

Central Midlands Area Agency on Aging



**EMERGENCY PREPAREDNESS PLAN
FY 2017-18**

Central Midlands Area Agency on Aging
EMERGENCY PREPAREDNESS PLAN
2017-2018

The Central Midlands AAA/ADRC supports the S.C. State Comprehensive Emergency Preparedness Plan. The S.C. Emergency Preparedness Division, Office of the Adjutant General, is required by law and given authority by S.C. Legislative Act 199 of 1979, Section 21, to prescribe and assign policies, tasks and responsibilities to the various departments and agencies of State Government and the counties and municipalities of South Carolina. Each Area Agency on Aging and local Aging Contractor is required by The State Unit on Aging to have a disaster plan. These entities also operate in cooperation with the county emergency plan and by authority of the board of directors.

The purpose and goals of a Disaster Preparedness Plan are as follows:

I. PURPOSE

To develop and implement essential and reliable communication, coordination and delivery of services for elders across government agencies, the aging network and care provider systems at the public, private and non-profit levels.

To participate in emergency preparedness and disaster planning at state and local levels; and, in particular, should assist local governments with emergency preparedness and disaster planning for older persons.

To ensure that government is sensitive to the unique needs and resources of elders. Some elders have increased physical, mental and emotional needs during emergencies, requiring assistance to initiate protective actions. Elders in institutions and with limited mobility may require extensive transportation efforts and assistance. And, other, actively involved elders can serve as useful resources supporting the emergency response as they bring years of expertise to bear on the situations.

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Along with assistance from state government and the State Unit on Aging (Lieutenant Governor's Office on Aging), Area Agencies on Aging are responsible for identifying elders, not just the clients they serve but elders located in the general population, who may be at risk due to disruption of services (e.g., lack of food, water, power, sewer, medicine, fire protection, emergency medical services, law enforcement, and/or continuity of care). In addition, state government and the Area Agencies on Aging are responsible for developing a plan for providing services on an emergency basis for elder evacuees and relocations from other service areas or states.

The purpose of this Disaster Preparedness Plan is to assure that the needs of the elderly persons in the Central Midlands region are adequately met during times of disaster. Along with the Central Midlands Area Agency on Aging/ADRC, the South Carolina Standard Assurances for aging service contractors require that each provider have a Disaster Preparedness Plan with specific instructions for staff and participants to adhere to in the event of an emergency.

II. GOALS

To encourage the integration of a coordinated federal, state, and local emergency response plan for elders in the event of public health emergencies, catastrophic events or disasters. To foster an environment that promotes well-being for South Carolina elders and enables them to remain in their homes and communities.

Support efforts to improve access to functional and special needs shelters and ensure the appropriateness of services available at these shelters.

Seek support to identify resources available to locate and contact elders in the general population who are not currently receiving assistance or services from the aging network, but who may require assistance during a public health emergency, catastrophic event, power outage or disaster.

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Work with local emergency response agencies and county emergency operations centers to maximize their ability to plan for and meet the needs of elders in the event of public health emergencies, catastrophic events or disasters.

Support the efforts community-based service providers, including home health care providers, to maintain their ability to deliver services to older persons and communities in order to minimize any disruption of critical services.

III. FACTS

As the primary planning and administrative structure identified by the Older Americans Act, the Central Midlands AAA/ADRC is mandated and dedicated to serve and to protect all adults sixty and older in Fairfield, Lexington, Newberry, and Richland counties. During a disaster, it is imperative that the Office on Aging, Central Midlands AAA/ADRC and local contractor agencies work together to coordinate and to assist in service delivery. Of greatest importance at this time is service to clients. To the degree possible during the time of a disaster, it is the responsibility of the Central Midlands AAA/ADRC and the Aging Contractors in Fairfield, Lexington, Newberry and Richland Counties to provide for the protection of life and property, to maintain routine services and to try to restore to normality the lives of older adults.

IV. SITUATIONS

DISASTER PHASES

Preparedness is activity taken for an emergency before it occurs that facilitates the disaster response to save lives, minimize damage, lessen the impact of an emergency and facilitate recovery. Government agencies at all levels have an obligation to prepare themselves and the public for emergencies. The key to effective emergency management is being ready to provide a rapid emergency response. The rest of the phases depend upon an efficient planning, or preparing phase.

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Response is activity that occurs immediately before, during or directly after an emergency or disaster. This includes the activation of the emergency preparedness plan and networking with local and state government including the contract providers in counties served.

