

EMERGENCY OPERATIONS PLAN

AGING AND DISABILITY SERVICES DIVISION
Nevada Department of Health and Human Services

March 2010

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I. EXECUTIVE SUMMARY

The Aging and Disability Services Division (ADSD) has updated its Emergency Operations Plan (EOP). This plan addresses all disasters to help ensure *Continuity of Operations*. It conforms to strategies set forth in the State of Nevada's Emergency Management Plan and the Division's role within the Nevada Department of Health and Human Services and as a grantee of the Administration on Aging. A diagram depicting the flow of disaster response between these entities is found on page 7.

In the event of an impending or occurring disaster, this EOP guides response within ADSD and externally, in support of the Division's mission: *to develop, coordinate and deliver a comprehensive support service system in order for Nevada's senior citizens and persons with disabilities to lead independent, meaningful and dignified lives*. To sustain this mission, ADSD must be operationally prepared to continue its essential functions during any type of threat or emergency, and be able to effectively resume essential functions if they are disrupted.

Specifically, a disaster is an occurrence causing extensive damage or a debilitating influence on the normal pattern of work within any ADSD office(s) and the Division as a whole. Although it is impossible to plan for every type of emergency, this EOP provides staff with a general idea of what to expect should an emergency occur. It also addresses ADSD activities in all phases of emergency management: Mitigation, Preparedness, Response and Recovery.

Depending on its nature and scope, a disaster may require either evacuation or sheltering of staff and others in place. This plan explains protocols and critical steps to be taken for: implementation of the plan, evacuation, sheltering, damage assessment and resource management (Appendix A: General Procedures for All Emergencies). The plan also describes and explains response to the following emergency situations: medical emergencies; fire safety and evacuation; public disturbance, threat or assault; wind and winter snow storms; utility outages; earthquakes; hazardous materials; floods; and bomb threats (Appendix B: Procedures by Emergency Type).

Pandemic Flu is an exceptional disaster, which has a unique affect on operations. Rather than requiring sheltering or evacuation, a pandemic flu is expected to affect agency operations by causing a high level of absenteeism that will occur in waves over months. At any one time, absenteeism may reach 40 percent or more. Therefore, a special plan for Pandemic Flu is set forth in this document's Appendix C: Pandemic Influenza Plan.

The EOP also delegates responsibility for the Plan's implementation based on established objectives, assumptions and a realistic assessment of staff roles and capabilities. In an impending or actual disaster occurrence, the ADSD Administrator has the overall lead role in reducing the vulnerability of any ADSD office(s) to any disaster. The Administrator will respond effectively and provide leadership for recovery in the aftermath of any disaster. To the extent possible, this response will be managed in accordance with EOP protocols, and implemented in a flexible and scalable manner that addresses the disaster's specific circumstances. Familiarity with the EOP and adherence to its protocols will help protect ADSD staff, agency visitors, equipment and records.

All ADSD employees should read and become familiar with this EOP. Each office will keep a copy of the EOP in the Office Manager's office, and the master EOP will be maintained on the Division's Intranet. Supervisors will answer staff questions regarding the EOP and its implementation. All ADSD Office Managers are to use this EOP, and provide updates to its office-specific information annually in December or before, as information changes.

Additionally, the Unit Chiefs will review the plan at least annually in December, for any needed updates.

II. INTRODUCTION

Disasters or emergencies can happen anywhere at any time. Over the past few years alone, more than 130 Presidential Disaster Declarations have been declared in 45 states and territories. When a disaster strikes, confusion generally follows. Older persons and persons with disabilities may suffer the loss of public health and human services, which can threaten their wellbeing. In an emergency, existing physical or mental impairments may worsen, and needed family and community-based supports may be disrupted.

In a disaster, links connecting ADSD, other agencies of government and local providers may be interrupted. Key personnel may be distracted or disabled. ADSD staff must be prepared, remain calm, provide assistance and help coordinate services to ensure the wellbeing of seniors and persons with disabilities. This underscores the necessity of staff planning to ensure that the Aging and Disability Services Division (ADSD) mission and role will not be disrupted by a disaster.

