCOG Executive Director and/or Assistant Executive Director will provide assistance and authorization for the establishment of an alternate LSCOG/AAA-ADTRC physical location should the primary location in Aiken be rendered nonfunctional by a disaster.

To prepare for a disaster that would affect the functionality of the physical building that houses the LSCOG/AAA-ADTRC and affects critical services the following procedures are in place:

- a) Necessary computer and telephone equipment is available to all LSCOG/AAA-ADTRC staff to work from home or other alternate location.
- b) Emergency contact information (phone numbers) for all staff of the LSCOG/AAA-ADTRC is updated at least annually and distributed to all staff. When new staff are hired and when any advance notice is given for potential weather disaster reminders of agency procedure are provided to staff of the LSCOG/AAA-ADTRC and Lower Savannah Council of Governments (LSCOG) Executive Director and Assistant Executive Director. Emergency contact information for key LSCOG/AAA-ADTRC Staff is provided at least annually and upon any advance notice of a potential weather disaster to all contractors of the LSCOG/AAA-ADTRC.
- c) All client files and contractor records and contracts are kept in locked filing cabinets that provide reasonable protection to the contents in the event of a fire.
- d) The LSCOG/AAA-ADTRC utilizes Virtual Office Advantage as provided by a contracted provider located within South Carolina but outside of the boundaries of the Lower Savannah Region. With the Virtual Office Advantage, LSCOG/AAA-ADTRC staff can use any laptop or tablet to access their computer desktop, applications and documents from any location. Client information databases are accessed through a web-based system to allow for remote access to client data in the event the LSCOG/AAA-ADTRC building is not usable.
- e) As practical and needed, forwarding service will be used for the main LSCOG/AAA-ADTRC phone number to allow consumers to reach the LSCOG/AAA-ADTRC Transportation and Information and Assistance program staff and Long-Term Care Ombudsman regardless of staff location.
- f) In response to a disaster in the area of the LSCOG/AAA-ADTRC agency building that affects the functionality of the LSCOG/AAA-ADTRC building, the Human Services Division/ AAA Director will coordinate response efforts with the LSCOG Executive Director, Assistant Executive Director or designee to implement the disaster response plan that includes the following:
- g) The LSCOG/AAA-ADTRC staff will work from home or alternate location until the building is repaired or rebuilt.
- h) All equipment, supplies and records left onsite at the LSCOG/AAA-ADTRC building may be removed and safeguarded in the temporary location and/or alternate location.
- i) The state telephone service provider will be contacted to assist in forwarding phone calls to alternate phone numbers used by the LSCOG/AAA-ADTRC.

- j) The Human Services Division/AAA Director or designee will contact each contractor to assess their operational status in the various service areas in the region and to inform the contractor of the status of the LSCOG/AAA-ADTRC operations.
- k) The Human Services Division/ AAA Director or designee will report the status of the contractors, the LSCOG/AAA-ADTRC and critical services to the PSA Help Desk email address for the SC Department on Aging Disaster Response Coordinator or designee as soon as practical following the disaster and then at least once each established workday until essential function and/or normal operations are restored.

## **XI. Plan Development**

The LSCOG/AAA-ADTRC EPP is developed through input and research of the Lower Savannah Council of Governments and LSCOG/AAA-ADTRC Staff working collaboratively to bring together a functional, reasonable Emergency Preparedness Plan. Area Agency on Aging or Aging Disability and Resource Centers by design and structure are not first responders in the event of a disaster but have the capability through public identity and promotion and interagency collaborations and relationships to provide valuable assistance to county Emergency Management Directors in carrying out their individual county's Emergency Operations Plan.

The LSCOG/AAA-ADTRC EPP is updated at a minimum of once per year to ensure that staff identified emergency contacts in each county are current and that references to county emergency plans are current. When updates are completed, the Human Services Division/ AAA Director signs and dates the "Plan Review and Update Certification Form" that will be maintained in the front of the EPP.

Given that the LSCOG/AAA-ADTRC strives to be a partner in disaster planning, response and recovery through the unique abilities of this agency which depends on each county's willingness to provide information to the LSCOG/AAA-ADTRC, a copy of the EPP will be sent to each county Emergency Management Director.