Stabilization is the phase that takes from a few hours to several months depending on the scope of the disaster. This includes the return of vital life-support systems such as fire protection, EMS, law enforcement, power, water and sewer to minimum operating standards.

Recovery is assistance provided to return a community to normal or near-normal conditions, resulting in the restoration of a functioning community. This phase is sustained care offered over a longer period and is intended to assist people in reestablishing their lives. Disaster Recovery Centers are placed in readily accessible facilities or mobile offices where applicants may go for information about FEMA or other federal disaster assistance programs, in addition to state programs and local services.

At the Disaster Recovery Centers, etc. when staffing/information is requested from the Area Agency on Aging, the points of contact will be sent a packet of information by email, fax, or in person that will assist staff. The packet will be appropriate to the center being established. Additional information and literature appropriate to the type of aging services available in the area should be provided by the Area Agency on Aging and other aging network partners.

The Area Agency on Aging/ADRC in coordination with the Office on Aging, Councils on Aging, other state agencies and non-profit organizations will facilitate Community Outreach to reach and address the unmet needs of those elders who were unable to evacuate or chose to shelter in place.

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V. OPERATIONS

In the event of a disaster/emergency, the Central Midlands AAA/ADRC Executive Director and/or staff could be affected. Personal homes, personal safety, and relatives and friends may need attention before it will be possible to assist in the response and resume the functions of the AAA/ADRC. A specific chain of command should be in place designating the person(s) who will assume responsibilities during the critical response phase of disaster/emergency. Throughout the preparation stage, these individuals must be involved in the planning and preparation activities.

At the time of disaster/emergency, the AAA/ADRC Director and/or designated staff will need in his/her possession tools to begin the response activity. These items should be assembled in a secure enclosure, such as a suitcase, and kept in a secured and accessible location.

Disaster operations shall be conducted, so far as possible; in accordance with routine lines of authority. However, if the Central Midlands AAA/ADRC should become inoperable, a team or staff from an AAA/ADRC not impacted by the event will be assembled under mutual aid agreements to operate as the affected AAA/ADRC until that office is re-established. Also, if needed, the State Unit - Office on Aging - shall operate as the area agency on aging until Central Midlands AAA/ADRC can become re-established.

VI. DISASTER COMMUNICATIONS

To prepare for a disaster, the agency needs to understand what will be required of the agency once a disaster occurs. Telephone communication may not be possible; contingency plans for this should be in place. When advanced warning is possible – staff transportation is a first requirement. Ensure all vehicles have full gas tanks. Ensure that all cell phones, satellite phones, lap-top computers, and/or blackberries are charged. Staff must have proper identification to ensure they are recognized as authorized emergency staff. Emphasize the critical need for record keeping.

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PRE-DISASTER PHASE

- a. Coordinate with county aging service contractors; review provider disaster plans - AAA/ADRC Director, I & R/A Specialist
- b. Communicate with State Unit Aging - LGOA
- c. Communicate and coordinate with other AAA/ADRC Directors
- d. Coordinate with caterer – County Councils on Aging (COA)
- e. Safeguard internal records and property; insure availability of fully battery-powered laptop computers for client tracking – AAA/ADRC Director, I & R/A Specialist, Long Term Care Ombudsman, Research Staff
- f. Education and training of staff – I & R/A Specialist
- g. Maintenance of SOP - AAA/ADRC Director, I & R/A Specialist
- h. Maintenance of Emergency Lists – AIM – AAA/ADRC Director, County Councils on Aging (COA)

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The Central Midlands AAA/ADRC shall serve as the Emergency Preparedness Coordinator (EPC) and shall activate the emergency plan. All Aging staff shall report to the administrative office at the Central Midlands Council of Governments office as soon as possible. The alternate site is the SC4A designated Area Agency on Aging.

MOUs

The SCAAA's have an agreement of Memorandum of Understanding

Central Midlands AAA/ADRC has a MOU with Vantage Point (Pee Dee AAA)

See Attachment A.

