



COMMONWEALTH OF PENNSYLVANIA  
**DEPARTMENT OF AGING**  
 Harrisburg, Pa. 17101

**PENNSYLVANIA DEPARTMENT OF AGING**

1. File Number:

APD #97-29-02

2. Disposition:

Rescinds APD #9<sup>4</sup>-29-04

3. Issuance Date:

July 1, 1997

4. Effective Date:

July 1, 1997

5. Program Area:

"OTHER"

6. Origin:

Planning & Research Division

7. Contact:

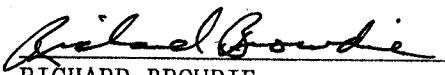
Planning & Research Division  
 (717) 783-8975

AGING PROGRAM DIRECTIVE

SUBJECT: EMERGENCY OPERATIONS PLAN FOR THE DEPARTMENT OF AGING

TO: COUNTY COMMISSIONERS CHAIRPERSONS, NON-PROFIT AAA GOVERNING BOARDS

COPIES FOR: EXECUTIVE STAFF  
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 DPW OFFICE OF PROGRAM DEVELOPMENT & SUPPORT  
 COUNTY COMMISSIONERS ASSOCIATION OF PENNSYLVANIA  
 COMPTROLLER

FROM:   
 RICHARD BROWDIE  
 SECRETARY  
 DEPARTMENT OF AGING

REFERENCE: *Commonwealth of Pennsylvania Emergency Operations Plan, Pennsylvania Emergency Management Agency (PEMA), September 1989, updated.*

PURPOSE: The purpose of this Aging Program Directive is to issue an updated Emergency Operations Plan for the Department. The Plan defines the role of the Department of Aging and the Area Agencies on Aging (AAA) when responding to major disasters and emergencies. The Department's Emergency Operations Plan is intended to: (1) respond to the needs of the elderly in the event of a disaster; (2) make necessary policy decisions prior to a disaster; and (3) be in accordance with, and in support of, the Pennsylvania Emergency Management Agency.

Major changes reflected in this revision include:

- An update of Department of Aging staff assignments, addresses and telephone numbers;
- An update of the Aging Network Disaster Resources List (Attachment 5) which contains contacts, facilities and transportation resources of the Commonwealth's 52 Area Agencies on Aging;
- References to plans and directives regarding weather-related emergencies;
- Annex C has been revised to include procedures for dealing with actual or threatened terrorist events.

**BACKGROUND:**

The Commonwealth of Pennsylvania is subject to a wide variety of potential natural and man-made disasters. These disasters vary in scope and severity and often occur with little or no warning. Because disasters require immediate decisions and action, it is important that the aging services network plan ahead for these contingencies.

**CONTENT:**

The attached Emergency Operations Plan for the Department of Aging includes the following responsibilities for Area Agencies on Aging:

1. Mitigation Activities

- a. AAAs will have information about flood insurance available at senior centers and other locations. Information and Referral staff will be provided training on the availability of and procedures for obtaining flood insurance.
- b. AAAs will advocate for construction of nursing homes and other facilities for the elderly outside the flood plain and at locations which are secure from the hazardous waste of industry and mining.

2. Preparedness Activities

AAAs must have an emergency management plan in support of the Pennsylvania Department of Aging Emergency Operations Plan and which is coordinated with their County Emergency Management Agency.

3. Emergency Response Activities

- a. Upon notification of a disaster, AAAs should establish contact with the County Emergency Management Agency to coordinate services to the elderly. AAAs must assure that appropriate care is

provided to frail and disabled elderly who must be evacuated or who have emergency needs in-place.

- b. AAAs must complete the "Preliminary Disaster Report Based on Early Estimation" within five (5) calendar days of a disaster and transmit it by telephone to the Department; the verbal report must be followed up in writing.

4. Recovery Activities

- a. To expedite the allocation of funds to disaster victims, the AAA must contact the Department for approval to spend necessary funds in approved budget categories. The Department may give verbal approval which will be followed up in writing. After disaster recovery activities have been completed, the AAA must submit a Block Grant revision to the Department which includes funds spent as a result of the disaster.
- b. When Disaster Recovery Centers (DRCs) are established, AAAs should provide representatives from their agency who are knowledgeable of the services available. Representatives from the AAA should be present during the DRC's established working hours and be available as long as the DRC remains in operation.

The Area Agencies on Aging are required to notify the Department's Response Team Coordinator (Attachment 1) of any changes or updates in their agency's Emergency Operations Plan. This applies particularly to Attachment 5, "Aging Network Disaster Resources List."

To obtain a copy of the Department of Aging's actual Emergency Action Plan, please contact the Department at (717) 783-6207.