The LSCOG/AAA-ADTRC EPP is available for review by the public at the office of Lower Savannah Council of Governments located at 2748 Wagener Road, Aiken, SC 29801 from 8:30am- 5:00pm, Monday-Friday excluding holidays.

## **XII. Staff Training and Collaboration**

LSCOG/AAA-ADTRC will utilize routine staff meetings and regional provider meetings at least twice per year to discuss disaster planning, response, and staff assignment. LSCOG/AAA-ADTRC staff will understand their additional responsibilities during activation of the emergency plan. Staff will be updated with disaster response agency names, phone numbers as well as instructions to follow when calling clients in our area who were identified as vulnerable.

Local Contractor staff will receive training during routine meetings to discuss their local plans, collaboration between counties, available resources regarding shelters and evacuation plans, updates on local agencies who can be resources during and after a disaster as well as tools to use to educate their clients on the need to prepare a personal disaster plan.

At least one member of the LSCOG/AAA-ADTRC management team will meet with county emergency managers once per year to discuss disaster response and assistance for our vulnerable elderly. Given that the LSCOG/AAA-ADTRC is located within a regional planning council, the LSCOG/AAA-ADTRC staff will coordinate with the LSCOG planners to attend their routine meetings with each of the six county emergency managers to build a working relationship with each county director.

### **XIII. Administration, Finance, and References**

The LSCOG/AAA-ADTRC operates as a department of the Lower Savannah Council of Governments (LSCOG) and has support and assistance for daily operations from the administration and governing board. In the event of a disaster, resources available for recovery of the LSCOG/AAA-ADTRC will be managed under the authority of the LSCOG Executive Director with documentation being made to include staff time, equipment recovery and contracts initiated with various businesses who aid in recovery for the LSCOG building that houses the LSCOG/AAA-ADTRC. The LSCOG Finance Director will pursue restitution of disaster recovery expenditures from all available resources to include aid from the Federal Emergency Management Agency and Property and Casualty Insurance maintained by LSCOG.

Documentation of action taken following a disaster will be completed by LSAAA/ADTREC staff and the Aging and Disability Programs Director for review to determine if improvements need to be made to the LSCOG/AAA-ADTRC EPP.

#### **XIV. Memorandums of Understanding**

There are many variables when anticipating the details of all possible scenarios involving an emergency or disaster. However, LSCOG/AAA-ADTRC has Mutual Aid Agreement(s) with other AAA/ADRC programs to assist in the event of a disaster. Written Mutual Aid Agreements are on file at the Lower Savannah COG/AAA office.

Lower Savannah COG has a Mutual Aid Agreement with the following:

1. Upper Savannah Council of Governments  
Patricia Hartung, Executive Director  
Peggy Merritt , AAA Director  
430 Helix Road  
Greenwood, SC 29648  
864-941-8053
2. Lowcountry COG  
Sabrena Graham, Executive Director  
Latisha Scotland, AAA Director  
634 Campground Road  
PO Box 98  
Yemassee, SC 29945  
843-473-3990

