



U.S. Department of Health & Human Services

Administration for Children & Families



Region 10 Tribal TANF Conference

Are You Prepared?

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Administration for Children & Families, Region 10





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?





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Why Do You Need an Emergency Plan?

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





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What Should a Plan Look Like?





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?





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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 and resources?
- Do you have all the data and information you need?

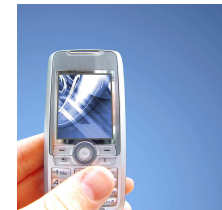




Key Elements of a Plan

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 (cont'd)

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
 - **Your Tribal TANF Regional Program Specialist!**



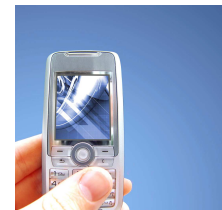
Key Elements of a Plan (cont'd)

2. Notification & Communication:

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 Twitter? Facebook?





Key Elements of a Plan (cont'd)

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 (www.redcrossstore.org)





Key Elements of a Plan (cont'd)

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, and 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 and resources and share information.
- Involve everyone!





After the Disaster – Damage Assessment

- How bad is it?
- How many of your staff and clients are affected?
Do you have enough staff?
- How long will you be affected?
- What kind of help do you need?
- Do you need flexibility with TANF requirements?
- Do you have mechanisms in place to continue paying staff and clients?





Using TANF Funds For Disaster Recovery

Program Instruction TANF-ACF-PI-2007-08

Funds may be used for the 4 purposes:

1. Assisting needy families so that children can be cared for in their own homes
2. Reducing the dependency of needy parents by promoting job preparation, work and marriage
3. Preventing out-of-wedlock pregnancies
4. Encouraging the formation and maintenance of two-parent families.

Clients must still be financially eligible.

Check with your Region 10 Program Specialist on your specific needs.



Using TANF Funds For Disaster Recovery

You Can Use Short-Term Non-Recurring Benefits

- Not subject to requirements such as work participation, time limits, child support assignment and detailed data reporting. (This needs to be included in your plan.)



You Can Change Eligibility Criteria

- Documentation requirements for those losing documents
- Work activities requirement (*Katrina families had good cause for not participating*)
- Temporary separation of child and parent(s)



Using TANF Funds For Disaster Recovery

You Can Add New Benefits

- Cell phones, counseling, etc. as long as you submit a plan amendment.

FEMA Funds Don't Count as Income

- Families may be eligible for Individual Assistance from FEMA for home repairs, rental assistance, health care, etc. and these funds would not count toward an applicant's eligibility.





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Are You Ready?

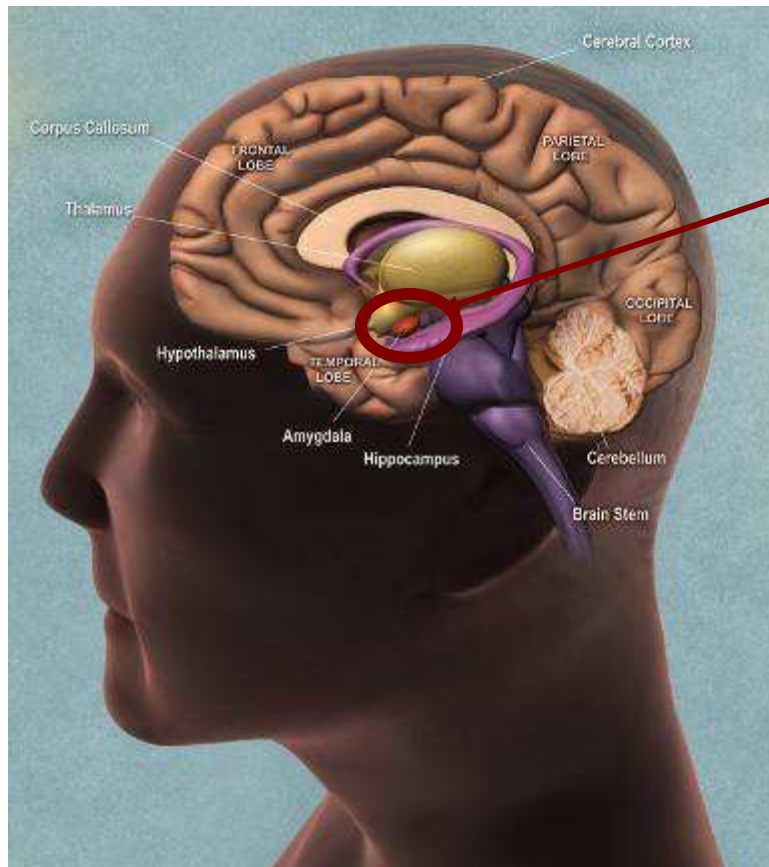
3DAYS3WAYS
ARE YOU READY?

