

Tribal TANF Conference

Are You Prepared?

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Preparing for Emergencies - Overview

- Why do you need an emergency plan?
- What are the key elements of a plan?
- What resources are available to help you with your plan?
- Are you ready?



Why Do You Need an Emergency Plan?

- Earthquake
- Chemical spill
- Terrorist attack
- Hazardous material
- Active shooter
- Mudslides
- Windstorms
- Volcano Ash
- Pandemics
- Infectious Disease
- Floods
- Fire
- Power outages
- Snow
- Tornado
- Tsunami
- Protests



What Should a Plan Look Like?

Realistic

Easy to understand and implement

Appropriate for your needs

Linked to your partners and your agency's overall plan

How Do You Operate When Your World Is Upside Down?

- **Continuity of Operations (COOP)**
 - When something happens to your place of work, how do you continue to provide services to your TANF clients?

Continuity of Operations (COOP)

- What are Your Essential Functions?
- What are the things you must continue doing in an emergency?
 - Protect staff and property
 - Communicate with clients and partners
 - Maintain benefits to current TANF recipients
 - Enroll new TANF clients



Continuity of Operations (COOP)

- How would you continue your essential functions?
 - Do you need an alternate workplace?
 - If your staff cannot come to work, can you get extra help if you need it? (such as pre-identified backup personnel, or staff from another Tribe to help)
 - Do you need additional equipment & resources?
 - Do you have all the data & information you need?



Key Elements of a Plan

1. Command and control: Who is in charge of making which decisions?

- Who is designated to lead your emergency response?
- Who has authority to make decisions? Which decisions require approval of Tribal Council or other leadership?
- What if that person isn't available to make decisions? Who has "delegation of authority" to make the decisions?
- Who has authority to spend funds?
- Who notifies whom?
- Who is in charge of keeping vital records?



Key Elements of a Plan (continued)

2. Notification & Communication:

- How will you contact your staff and leadership to find out if they are safe? Are they able to report to work?
- Can you contact your clients? Do they need help?
- Who else do you need to call?
 - Tribal Emergency Manager
 - Providers
 - Vendors
 - Utilities
 - Insurance
 - Tribal TANF Regional Program Specialist!



Key Elements of a Plan (continued)

2. Notification & Communication (continued):

- How would you contact everyone?
- Do you have a phone tree? How often is it updated? Where do you keep copies of it?
- Do you have alternate communications options?
- Do you have a landline?
- Do you have an 800 number or other way for clients or others to contact you?
- Do you use Twitter? Facebook?



Key Elements of a Plan (continued)

3. Equipment & Supplies

- Who has a thumb drive with you?
- Communications equipment: cell phones, landlines, chargers, batteries, radios, satellite phones
- Computer equipment: laptops, thumb drives, chargers, printers
- Emergency equipment: flashlights, food, water, first aid kit, personal supplies, nutritious snacks

Key Elements of a Plan (continued)

4. Vital records

- Phone tree/staff list/notification lists
- Case records and other documentation
- Policies, rules & regulations
- Sister agencies and organizations that may be able to help
- Financial, accounting and personnel records

Vital records should be updated regularly, backed up regularly and kept in alternate locations.



Who Can Help You with Your Plan?

- Coordinate with your tribal emergency planner.
- Coordinate with your other social service programs so you can help each other.
- Coordinate with your county emergency management office (what resources they have identified for shelter, medical care, & communication--211 system or reverse 911, what hazards are most likely).
- In some cases your tribal community might work directly with a State agency to coordinate services & resources & share information.
- Involve everyone!



Your Family Plan

- Command and control:
 - Who does what in your family?
- Contact & notification:
 - Include at least one out of State contact (know their number)
- Equipment and supplies:
 - Enough for you & your family to live on for 3 days to a week.
- Vital Records:
 - Keep copies of essential papers (credit cards, driver's license, etc.)



Basic Emergency Kit List Example

- Water, one gallon of water per person per day
- Food
- Radio (battery-powered or hand crank radio, NOAA Weather Radio with tone alert & extra batteries)
- Flashlight & extra batteries
- First Aid Kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air
- Plastic sheeting
- Duct tape to shelter-in-place
- Moist towelettes, garbage bags & plastic ties for personal sanitation
- Can opener for food
- Wrench or pliers to turn off utilities
- Local Maps
- Cash



Special Medical Considerations

- Extra eyeglasses and hearing-aid batteries.
- Extra wheelchair batteries, oxygen.
- Medications, list of meds and list of allergies or special medical conditions.
- Keep a list of the style and serial number of medical devices.
- Medical insurance and Medicare cards.
- List of doctors, relatives or friends who should be notified if you are hurt.