**Signed copies of the documents are kept in the LSCOG/AAA-ADTRC Disaster Plan Manual at the LSCOG office.**

## XV. Emergency Contacts

| REGION: LOWER SAVANNAH                                                                                                                                                                                             |                                                                                       | YEAR: 2024                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------|
| Coordinating Agency/<br>Address                                                                                                                                                                                    | Emergency Contact Staff/<br>Position                                                  | Contact Phone Number(s)                |
| <b>Lower Savannah<br/>COG/AAA</b><br>Street: 2748 Wagener Rd<br>Aiken, SC 29801<br><br><b>Mailing:</b> PO Box 850<br>Aiken, SC 29802                                                                               | Andre Anderson, Interim HS<br>Division Director                                       | 803-508-7072 (w)<br>803-508-0642 (c)   |
|                                                                                                                                                                                                                    | Hannah Stone, Transit<br>Operations Manager                                           | 803-508-7059 (w)<br>(c)                |
|                                                                                                                                                                                                                    | Veronica Williams, ADTRC<br>Programs Manager                                          | 803-508-7057 (w)<br>803-295-3045 (c)   |
|                                                                                                                                                                                                                    | Alanna Berrie, ADTRC<br>Assistant Programs<br>Manager/Sr. Long Term Care<br>Ombudsman | 803-508-7098 (w)<br>803-989-4668 (c)   |
|                                                                                                                                                                                                                    | Charlotte McNeely, ADTRC<br>Ombudsman                                                 | 803-508-7056 (w)<br>803-295-7165 (c)   |
| Contractor Agencies of<br>LSCOG/AAA<br>Address and services                                                                                                                                                        | Emergency Contact Staff/<br>Position                                                  | Contact Phone Number(s)                |
| <b>Aiken Senior Life Services</b><br>Street: 1310 East Pine Log<br>Road / Aiken, SC 29801<br><br><b>Mailing:</b> PO Box 3156<br>Aiken, SC 29802<br><br>Services : Nutrition,<br>Transportation, EBDP               | Aimee Hanna, Executive<br>Director                                                    | 803-648-5447 (w)<br>803-998-9175 (c)   |
|                                                                                                                                                                                                                    | Shannon Kincaid, Aging<br>Nutrition Services Manager.                                 | 803-648-5447 (w)<br>803-624-0452 (c)   |
| <b>Allendale County Office<br/>on Aging</b><br>Street: 3691 B<br>Allendale/Fairfax Hwy<br>Fairfax, SC 29827<br><br><b>Mailing:</b> PO Box 602<br>Allendale, SC 29810<br><br>Services: Nutrition,<br>Transportation | Dawan Smith, Executive<br>Director                                                    | 803-584-4350 (w)<br>803-686-2831 (c)   |
|                                                                                                                                                                                                                    | William Robinson, Jr.<br>County Coordinator/Grants                                    | 803 584- 3438 (w)<br>803 571- 7156 (c) |



|                                                                                                                                                                                                             |                                                             |                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------|
|                                                                                                                                                                                                             |                                                             |                                              |
|                                                                                                                                                                                                             |                                                             |                                              |
| <b>Bamberg County Office on Aging</b><br><br>Street: 498 Log Branch Rd<br>Bamberg, SC 29003<br><b>Mailing:</b> PO Box 6<br>Bamberg, SC 29003<br>Services: Nutrition, HMK,<br>Transportation, EBDP           | Kay Clary, Exec. Director                                   | 803-245-3021 (w)<br>803-383-1055 (c)         |
|                                                                                                                                                                                                             | John Redd, Finance Director                                 | 803-245-3021 (w)<br>803-686-8655 (c)         |
|                                                                                                                                                                                                             | Herb Collins, Transportation Manager                        | 803-245-3021, x 230 (w)<br>803) 664-4138 (c) |
|                                                                                                                                                                                                             |                                                             |                                              |
| <b>Generations Unlimited Street/ Mailing</b><br><br>10915 Ellenton St<br>Barnwell, SC 29812<br>Services: Nutrition,<br>Transportation, EBDP, HMK                                                            | Pamela McKnight, Interim Executive Director                 | 803-541-1249 (w)<br>803-571-3531 (c)         |
|                                                                                                                                                                                                             | Destiny Hicks, Nutrition Services Manager, Barnwell         | 803-541-1249 (w)<br>803-300-3453 (c)         |
|                                                                                                                                                                                                             | Talluezita Williams, Nutrition Services Manager, Blackville | 803.219.7056 (w)                             |
|                                                                                                                                                                                                             |                                                             |                                              |
| <b>Calhoun County Office on Aging</b><br><br>Street: 200 Milligan St<br>St. Matthews, SC 29132<br><b>Mailing:</b> PO Box 212<br>St. Matthews, SC 29135<br>Services: Nutrition, HMK,<br>Transportation, EBDP | Jill Truesdale, Exec. Director                              | 803-874-1270 (w)<br>803-420-2012 (C)         |
|                                                                                                                                                                                                             | Shannon Auxier, Program Coordinator                         | 803-874-1270 (w)<br>803-391-9975 (c)         |
|                                                                                                                                                                                                             |                                                             |                                              |
| <b>Orangeburg County Office on Aging</b>                                                                                                                                                                    | Dee Anne Miller, Exec. Director                             | 803-531-4663 (w)<br>803-387-7680 (c)         |