This document contains the information that staff will use to ensure the Division's knowledgeable and expedient response. Its years 2010-12 goals and objectives, found in Appendix D: Goals and Objectives for 2010-12, will ensure progressive enhancements to the EOP. The guidance included in this plan meets all requirements of Federal Preparedness Circular (FPC) 65, Federal Executive Branch Continuity of Operations, the organization's Strategic Plan and Executive Order Number 12656.

III. PURPOSE

ADSD developed this Emergency Operations Plan, also referred to as a Continuity of Operations Plan (COOP), to address and prepare for loss of facility, infrastructure, resources, staff or any combination of these concerns that can occur during an emergency or disaster. Such planning will enable ADSD to continue performing its most essential functions during emergencies. This plan prioritizes resources and sets aside less critical ones, to ensure available resources are utilized most effectively and to facilitate recovery.

The EOP predetermines, to the extent possible, actions to be taken by various ADSD staff to reduce the vulnerability of staff, constituency and office(s) to any disaster that cannot be prevented. Adherence to this Plan will enable staff to:

- Help protect office personnel, visitors, equipment, confidentiality of records and ADSD constituency from the effects of a disaster, and reduce vulnerabilities. Confidentiality of client information will be kept in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Effectively respond to the actual occurrence of an emergency or disaster.
- Help ensure recovery in the aftermath of any emergency or disaster involving extensive damage or debilitating influence on the normal pattern of work within any ADSD office(s).

IV. APPLICABILITY AND SCOPE

This EOP applies to the Aging and Disability Services Division as a whole, with certain localized sections specific to each of its five offices, as well as its grantees and constituency, to the extent possible.

Its scope also encompasses ADSD's direct relationship with the federal Administration on Aging, the Nevada Department of Health and Human Services, the Nevada Division of Emergency Management and local county emergency managers. The plan addresses the full spectrum of potential threats, crises and emergencies.

With these factors at the forefront, ADSD is engaged in each Phase of Emergency Management in the following manner:

Phase 1 Mitigation activities are long term measures, based on risk assessment, that either prevent the occurrence of an emergency or disaster, or reduce vulnerability in ways that minimize adverse effects of such an occurrence. Mitigation activities can be structural, such as the construction of flood levees, or non-structural, such as legislation and insurance.

The Division has identified the most likely disasters that may occur in Nevada and is addressing those in the EOP. In addition, each Division emergency preparedness exercise activity or actual emergency occurrence will be followed by an assessment of what worked and what did not work in the plan. EOP adjustments will be made accordingly. A critical Phase 1 activity is maintaining and updating the EOP.

Phase 2 Preparedness activities, programs and systems are those that occur or exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising the Emergency Operations Plan are among the activities conducted under this phase.

For the Aging and Disability Services Division, preparedness includes activities, such as:

- Training staff and conducting exercises in using the EOP, along with post training debriefing on any deficits identified in the EOP. Deficits will lead to revisions of the EOP to resolve identified problems.
- Conducting and updating an inventory of senior center resources, for information such as: available transportation vehicles; capacity-relevant square footage and floor plans, type of building construction – wood or brick; and capacity for meal preparation and service.
- Ensuring that ADSD and grantees' staff keeps contact information for clients current on the Division's Social Assistance Management System (SAMS).
- Provide information to local and state emergency managers regarding available ADSD assets and resources, including information regarding the location of frail seniors, which is captured in SAMS.
- Discussions with the ADSD Ombudsman for seniors in facilities, to ensure that in the event of an emergency these facilities have an emergency plan for the placement of seniors they house.
- Preparing and maintaining home phone lists of ADSD staff for senior staff.
- Developing and maintaining collaborative relationships with state and local emergency management.