Become prepared in **3 Ways** – [make a plan](#), [build a kit](#), and [get involved](#)

Ready ✓
Prepare. Plan. Stay Informed.
www.ready.gov



Your Brain During an Emergency



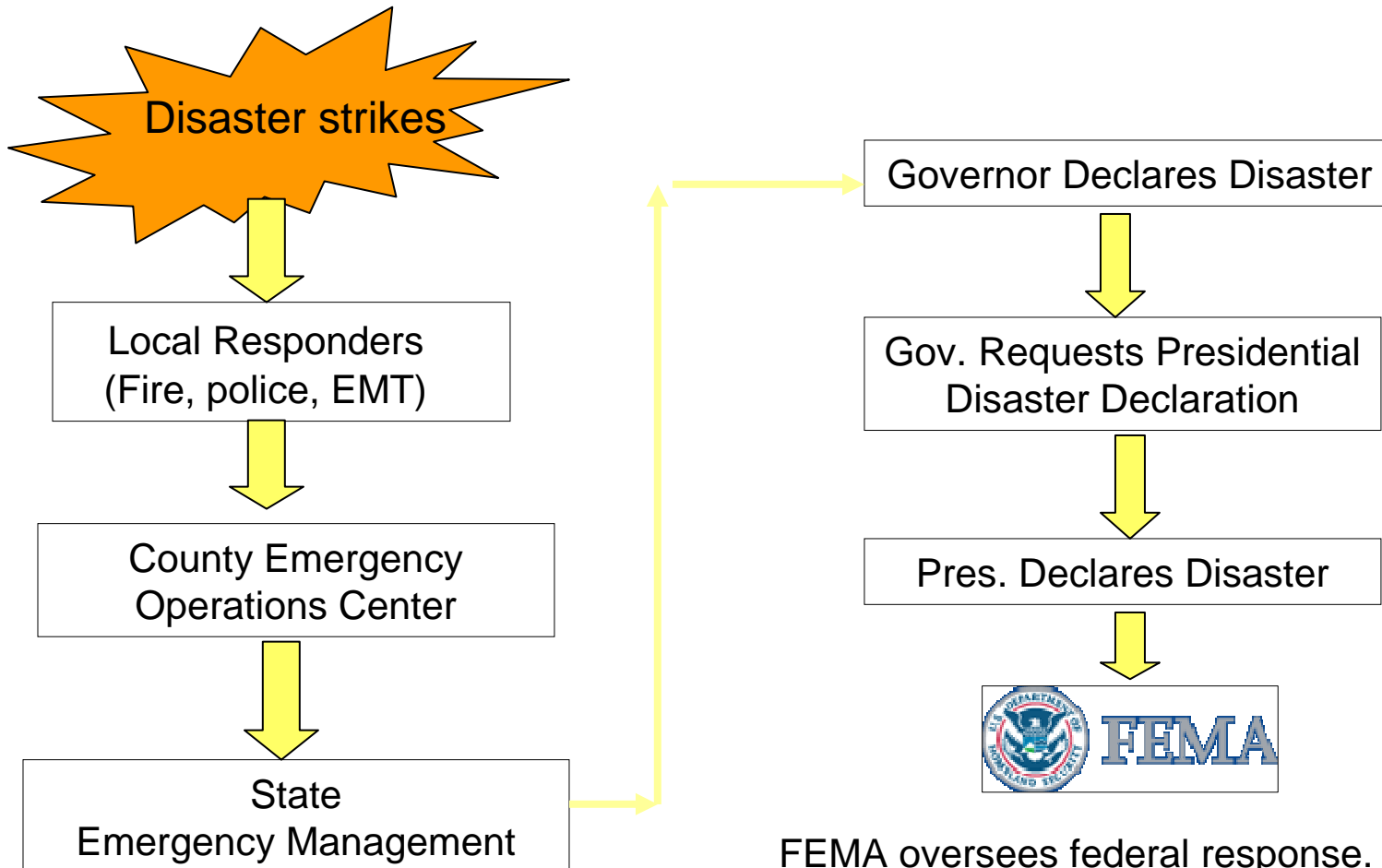
The amygdala controls primitive emotions, “fight or flight”

Located at “The Basement” of the Brain

First step in a disaster:
Get out of the basement!