|                                                                                                                                                                                                   |                                                                |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------|
| Street: 2570 St. Matthews Rd.<br>Orangeburg, SC 29118<br><b>Mailing:</b> PO Box 1301<br>Orangeburg, SC 29116<br>Services: Nutrition, HMK, EBDP                                                    | Betty Void, Assistant Dir.                                     | 803-531-4663 (w )<br>803-447-0626 (c ) |
|                                                                                                                                                                                                   |                                                                |                                        |
| <b>Senior Catering, Inc.</b><br><b>Street and Mailing:</b><br><br>314 Main Street<br>Little Mountain, SC 29075<br>Services: Hot Food Caterer-<br>All Counties                                     | David Chellam, Deputy<br>Director- Operations                  | 803-345-1835 (w )<br>864-650-1530 (c ) |
|                                                                                                                                                                                                   | Blake Wolfe, Orangeburg<br>Kitchen Manager                     | 803-531-4395 (w )<br>803-747-1021 (c ) |
|                                                                                                                                                                                                   |                                                                |                                        |
| <b>SC Legal Services Corp.</b><br>Orangeburg Office:<br>Street: 126 Associate<br>Parkway<br>Orangeburg, SC 29115<br><b>Mailing:</b> PO Box 1646<br>Orangeburg, SC 29116<br>Services : III B Legal | Shunna Jeter, Esq, Executive<br>Director                       | 803-744-4191                           |
|                                                                                                                                                                                                   | Sheila Thomas, Esq,<br>Managing Attorney-<br>Orangeburg Office | 803-533-0116                           |
|                                                                                                                                                                                                   |                                                                |                                        |
| <b>City of Aiken- Parks and Recreation-</b><br>Street: 135 Laurens St, SW<br>Aiken, SC 29801<br><b>Mailing:</b> PO Box 1177<br>Aiken, SC 29802<br>Services: EBDP/Wellness                         | Jessica Campbell, Director                                     | 803-643-4779 (w)                       |
|                                                                                                                                                                                                   | Lucas West, Recreation<br>Supervisor                           | 803-643-2178 (w)                       |
|                                                                                                                                                                                                   | Rasheka Gaines, Recreation<br>Manager                          | 803-502-4846 (w)                       |

## XVI. Emergency Preparedness Offices

| <b>Emergency Preparedness Offices by County</b>                                     | <b>Director</b>                                        | <b>Contact Phone Numbers</b> |
|-------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------|
| <b>Aiken County EMD</b><br>1930 University Parkway<br>Suite 1100<br>Aiken, SC 29801 | Paul Matthews, Director<br>pmatthews@aikencountysc.gov | 803-867-5309                 |
|                                                                                     |                                                        |                              |
|                                                                                     |                                                        |                              |
|                                                                                     |                                                        |                              |
| <b>Allendale County EMD</b>                                                         | Kara Troy, Dir.                                        | 803-584-4081                 |

|                                                                        |                                                              |              |
|------------------------------------------------------------------------|--------------------------------------------------------------|--------------|
| 911-B Main Street North<br>Allendale, SC 29810                         | Ktroy@allendalecounty.gov                                    |              |
|                                                                        |                                                              |              |
| <b>Bamberg County EMD</b><br>2893 Main Hwy<br>Bamberg, SC 29624        | Tiffany Kemmerlin, Director<br>bryantt@bambergcounty.sc.gov  | 803-245-4313 |
|                                                                        |                                                              |              |
|                                                                        |                                                              |              |
| <b>Barnwell County EMD</b><br>57 Wall Street<br>Barnwell, SC 29812     | Roger Riley, Director<br>rriley@barnwellsc.com               | 803-541-1001 |
|                                                                        |                                                              |              |
|                                                                        |                                                              |              |
| <b>Calhoun County EMD</b><br>201 Mill Street<br>St. Matthews, SC 29135 | David Chojnacki, Director<br>dchojnacki@calhouncounty.sc.gov | 803-874-3042 |
|                                                                        |                                                              |              |
|                                                                        |                                                              |              |
| <b>Orangeburg County EMD</b><br>1558 Ellis Ave<br>Orangeburg, SC 29118 | Bill Staley, Director<br>bstaley@orangeburgcounty.org        | 803-533-6265 |
|                                                                        |                                                              |              |
|                                                                        |                                                              |              |

