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DRAFT**SECTION IV RELOCATION TO ALTERNATE FACILITY**

In general, the following procedures will be followed in the execution of the Area Agency on Aging COOP Plan. This will depend on the emergency, the amount of warning received, whether personnel are on duty at the Area Agency on Aging or off duty at home, and the extent of damage to Area Agency on Aging offices.

IV-1 Notification Procedures for Relocation to Alternate Facility

The notification process is intended to allow smooth transition to the alternate and to continue the mission essential functions for the Agency.

- a. After consultation with Chief Executive Officer or Chief Fiscal Officer, the Emergency Coordinating Officer or Alternate Emergency Coordinating Officer will notify the lead position (point of contact) in the Relocation Group that relocation to an alternate facility is imminent and to start procedures to relocate.
- b. The Relocation Group's lead position will then notify the group to start procedures to relocate to alternate facility.
- c. Each Relocation Group member will notify his or her division/section (Essential and non-essential employees) that relocation to the alternate facility is imminent. Instructions are given to relocation group reporting to alternate facility and instructions are also given to non-essential employees.
- d. The Agency's Emergency Coordinating Officer will notify the DoEA and Local Service Providers during the call-down process that relocation to alternate facility is imminent.

IV-2 Initial Actions

Responsibility to family comes first before any staff member will be expected to lend support to the Agency, or to others in need.

1. In the aftermath of a storm, the ECO will need to make decisions using available information received from the specific Support Functions at the Emergency Operations Center. This information will help to determine the need for personnel (i.e. how, when and where) according to the immediate health and human service needs of the senior population. The first few days following a disaster will be focused on communication links, damage assessment, staff support/capability and prioritizing the first recovery steps.
2. Staff members should take the following steps after a disaster has hit Palm Beach County and the "ALL CLEAR" has been issued through the Div. of Emergency Management, Emergency Operations Center (EOC). These steps assume that both the ECO and CEO are in their own homes, in north and south county, respectively. (Any exceptions to this would be conveyed to all staff members.)

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1. Telephones are functional

- The Executive Director or his/her designee will contact the ECO to discuss immediate post-disaster plans.
- The Agency Telephone Chain will be activated in the same manner as during the preparation phase. Immediate post-disaster plans will be conveyed and a report of the status (health & well-being, home condition, car, etc.) of each staff member called, as well as of his/her family, will be relayed. If the person you call cannot be reached, call the next person “down” on the list, in order to keep the chain active. If you cannot reach any of the individuals below you in your link of the chain, call the ECO or the Executive Director. The last person on each link will call the ECO or the Executive Director to give him/her an overall report regarding those in their link of the Telephone Chain.

Note: Each staff member’s ability to return to work will be determined by the nature of and extent of his/her post-storm family obligations. Any delays in returning to work must be approved by the Executive Director or his/her designee.

2. Telephones are non-functional

- Staff will first assess their own health and well being, and that of their family, as well as the condition of their home and their surrounding neighborhood.
- Staff should keep tuned to a battery-operated radio to obtain the latest status of the county regarding which areas/sectors sustained the most damage (north, central, or south), which roads are closed, etc.
- If the *northern sector* of Palm Beach County is hardest hit, and/or the AAA office is not functional or accessible:
 - staff residing in northern Palm Beach, Martin and St. Lucie Counties should report to either Council on Aging Martin County (Stuart) or Council on Aging of St. Lucie, Inc. (Port St. Lucie).
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 - staff residing in central and southern Palm Beach County should report to the Mae Volen Senior Center (Boca Raton).
- If the *central sector* of Palm Beach County is hardest hit, and the AAA office is not functional or accessible:
 - staff residing in northern Palm Beach, Martin and St. Lucie Counties should report to the North County Senior Center (Palm Beach Gardens) if possible, or either Council on Aging Martin

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County (Stuart) or Council on Aging of St. Lucie, Inc. (Port St. Lucie).

- staff residing in central and southern Palm Beach County should report to either the North County Senior Center (Palm Beach Gardens) or Mae Volen Senior Center (Boca Raton).
- If the *southern sector* of Palm Beach County is hardest hit, and/or the AAA office is not functional or accessible:
 - staff residing in southern Palm Beach County should report to the AAA office if possible, or either Mae Volen Senior Center (Boca Raton) or the Broward County AAA office (Ft. Lauderdale).