- Participating in the Department of Health and Human Services' Emergency Management Work Group and the statewide, Nevada Special Needs Subcommittee for Mass Sheltering and Evacuation.
- Training staff and constituency in personal preparedness for emergencies, and to have personal preparedness plans.
- Fostering relationships statewide between senior center directors and local emergency managers for training in preparedness, identification of frail seniors needing assistance in an emergency, and for the purpose of adding inventory to available resources that may be needed in an emergency.
- Fostering relationships statewide between disability services grantees and local emergency managers for training in preparedness, identification of persons with disabilities who may need assistance in an emergency, and for the purpose of adding inventory to available resources that may be needed in an emergency.
- Developing and distributing disaster preparedness posters and brochures.
- Discussing the feasibility to implement a GPS coordinate system that can enable homebound meal drivers to plot coordinates where frail seniors live, in the event rescue is required by helicopter.

Phase 3 Response involves the implementation of activities and protocols designed to address the immediate and short-term effects of the onset of an emergency or a disaster, to reduce casualties and damage, and to speed recovery. Response activities can include direction and control, warning, evacuation, sheltering in place, fulfilling the basic humanitarian needs of the affected population and other similar operations.

Phase 3 response to a disaster can involve local, state and federal agencies, and they respond in accordance with common protocols for emergency management nationwide. All disasters begin at the local level and are managed at the local level. In the event local emergency managers determine a need for state government assistance, they contact the Governor to request state resources.

In Nevada, the Governor will ask the Division of Emergency Management to activate the Emergency Operations Center in Carson City. In the event the state resources can't meet the need, the Governor can request assistance from the federal government. If the assistance is granted, the President designates the area as a Federally Designated Disaster Area and sends federal resources to assist. States must carefully track expenses related to the disaster, because the federal government may reimburse the state for its expenditures.

During an actual emergency:

- The identified authority will activate ADSD's EOP in accordance with the nature, scope and severity of the disaster incident.
- Division Administrator appointed staff will provide information and periodic updates to Region IX staff of the Administration on Aging. For example, AoA Region IX staff has requested the relay of periodic reports during any disaster that include the following information. An AoA Report Form is located in Appendix E: Report Forms.
 - Are elders affected, how, and how many?
 - Has meal service been interrupted and what is being done to ensure meals are provided to seniors?
 - What evacuations have occurred, i.e. nursing homes, private homes, etc.
 - Have any fatalities occurred among elders? How many and what were the causes?

- Per the above questions, what is the status of Native American tribes and elders in the area?
- Staff with the Division of Emergency Management (DEM) will manage the desk of Emergency Service Function 6 (ESF6) at the State Emergency Operations Center (SEOC). DEM staff may call upon ADSD staff to provide back-up information, rather than onsite support. In this capacity, ADSD Administrator appointed staff will inform the DEM of available resources and provide available information regarding the location and functional needs of those who may need special attention.
- Keep detailed records of ADSD services and resources utilized in support of the emergency, for potential reimbursement by the Federal Emergency Management Agency, in the event the President declares the incident a disaster.

Phase 4 Recovery activities involve restoring systems to normal, once the immediate threat to life has subsided. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term actions may continue for many years. Debriefing occurs during this phase, to determine and identify any deficits in the EOP. Specific activities include:

- Assess resource needs of the Office and/or Division to achieve recovery, and estimate cost.
- Inventory supplies available and coordinate resource management.
- Provide public information to communicate recovery services as they are restored.

V. ESSENTIAL FUNCTIONS

The ADSD workforce may be reduced to only essential staff during emergency operations, performing Essential Functions. The Division has identified the following Essential Functions, defined as: functions and activities that must be continued *under any and all circumstances*. These functions are developed into a table, which prioritizes them and provides the staffing and resource requirements.

When the EOP is implemented for an emergency or disaster that requires the Division to operate at its most basic level, all nonessential agency activities are suspended until further notice, except for those included in the table found in Appendix F: Essential Functions and Resource Requirements.