## XVII. Hospitals and Self Standing Emergency Centers

| <b>Hospitals/ Emergency Centers</b>   | <b>Address</b>                                    | <b>Phone</b> |
|---------------------------------------|---------------------------------------------------|--------------|
| Aiken Regional Medical Center         | 302 University Parkway<br>Aiken, SC 29801         | 803-641-5000 |
|                                       |                                                   |              |
| ARMC Emergency Services at Sweetwater | 160 Austin Graybill Rd<br>North Augusta, SC 29860 | 803-613-3600 |
|                                       |                                                   |              |
| Allendale County Hospital             | 1787 Allendale Fairfax Hwy<br>Fairfax, SC 29827   | 803-632-3311 |
|                                       |                                                   |              |
| MUSC Health (formerly TRMC)           | 3000 St. Matthews Rd<br>Orangeburg, SC 29118      | 803-395-2200 |

|                                      |                                        |              |
|--------------------------------------|----------------------------------------|--------------|
|                                      |                                        |              |
| MUSC Health<br>(Bamberg/Barnwell ED) | 1524 Barnwell Hwy<br>Denmark, SC 29042 | 803-395-3352 |

## **XVIII. SC Department on Aging Key Contacts**

| <b>SC Department on Aging</b>                                                                                                                                       | <b>Contact</b>                                                          | <b>Phone Number/email</b>                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| SC Department on Aging<br>1301 Gervais St; Suite 350<br>Columbia, SC 29201<br><b>803-734-9900 (Main)</b><br><b>1-800-868-9095 (TF)</b><br><b>803-734-9887 (fax)</b> | Connie Munn, Director                                                   | 803-734-9910<br><a href="mailto:cmunn@aging.sc.gov">cmunn@aging.sc.gov</a>                         |
|                                                                                                                                                                     | Lily Cogdill, Executive Assistant                                       | 803-734-9875<br>1-800-868-9095<br><a href="mailto:lcogdill@aging.sc.gov">lcogdill@aging.sc.gov</a> |
|                                                                                                                                                                     | Dale Watson, State LTC Omb                                              | 803-734-9898<br><a href="mailto:dwatson@aging.sc.gov">dwatson@aging.sc.gov</a>                     |
|                                                                                                                                                                     | Mary Beth Fields, Program Mgr- Title III B Homemaker and Transportation | 803-734-9892<br><a href="mailto:mfields@aging.sc.gov">mfields@aging.sc.gov</a>                     |
|                                                                                                                                                                     | Rowan Goodrich, RD, Program Mgr. -Nutrition EBDP                        | 803-734-9985<br><a href="mailto:rgoodrich@aging.sc.gov">rgoodrich@aging.sc.gov</a>                 |
|                                                                                                                                                                     | Michael Christopher, Director of Public Information                     | 803-734-9872<br><a href="mailto:mchristopher@aging.sc.gov">mchristopher@aging.sc.gov</a>           |
|                                                                                                                                                                     | Jennifer Brewton, Division Director Caregiver/Alzheimer Resource        | 803-734-9868<br><a href="mailto:jbrewton@aging.sc.gov">jbrewton@aging.sc.gov</a>                   |
|                                                                                                                                                                     | Jenny Andrews, Program Manager-Family Caregiver/LifeSpan                | 803-734-9867<br><a href="mailto:jandrews@aging.sc.gov">jandrews@aging.sc.gov</a>                   |
|                                                                                                                                                                     | Jolawnda Bailey, Program Manager- IRA                                   | 803-734-9874                                                                                       |