Special Considerations for Medically Fragile Individuals : Power Outages

- **Medical Equipment:**
 - Oxygen Concentrators
 - Nebulizers
 - Home dialysis
 - CPAP/sleep apnea machines
 - Infusion feeding pump
 - Hospital beds
 - Lift chair
 - Refrigeration for medicines
- Other:
 - Meal preparation
 - Heating/AC
 - Automatic garage door
 - Hot water
 - Elevators
 - Phones (portable & cell charger)
 - Lifeline devices
 - Downed power lines (transportation issues)



Pet Checklist

- A current color photograph of you & your pet together.
- Copies of medical records that indicate dates of vaccinations, medical conditions, medications, etc.
- Proof of identification & ownership (copies of registration, adoption, or purchase information, microchip #).
- Physical & personality description of your pet.
- Animal first-aid kit, including flea & tick treatment.
- Collapsible cage or carrier.
- Muzzle & sturdy leash.
- Cotton sheet to place over the carrier to help keep your pet calm.
- Comforting toys or treats.
- Litter, litter pan, litter scoop.
- Plastic bags for clean-up.
- Food & water (& dishes) for at least three days.



Create a Support Network

- Talk to family, friends and others who will be part of your personal support network.
- Who depends on you?



Post-Disaster & Recovery Considerations

- Expect increase in family violence, child abuse, substance abuse, etc.
- Plan for surge capacity -- more clients, fewer workers
- Develop potential MOUs with other providers
- Working with people who have been traumatized can traumatize workers: make sure staff has opportunity for rest and support
- Psychological “injury” far more prevalent than physical injury in a disaster
- Between 2 -10 mental health victims for every physically injured person
- Crisis Counseling may be available following a major disaster – ask your Tribal Emergency Planner.



Children and Traumatic Events

- Preschool age children (1-5) particularly vulnerable to disruption
- Lack verbal and conceptual skills necessary to cope
- Rely on family members, who may have their own issues or be injured, dead, or missing
- Loss of family members, pets, even toys may cause problems

Talking to Children after Traumatic Events

- Be honest. Don't be afraid to admit you can't answer their questions
- Answer questions at a level the child can understand.
- Provide ongoing opportunities for children to talk.
- Allow children to talk about fears and concerns about other issues. Let them talk about what they are seeing on TV and ask questions. Monitor their TV watching.
- Help children identify positive actions, such as individual heroism, assistance from all over the world, etc.

ACF Emergency Activities

- Partnership between ACF Office of Human Services Emergency Preparedness and Response (OHSEPR) and the 10 ACF Regional Administrators' offices.
- In each ACF Regional Administrator's office, there is a Regional Emergency Management Specialist (REMS).



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How Can ACF Help?

- Regional Emergency Management Specialist (REMS) in each ACF Region can help with Tribal emergency planning for human services
- To be routed to the REMS for your region, write OHSEPR@acf.hhs.gov



How Can OHSEPR Support Children & Youth?

- Develop situational awareness on impacts to ACF-supported programs including child care, Head Start, and child welfare
- Assist state, Tribal, and local government to convene and lead Children & Youth Task Forces
- Deploy Subject Matter Experts in children and youth needs in disaster when tasked
- Coordinate technical assistance and SME related to early childhood program recovery
- Facilitate delivery of technical assistance for human services programs upon which children, youth, and families depend
- Deploy ACF Immediate Disaster Case Management assets when activated by FEMA



Children & Youth Task Forces

- Whole Community coordination forum
- Focused on children, youth, & families
- Led by State/Tribal/local agency with equities in children's services
- Convened by state/tribal government with support from ACF
- Brings together a broad array of child-serving organizations and professionals



ACF Administration for Native Americans (ANA)

- ANA will award \$46,520,000 in grants for FY 2014
- Currently ANA has a portfolio of 178 grantees
- Funding opportunities related to emergency preparedness: Social and Economic Development Strategies (SEDS) & Environmental Regulatory Enhancement (ERE)



ACF Administration for Native Americans (ANA) (continued)

- Who is eligible for SEDS?
 - Federally recognized and non Federally recognized Tribes
 - Native non-profits (Federal, State, or Tribally chartered)
 - Pacific Islanders
 - Tribal Colleges
 - The SEDS funding is open to all Native peoples in the United States and territories excluding Puerto Rico and the US Virgin Islands



ACF Administration for Native Americans (ANA) (continued)

- Who is eligible for ERE?
 - Federally recognized Tribes
 - Alaska Native villages, as defined in the Alaska Native Claims Settlement Act (ANCSA) and/or nonprofit village consortia;



Resources

- HHS Disaster Human Services Concept of Operations:
<http://www.phe.gov/Preparedness/planning/abc/Documents/disasterhumanservices-conops-2014.pdf>
- Children & Youth Task Force in Disasters:
<http://www.phe.gov/Preparedness/planning/abc/Documents/disasterhumanservices-conops-2014.pdf>
- <http://www.acf.hhs.gov/programs/ohsepr/>



Contact Information

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