Why 3 Days? *Disasters 101: Who Does What?*



FEMA oversees federal response. Shares cost with State.



3DAYS3WAYS ARE YOU READY?

Become prepared in 3 Ways – make a plan, build a kit, and get involved

**The plan doesn't have to be complicated.
Plan for one of two Scenarios:**

- 1. Stay home (shelter in place)**
- 2. Evacuate/Relocate**



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 and your family to live on for 3 days to a week.
- **Vital Records:**
 - Keep copies of your essential papers (credit cards, driver's license, etc.)

Our Family Plan

If we get separated after a disaster and can't go home, we'll meet at:

Our Out of Area Contacts

Name: _____

Telephone: _____

Email: _____





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Ready
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How Much Water Do You Need?



One gallon per person per day!



Basic 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 and extra batteries)
- Flashlight and 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 and 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 and your pet together.
- Copies of medical records that indicate dates of vaccinations, medical conditions, medications, etc.
- Proof of identification and ownership (copies of registration, adoption, or purchase information, microchip #).
- Physical and personality description of your pet.
- Animal first-aid kit, including flea and tick treatment.
- Collapsible cage or carrier.
- Muzzle and 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 and water (and dishes) for at least three days.



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Ready

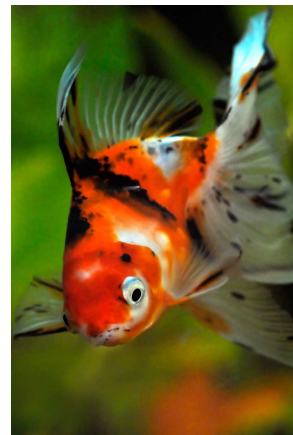
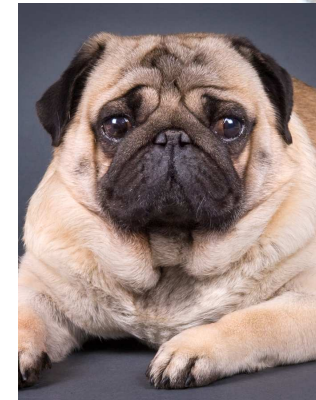
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Create a Support Network

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





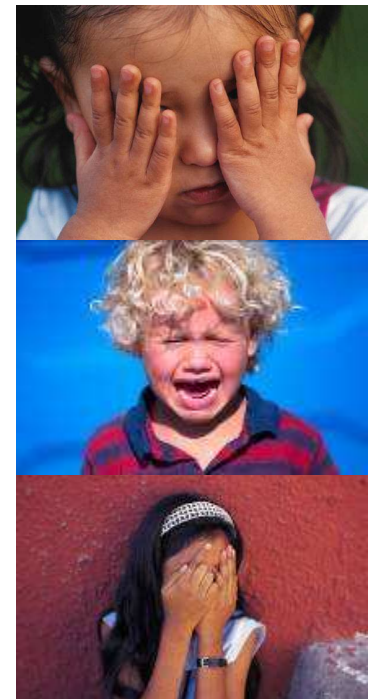
Post-Disaster & Recovery Considerations

- 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

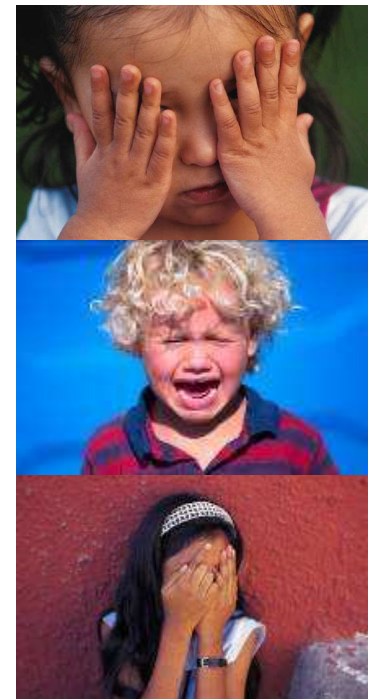
- Preschool age children (1-5) particularly vulnerable to disruption
- Lack verbal and conceptual skills necessary to cope
- Rely on family members, who may have their own issues or be injured, dead, or missing
- Loss of family members, pets, even toys may cause problems





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 Response Contacts

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Additional Resources

www.ready.gov

www.redcross.org

www.savethechildren.org



We're all in this
together!