|  |                                                 |                                                                                |
|--|-------------------------------------------------|--------------------------------------------------------------------------------|
|  |                                                 | <a href="mailto:jbailey@aging.sc.gov">jbailey@aging.sc.gov</a>                 |
|  | Renee Beard, SC ACT                             | 803-734-9918<br><a href="mailto:rbeard@aging.sc.gov">rbeard@aging.sc.gov</a>   |
|  | Crystal Strong, SHIAP/SMP/<br>MIPPA Coordinator | 803-734-9889<br><a href="mailto:cstrong@aging.sc.gov">cstrong@aging.sc.gov</a> |
|  | Kevin Pondy, AIM and<br>Finance                 | 803-734-9942<br><a href="mailto:pondyk@aging.sc.gov">pondyk@aging.sc.gov</a>   |

**XIX. Emergency Resources and Information**

| <b>Agency Name</b>                      | <b>Phone number</b>          | <b>Website</b>                                                                                                             | <b>Purpose</b>                            |
|-----------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| American Red Cross                      | 803-641-4152                 | <a href="http://www.redcross.org">www.redcross.org</a>                                                                     | Locate Shelters                           |
| SC Dept. of Transportation              | 855-467-2368<br>803-737-2314 | <a href="http://www.scdot.org/travel/travel-emergencyresponse.aspx">www.scdot.org/travel/travel-emergencyresponse.aspx</a> | Evacuation routes, road conditions        |
| SC Emergency Management Division        | 803-737-8500                 | <a href="http://www.scemd.org">www.scemd.org</a>                                                                           | Response updates<br>State office Closures |
| Federal Emergency Management- Region VI | 770-220-5200                 | <a href="http://www.fema.gov">www.fema.gov</a>                                                                             | Disaster Recovery Center Locations        |
| Hurricane Tracker                       | Website only                 | <a href="http://www.hurrtracker.com">www.hurrtracker.com</a>                                                               | Tracking weather                          |
| Power Outages                           | Website only                 | <a href="http://Poweroutage.us/area/state/south%20carolina">Poweroutage.us/area/state/south%20carolina</a>                 | Confirm power outages                     |
| My Radar                                | Website only                 | <a href="http://myradar.com">myradar.com</a>                                                                               | Monitor weather conditions                |

## XX. Trainings

LSCOG/AAA-ADTRC Staff will receive routine training no less than annually for the purpose of understanding staff roles and responsibilities in disaster preparedness, response, and recovery. Training will be documented below with a list of staff attending each session kept on file in the LSCOG/AAA-ADTRC

| DATE     | HOURS | TRAINER(S)                      | TOPIC(S)                                                                                                                                                                                                 |
|----------|-------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4-16-14  | .5    | Susan Garen                     | Initial discussion with contractors with directions to complete plan                                                                                                                                     |
| 9-9-14   | .5    | Susan Garen                     | Each contractor given an outline of questions to answer to address four areas of disaster preparedness to complete and return to be included with LS Plan                                                |
| 1-21-16  | 4     | Multiple                        | S. Garen attended SCACAD session relative to disaster planning to hear from Jordan Newman of LGOA as well as providers of aging services that were affected by floods. Learned to make realistic plans.  |
| 9-24-16  | .25   | Susan Garen                     | Contractors provided information about local resources to consider partnering with in their communities- C.E.R.T                                                                                         |
| 4-4-16   | .50   | Susan Garen                     | Contractors given information from meeting with other counties and LGOA Emer. Prep contact to make plans realistic, workable. Meeting in response to 10-15 flood. Contractor Updates to be sent to LSAAA |
| 9-28-16  | .25   | Susan Garen<br>Mary Beth Fields | Discussed upcoming issues with Hurricane Matthew and reviewed contractors plans, discussed emergency Nonperishable meal acquisition.                                                                     |
| 11-29-16 | 1.00  | Webinar- FEMA staff             | Disaster Assistance and Appeals webinar to educate staff how to better direct consumers through the FEMA assistance and appeals process. Mary Beth Fields and Sabrina Ussrey viewed webinar.             |

|         |     |              |                                                                                                                                                |
|---------|-----|--------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-13-20 | 1.5 | Webinar      | Focus on Aging-Federal Partners Webinar Series- Supporting Older Adults in Emergencies, Preparedness, Response and Recovery Viewed by S. Garen |
| 2-23-22 | 1.0 | Zoom Webinar | Are You Ready? Ombudsman Program Emergency Preparedness and Response. Viewed by S. Garen                                                       |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |
|         |     |              |                                                                                                                                                |