VI. AUTHORITY AND REFERENCES

Please refer to Appendix G: Authority and References

VII. CONCEPT OF OPERATIONS

An In-Office Emergency Team is a fundamental support to the Office Manager during a pending

or actual emergency or disaster. The six-member Emergency Team in each office consists of ADSD office staff, designated by the Office Manager (Appendix H: Emergency Teams by Office). ADSD facilities with minimal staff can appoint an office contact person and an office backup contact person as an emergency team to support the Office Manager during an actual emergency or disaster.

Team members will be trained, and in turn they will train office staff prior to an emergency to ensure readiness. During an emergency, they work with the Office Manager to coordinate communications and instructions. Emergency teams will be notified immediately of any emergency that occurs in their office.

Specific responsibilities are:

- Ensure staff understanding of and adherence to Emergency Procedures, by assisting with training and exercises.
- Coordinate Emergency Procedures with the Office Manager, supervisors, first responders and the Division of Emergency Management.
- Serve as a Point of Contact during emergency situations, including: threats, disasters, hazards and other office-wide issues.
- Disseminate information, as requested for readiness and continuity of operations.
- Facilitate emergency operations and recovery.
- Implement contact procedures to ensure office safety, such as developing and activating a telephone tree for the office.

The Division will implement its EOP in three phases: Activation and Relocation, Alternate Facility Operations and Reconstitution. To effectively use this EOP:

1. Follow the appropriate guidelines in Appendix A and B, in an emergency.
2. Become familiar with all aspects of the EOP, including responsibility for its implementation.
3. Ask supervisors for clarification.
4. Make recommendations if revisions are needed. Any revisions should be reviewed and approved by the ADSD Administrator or designee.

NOTE: As used in this plan:

- Director is the Director of the Department of Health and Human Services.
- Administrator is the Administrator of the Aging and Disability Services Division.
- Office Manager is the Office Manager in each of the Division's five statewide offices.

Additionally, it is often necessary for emergency management planning and operations to be coordinated across jurisdictional boundaries. To properly carry out their roles in this activity, agencies may become involved in a coordinated effort with other state agencies. These agencies may be those listed herein or others.

Division of Emergency Management

Contact immediately regarding any significant ADSD incident or emergency situation. Phone number is located in Appendix I: Emergency Numbers by Office Location.

State Fire Marshal

Contact immediately in the event of any ADSD fire or hazardous material emergency. Phone number is located in Appendix I.

Data Processing

Linked to mainframe, word processing.

Department of Administration

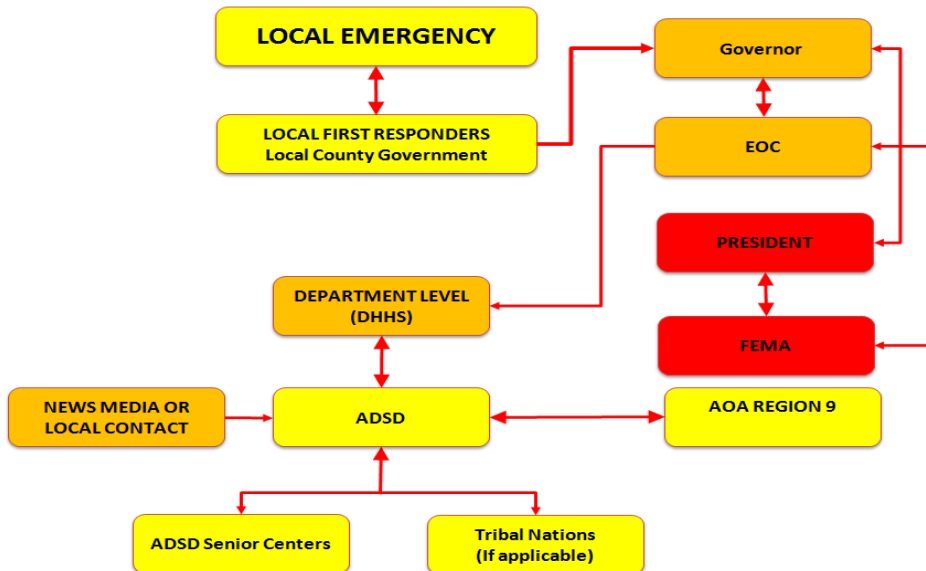
Manages budget expenditures, and has authority to implement ADSD recovery operations.