Mae Volen Senior Center
1515 West Palmetto Park Road
Boca Raton, Florida 33486
561-395-8920

Broward County AAA Office
5345 NW 35th Avenue
Fort Lauderdale, FL 33309
954-714-3456

- staff residing in central and northern Palm Beach, Martin and St. Lucie Counties should report to the North County Senior Center (Palm Beach Gardens).

North County Senior Center
5217 Northlake Boulevard
Palm Beach Gardens, FL 33418
561-627-6470

- In all scenarios, staff will attempt to communicate with either the ECO or Executive Director as soon as possible.

IV-3 Activation Procedures Duty Hours

If it is determined that relocation is imminent during regular work hours, the Emergency Coordinating Officer, in consultation with the Chief Executive Officer, will notify the Relocation Group Point of Contact (POC) of the emergency requiring activation of the Area Agency on Aging's COOP Plan and relocation to the designated alternate facility.

- a. The Point of Contact notifies the appropriate alternate facility manager.
- b. The Emergency Coordinating Officer notifies the Personnel Liaison that the Agency is relocating and that DMS-ESF at the SEOC needs to be notified about the relocation and the approximate length of time the Agency will remain at the alternate facility. If the ECO is already at the SEOC, then ECO will notify DMS-ESF.

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- c. The Relocation Group deploys to the designated alternate facility and assumes the Department's mission essential functions, where feasible.
- d. Those employees who are already at the Area Agency on Aging will remain on duty pending further guidance.
- e. The tasks in Section IV-2 –Initial Actions will be completed in its entirety.

IV-4 Key Staff Not on Duty

If it is determined that relocation is imminent outside non-working hours, the Emergency Coordinating Officer, in consultation with the Chief Operating Officer, will notify the Relocation Group Point of Contact of the emergency requiring activation of the Area Agency on Aging COOP Plan and relocation to the designated alternate facility.

- a. The Point of Contact notifies the appropriate alternate facility manager on when to expect the relocation group.
- b. The Emergency Coordinating Officer notifies the Personnel Liaison that the Agency is relocating and that DMS-ESF at the SEOC needs to be notified about the relocation and the length of time the Agency will remain at the alternate facility. If the ECO is already at the SEOC, then ECO will notify DMS-ESF.
- c. The Relocation Group deploys to the designated alternate facility in a timely manner and assumes the Agency's mission essential functions, where feasible.
- d. If not already assigned to the alternate facility, those key staff not at that facility will be notified when to report for duty, if needed.
- e. The department supervisors notify and direct other Agency employees to remain at home pending further guidance. Agency employees are advised to stay tuned to their radio and television stations for further information.
- f. The tasks in Section IV-2 –Initial Actions will be completed in its entirety.

IV-5 Deployment and Departure Procedures

Relocation Group members relocate to the designated alternate facility, taking with them all office drive-away kits and, if necessary, their personal preparedness bags. The Relocation Group will be using privately owned vehicles for transporting to the designated alternate facility.

Non-essential Agency Personnel: Non-essential personnel present at the Area Agency on Aging at the time of an emergency notification will be directed to proceed to their homes or other Agency locations to await further instructions. At the time of notification, information will be provided on routes that should be used to depart the Area Agency on Aging or other appropriate safety precautions. During non-duty hours, non-essential personnel will remain at their homes pending further instructions.

IV-6 Transition to Alternate Operations (facility)

The Emergency Coordinating Officer consults with the Chief Executive Officer and/or Chief Fiscal Officer and upon the decision to close the Area Agency on Aging, the Chief Executive

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Officer and/or Chief Fiscal Officer orders the cessation of operations for the Area Agency on Aging.

- a. The POC for the Relocation Workgroup notifies the ECO or alternate that the emergency relocation of Area Agency on Aging's COOP Plan is complete and provides contact numbers for the group.
- b. The ECO or alternate notifies the Chief Executive Officer and/or Chief Fiscal Officer that everything is complete and provides the group's contact numbers.
- c. The ECO also notifies DMS ESF that the Area Agency on Aging has relocated. The Chief Executive Officer and/or Chief Fiscal Officer will notify the Communications Director.
- d. The Communications Coordinator, as the official spokesperson, notifies the press, news media, area agencies on aging, vendors, and other service providers that the Area Agency on Aging has been temporarily relocated.

IV-7 Site Support Responsibilities

The Relocation Group will notify the facility manager at the alternate facility that relocation to that facility is imminent. Following notification that relocation has been ordered or is in progress, the facility manager at the alternate facility will prepare to receive the relocation group. The alternate facility manager may direct site personnel to some other duty station in the facility, or may direct site personnel to remain or return home pending further instructions.