## **XXI. Documentation of Manual Update**

The LSCOG/AAA-ADTRC Designated Emergency Response Staff will record in the chart below any updates made to the LSCOG/AAA-ADTRC Disaster Preparedness Manual with a summary of updates made.

| DATE       | DESCRIPTION OF UPDATES                                                                                                                                                                                                                                                                                                                                                           | LSALSCOG/AAA-ADTRC STAFF         |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 4-29-2014  | Plan development                                                                                                                                                                                                                                                                                                                                                                 | S Garen, MB Fields<br>L Bassham  |
| 11-10-2015 | Complete rewrite                                                                                                                                                                                                                                                                                                                                                                 | S Garen, MB Fields,<br>L Bassham |
| 03-01-2016 | Updated language for change in LSCOG use of<br>Cloud computers over in house network                                                                                                                                                                                                                                                                                             | S Garen                          |
| 11-30-2016 | Updated staff contact numbers, deleted closed<br>Barnwell hospital info, updated MOUs with<br>ADRCs, updated contractor plans included,<br>updated MOUs from contractors included,<br>updated Emergency contacts attachment                                                                                                                                                      | S Garen<br>MB Fields             |
| 02-08-2019 | SC Department on Aging replaces Lieutenant<br>Governor's Office on Aging and LGOA<br><br>Additional information and reference to SC<br>EMD OP-CON levels and AAA activity for each<br>level<br><br>Wording update for requirement for shelf<br>stable meals<br><br>Update provider director name and number<br>for Orangeburg County COA<br><br>Updated Calhoun Co. EMD Director | S Garen                          |
| 5/15/2020  | Updated history of events since 2010 and<br>added detail of response by AAA Program                                                                                                                                                                                                                                                                                              | S. Garen                         |

|            |                                                                                                                                                                                                                     |                          |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|            | Manager, ability of LSCOG/AAA-ADTRC staff to work from home and names in emergency contact info                                                                                                                     |                          |
| 07/20/2020 | Updated wording to include more education for long term shelter in place orders, updated and revised Attachment B-Emergency contacts                                                                                | S Garen                  |
| 03/30/2022 | Updated wording throughout the document, updated Attachment B Emergency contact information                                                                                                                         | S Garen                  |
| 10/24/2022 | Updated after hours contact number and Director name for Generations Unlimited                                                                                                                                      | S. Garen                 |
| 10/31/2022 | Updated HS Div Dir/ AAA Director Name and number and Generations Unlimited Dir name and number in Disaster plan ER contacts                                                                                         | S. Garen                 |
| 03/30/2023 | Annual update of manual to include staff changes, emergency contact numbers, hospital names and locations of self-standing ED depts, and agency name.                                                               | S Garen                  |
| 3/30/2024  | Annual update of manual to include staff changes, emergency contact numbers, hospital names and locations of self-standing ED depts, and agency name. Completion of the Emergency Management Nutrition Site Detail. | J. Richburg              |
| 3/28/2025  | Annual update of manual to include staff changes, emergency contact numbers, hospital names and locations of self-standing ED depts, and agency name. Completion of the Emergency Management Nutrition Site Detail. | A. Berrie<br>V. Williams |

## **XXII. Contractor Agency Disaster Plans and Memorandums of Understanding**

Agencies that provide direct services to seniors through contracts or agreements with the Lower Savannah Area Agency on Aging will be encouraged to prepare a comprehensive Emergency Preparedness Plan.

Contractors with current documents on file with this office as of the date of this manual's update include:

Aiken Area Council on Aging  
Allendale Office on Aging  
Bamberg County Office on Aging  
Calhoun County Council on Aging  
Orangeburg County Office on Aging