Risk Management

Implements and coordinates ADSD recovery and associated insurance coverage.

General Services

Utilization of existing ADSD facilities; provides for alternate ADSD facilities and security of ADSD building/access.



PHASE I: ACTIVATION AND RELOCATION

The EOP may be implemented when an impending or actual emergency or disaster is identified. This includes an occurrence that may cause extensive damage, threaten life or cause a debilitating influence on the normal pattern of work within any ADSD office(s) and/or the Division as a whole.

Decision Process

Ultimate responsibility for emergency management for the Department of Health and Human Services (DHHS), which houses ADSD, belongs to the DHHS Director. The Director is responsible for the policy making decisions involving the direction and control of the Department. DHHS Division Administrators exercise full authority over emergency operations in their respective areas.

Alert, Notification and Implementation Process

To help ensure agency communications, ADSD Senior Staff will maintain a list of all agency staff with phone contact information. Likewise, all Supervisory Staff will maintain a similar list of their direct report staff. These confidential contact lists will be kept available by Senior and Supervisory staff at all times, and updated as staff turnover occurs.

For emergencies and disasters that occur externally, not directly affecting facilities but threatening the wellbeing of the Division's constituency, staff should ensure the following:

- Chiefs: maintain a database with a list of all grantees and providers with contact information, as applicable. See Appendix J: Grantee and Tribes Contact Information.
- Social Workers: Ensure that their client information is updated and ready in SAMS. At all times, staff will protect client confidentiality in accordance with HIPAA.
- Resource Development Specialists: Ensure that they keep a list of all senior center directors, with contact information, as applicable. These are also listed in Appendix J.

In an emergency situation, staff initiates the following steps:

- Notify a supervisor and the Office Manager of any impending emergency and/or disaster.
- The decision to activate and activation of the EOP and the Office Emergency Team will be made by available personnel in accordance with the succession of command listed above.
- Contact police, fire department, building manager in the event of an emergency/disaster.
- Brief appropriate personnel of the emergency situation.
- Review Appendices pertinent to the emergency.
- As soon as possible and referencing Appendix I for Emergency Numbers, notify the Division of Emergency Management, ADSD Administrator or available personnel in accordance with the succession of command. The Nevada Division of Emergency Management (DEM) in Carson City is active at all times and should be immediately consulted during any emergency.
- Document steps taken, costs incurred and damage reports.
- If building evacuation is required, follow the evacuation checklist noted Appendix A, Procedure 2.

Leadership

Realistically, if more than one area is affected or if there is a serious emergency, the DHHS Director and then the Director designated administrator of the appropriate DHHS Division, may assume control of the emergency situation. The Director may also decide to restrict support activities, relative to the affected area, to monitoring, coordinating and providing requested support.

Orders of Succession

The Succession of Command to activate the EOP is designated by the Director through the Departmental Division Administrators. The line of succession to each supervisor will be accomplished according to the procedures established by the Department and/or Division(s).

ADSD Order of Succession
Administrator, Aging and Disability Services Division Deputy Administrator Deputy Administrator etc.

Succession will progress from the highest designated position to the next highest and so forth, until a designated successor is available to manage the event. The Administrator or the designee will notify Senior Staff by phone and provide them with direction regarding needed support of the agency or its constituency.

In the event of an emergency or disaster, the following table depicts the roles of ADSD leadership.

