

LA GOVERNOR'S OFFICE OF ELDERLY AFFAIRS

EMERGENCY/DISASTER PLAN

AGENCY GOAL

The goal of the Louisiana State Unit on Aging- Governor's Office of Elderly Affairs (GOEA) in an emergency situation is to remain calm, provide assistance, coordinate services, and play a **leadership role** to the aging services network providers in the event disaster strikes anywhere in the state of Louisiana.

AGENCY OBJECTIVES

The objectives of **GOEA** in a disaster or emergency are:

1. A more **READY** and **RESILIENT** staff and aging services network providers in an emergency or disaster.
2. Continuity of **GOEA** operation to provide immediate assistance to the aging services network providers in an emergency or disaster.
3. **Restoration** of aging services network services as soon as possible following an emergency or disaster.

EMERGENCY RESPONSE PRIOR TO AN EMERGENCY

The following measures will be implemented in order to prepare for an emergency/disaster.

1. GOEA Unit Managers will develop an Emergency Plan for his/her unit addressing essential operations, staff roles and responsibilities.
2. GOEA Unit Managers will collaborate with Disaster Coordinator to educate and/or train GOEA staff to fulfill designated roles and responsibilities pre/post emergency/disaster.
3. Disaster Coordinator will engage aging services network providers in preparedness training and community preparedness outreach/education.
4. GOEA staff and aging services network providers shall participate in emergency/disaster prevention or preparedness activities, drill(s) and exercise(s) to allow for a more resilient state unit on aging.
5. GOEA staff and aging services network providers shall establish and maintain a **Communication/Telephone Tree** for notification during the alert and response phase of an emergency or disaster.

6. Disaster Coordinator and Safety Coordinator will maintain a copy of the emergency manual, a first aid kit, and emergency kit. Emergency kit to include: flashlight, battery-operated radio, staff name badge copies, clean up supplies and rubber gloves.

RESPONSE PHASE-ALERT

The following outlines the responsibilities of **GOEA** staff upon notification of an emergency/disaster.

Following the Alert phase, the **Executive Director or Deputy Director** will:

1. Before Emergency Operations Center (EOC) activation, make all communications with the Governor's Office, **GOEA Unit Managers**, and other state agency partners to assure coordination of status reports and resource availability and issue directives accordingly.
2. Ensure that GOEA have assigned staff as appropriate and that communication and record-keeping are in place.

Following the directives of the **Executive Director or Deputy Director, GOEA Unit Managers** will:

1. Communicate with staff about emergency notification and task.
2. **Activate Communication/Telephone Tree** (Disaster Coordinator will update and maintain staff contact information).
3. Ensure that GOEA "**critical**" **equipment and supplies are secured**.
4. Ensure that all "**essential**" **documents/files are back-up and secured**.

RESPONSE-During emergency/disaster

GOEA responsibility during a disaster/emergency is to prepare to meet the immediate needs of the aging service network providers impacted. This includes agency response to ensure agency continuity of operations.

1. When alerted of an impending or potential disaster/emergency, it will be the immediate responsibility of any or all **GOEA staff** to contact their **Unit Manager** for guidance and directives. In the absence of the **Unit Manager**, the **Deputy Director** must be contacted.
2. **Activation of Communication/Telephone Log** In the event telephones are inoperable, text messaging or email shall be used instead.

3. **GOEA staff** must be accessible and ready to respond to the aging services network providers' needs.
4. The **Disaster Coordinator** shall obtain status report(s) of impacted areas and provide critical data to the HCBS Unit/Program Monitors and management as needed.

RECOVERY PHASE

GOEA will collaborate and coordinate resources available to the aging services network during the Recovery Phase to assist elderly in re-establishing their lives.

1. Following the emergency/disaster, a report and/or operations evaluation will be prepared, including but not limited to the following:
 - Type/scope and location of the disaster/emergency
 - Numbers of seniors impacted
 - Services provided, resources utilized and phone log
2. The AAA Director will communicate identified needs to GOEA and must notify the GOEA Disaster Coordinator within 24 hours, and provide the following information:
 - Number of seniors affected
 - Services needed
 - Description of services
 - Need for relocating services
3. Disaster Coordinator will compile statistical data of impacted area(s) and submit to Compliance and Planning Unit Manager within 24-hours and daily thereafter.
4. Compliance and Planning Unit will compile GOEA report to the Administration on Community Living (ACL)/Administration on Aging (AoA) and agency status report to GOEA Management.