Administrator	Provides direction and control regarding EOP implementation. Directs all communications for ADSD and maintains direct contact with the DHHS Director's office, the Division of Emergency Management and all Office Managers within ADSD. Implements interagency and vendor agreements during recovery stage. Ensures safety of the general public and all agency staff. Develops policy and procedures for the EOP implementations. Provides legal interpretation and liability.
Deputy Administrator N NV	Ensures all Carson City office specific elements of EOP are updated as needed. Ensures security of Division records and salvage of equipment Ensures safety and evacuation of public and staff in the Carson City office. Develops succession of authority in Carson City office, to assume leadership as needed. Appoints Emergency Team for Carson City office. Implements ADSD interagency and vendor agreements during recovery stage.
Deputy Administrator S NV	Ensures all Las Vegas office specific elements of EOP are updated as needed. Ensures security of Division records and salvage of equipment Ensures safety and evacuation of public and staff in the Las Vegas office. Develops succession of authority in Carson City office, to assume leadership as needed. Appoints Emergency Team for Las Vegas office. Implements ADSD interagency and vendor agreements during recovery stage.
Reno and Elko	Ensures all office specific elements of EOP are updated as needed. Ensures security of Division records and salvage of equipment.

Office Managers	Ensures safety and evacuation of public and staff in the office. Develops succession of authority in office, to assume leadership as needed. Appoints Emergency Team for office.
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Delegation of Authority

In an emergency or disaster, when normal channels of communication are insufficient, the Administrator has delegated each Office Manager the authority to make policy determinations and decisions.

Termination of Authority Delegations

Delegations of Authority terminate when normal channels of communication become sufficient, and agency leadership is again functioning.

PHASE II: ALTERNATE FACILITY OPERATIONS

In the aftermath of a worst-case scenario disaster that results in one or more ADSD offices being destroyed or shut down, essential ADSD functions may be transferred to and conducted from any of the other functioning ADSD offices. In the event that long term solutions are required, the Administrator will work with the Nevada Department of Administration, Buildings and Grounds Division, to locate alternate office space.

1. Mission critical systems

Mission critical systems are those that are necessary to perform essential ADSD functions and activities. For the Division, these operational systems are the Division's functioning Units' essential activities, which may be transferred or replicated at the following alternate locations.

Consider the need for a policy indicating circumstances when employees may work out of their homes.

<u>System Name</u>	<u>Current Location(s)</u>	<u>Alternate Location(s)</u>
RD Unit	CC, Reno, LV and Elko	CC, Reno, LV and Elko
CBC	CC, Reno, LV and Elko	CC, Reno, LV and Elko
ER	CC, Reno, LV and Elko	CC, Reno, LV and Elko
IT	Reno, CC, LV	CC, Reno, LV and Elko
Fiscal	CC and LV	CC, Reno, LV and Elko
Part C IDEA	CC and Reno	CC, Reno, LV and Elko
Disability Services	CC, Reno	CC, Reno, LV and Elko
Sr. Rx/Disability Rx	CC	CC, Reno, LV and Elko
Sr. Tax	CC	CC, Reno, LV and Elko
SHIP	LV	CC, Reno, LV and Elko

2. Vital Files, Records and Databases

Vital Files, Records and Databases are those that are needed to perform ADSD essential functions and activities, and that will be necessary to reconstitute normal operations after an emergency ceases. At all times, staff will protect the confidentiality of clients in accordance with HIPAA. For a listing, refer to Appendix K: Vital Files, Records and Databases.

PHASE III: RECONSTITUTION

The Administrator will notify staff when an emergency has ceased and the agency is returning to normal operations. Notification will occur through Senior Staff to supervisors and then to non-supervisory staff. Senior Staff will gather information for an After Action Report, which may lead to changes in the EOP to improve the agency’s response to emergencies and disasters.

VIII. EOP PLANNING RESPONSIBILITIES

EOP Responsibility	Position
Update EOP annually	Chief, Resource Development Unit Health Care Coordinator 3 (HCC3), CBC Nurse Management Analyst, Resource Development Unit
Update telephone rosters monthly	Office Managers, CC, Reno, Elko and Las Vegas
Review status of vital files, records and databases	Chief, IT and Unit Chiefs, as appropriate
Develop EOP training modules for staff	CBC HCC3
Plan and develop emergency exercises, and present to Senior Staff for final approval	Office Emergency Teams, per training modules
Conduct emergency exercises	Office Managers and Office Emergency Teams
Conduct after exercise debrief, with after action report to Chief, Resource Development	Office Managers and Office Emergency Teams
Amend plan after exercise as needed	Chief, Resource Development Unit Health Care Coordinator 3 (HCC3), CBC Nurse Management Analyst, Resource Development Per Senior Staff recommendations
Other to-be-identified roles	

IX. LOGISTICS

In the event an ADSD office(s) can no longer be used to conduct essential functions, an alternate ADSD office may be used, or the Administrator may work with Building and Grounds to identify an alternate site for operations.

ALTERNATE LOCATION

The Administrator will ensure that the alternate facility provides sufficient space and equipment for staff to conduct ADSD essential functions ideally within 12 hours after the emergency and for up to 30 days. The site will need adequate communications capability, computer equipment and software, as well as access to vital files, records and databases. Staff should have the capability to: communicate with essential personnel; communicate with other agencies, organizations and clients; and access data systems. Please refer to Appendix F: Essential Functions and Resource Requirements and Appendix K: Vital Files and Records Databases.

INTEROPERABLE COMMUNICATIONS

This Section requires further input from IT.

X. TRAINING AND EXERCISES

- ADSD will ensure, through its Personnel Officer, that all employees review an EOP PowerPoint on the EOP annually.
- All new employees are required to review the PowerPoint within 30 days of employment.
- Each Office Manager will conduct an EOP exercise twice annually, to ensure that staff is practiced in their response to an emergency.
- The Resource Development (RD) Management Analyst will develop an Exercise Assessment Tool that can be adapted to each office exercise the agency conducts.
- At the conclusion of each office exercise, the RD Management Analyst will score and then report the assessment findings to Senior Staff, which will provide direction on any needed EOP amendments and determine if further staff training may be needed.
- Unit Chiefs will conduct an annual EOP exercise with their unit staff, to ensure readiness for external emergencies that can affect clients, grantees and constituency.
- The RD Management Analyst will assist in developing a simple assessment tool to determine staff preparedness for external emergencies. For example, at the time staff was notified of the emergency, did staff have with them the information necessary to contact other staff, clients, grantees and providers.

XI. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN

ADSD has established Goals and Objectives for 2010-12, to be reviewed and updated with each annual revision of the EOP. Progress toward achieving these goals and objectives will be addressed. Working toward these goals and objectives will continually enhance ADSD's preparedness, internally and externally.

This Section and Appendix D to be developed once all plan elements have been submitted and reviewed for gaps in emergency preparedness, but the following are examples:

Ensure all ADSD staff, and to the extent possible, network professionals, clients and other constituencies develop personal preparedness plans, including older persons and persons with disabilities, and their caregivers.

Encourage that all sectors of the Nevada Aging Services Network and other professionals become full participants in coordinated preparedness and response planning between Federal, State, Tribal, and local governments, as well as the private, voluntary and faith-based sectors.

Conduct an annual review of the previous year's activities, to ascertain the agency's progress in meeting state goals and objectives of the plan.

Provide annual EOP training, exercises and updating, and assess results for any needed plan revisions.

Conduct an annual review of Mitigation and Preparedness sections of the EOP, with annual goals set for the coming year relative to enhancing plan components and the preparedness of Division constituency.

XII. EOP PLAN MAINTENANCE

ADSD will update the EOP annually, to ensure that it contains the most current information, relevant to: key evacuation routes; roster and telephone information; and maps and room/building information of each ADSD site.

Record of EOP Revisions

Revision #	Date Inserted	Initials	Page #
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