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The line of succession for agency related decisions is as follows:

1. Executive Director, Central Midlands Council of Governments
 2. Deputy Director, Central Midlands Council of Governments
 3. Aging Director, AAA/ADRC
 4. I & R/A Specialist
-
- a. All staff should be knowledgeable of types of disasters, (i.e. hurricane, tornado, earthquake, fire, flood, etc.).
 - b. Central Midlands AAA/ADRC recognizes that in order to carry out public disaster responsibilities, individual staff must have plans to protect and secure the safety of their families. Accordingly, Central Midlands AAA/ADRC encourages each staff member to develop a family emergency/disaster plan. The first action of Central Midlands AAA/ADRC following an emergency that affects the Central Midlands region is to assure the safety of its staff.
 - c. After personal safety for one's family has been established, all staff shall report to the Central Midlands Council of Governments administrative offices. Should the administrative offices be uninhabitable, all staff shall report to the SC4A designated Area Agency on Aging.
 - d. The Central Midlands AAA/ADRC Director shall serve as the liaison for the Central Midlands AAA/ADRC and any other agencies with which the area agency has contact.
 - e. The Regional Ombudsman will coordinate with The State Unit on Aging in making

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provisions for the needs and safety of residents in long-term care facilities. Facilities identified as not having a Disaster Preparedness Plan will be reported to DHEC, as DHEC requires each facility to have such a plan in place when evacuation of residents to other facilities if needed. Other AAA/ADRC staff may also be required to assist as necessary.

VIII. CONTINUITY OF AGENCY

This plan is intended to improve the readiness and response capability of the Central Midlands AAA/ADRC in emergency and disaster situations. The role of an area agency is (1) to ensure the capability of the agency to continue or to resume operations as quickly as possible following a disaster, and (2) to facilitate the coordination of activities between the local aging contractor, the local emergency management network, and the aging network.

As the primary planning and administrative structure identified by the Older Americans Act, the Central Midlands AAA/ADRC is mandated and dedicated to serve and to protect all adults ages sixty and older and people with disabilities in Fairfield, Lexington, Newberry, and Richland counties.

During a disaster, it is imperative that the Central Midlands AAA/ADRC and local contractor agencies work together to coordinate and to assist in service delivery. Of greatest importance at this time is service to clients.

Depending on the scope of the disaster, the Central Midlands AAA/ADRC may be required to become a direct contractor as it assists service contractors to locate at-risk clients, and help to arrange or deliver services. The Central Midlands AAA/ADRC will work closely with existing, authorized and experienced local service contractors and county authorities within the regional aging network. If due to the disaster a local contractor becomes disabled, the Central Midlands AAA/ADRC will assist with service provision until operations can be stabilized.

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These Operating Procedures for Emergencies and Disasters apply to the paid and volunteer personnel of the AAA/ADRC.

IX. PLAN DEVELOPMENT AND MAINTENANCE

RECOVERY PHASE

- a. Conduct damage assessment (AAA/ADRC and provider agencies) - All Staff

- b. Provide technical assistance to provider agencies to secure proper disaster funding - AAA/ADRC Director

- c. Resource management - AAA/ADRC Director

- d. Management of volunteers and donated resources – I & R/A Specialist

- e. Recordkeeping and reporting - All staff

- f. Outreach and advocacy efforts - All staff

X. ADMINISTRATION, FINANCE AND REFERENCES

All information related to planning for, execution during and recovery following a disaster shall be maintained in a central location by the Central Midlands AAA/ADRC in order to track services delivered and not delivered.

XI. OPERATION CHECKLIST

_____ Emergency Preparedness Manual – Original and Copies

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_____ All Original Contracts Include several copies of same (copies of each are in manual), include the Area Plan, contract (s) with caterer, contractors, State Unit on Aging, other state programs

_____ Emergency Telephone Number List

_____ AIM Back-up

_____ Network Back-up

_____ Office Equipment (i.e., laptop, printer, etc.)

XII. ATTACHMENTS

- A. MOUs
- B. Emergency Shelf-Stable Meals – Established Guidelines from Providers
- C. Provider Caterer Contracts

Evacuation, Decision and Response Timeline:

Disaster operations shall be conducted out of the Central Midlands Council of Governments office. If an emergency should occur during non-working hours, each staff person is responsible for making contact with his/her supervisor at the earliest possible time. If unable to make contact, the staff person should report to the office as soon as safety permits.

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- a. Imminent Danger/Evacuation

- b. Stay in the building

- c. Turn off all air conditioning, heating systems, Close all doors and windows, and any other air-intake openings

- d. Do not evacuate building unless you receive instructions to do so.

- e. Call the local Emergency Preparedness Office

- f. Call all county aging service contractors

- g. If TV is available, turn it onto channel 10, 19 or 25. Turn radio to local station.

Region Operating Conditions

Disaster operations shall be conducted out of the Central Midlands Council of Governments office. If an emergency should occur during non-working hours, each staff person is responsible for making contact with his/her supervisor at the earliest possible time. If unable to make contact, the staff person should report to the office as soon as safety permits. Should any regional office (AAA/ ADRC) and/or local aging network provider's offices become inoperable; a team or staff from an AAA/ADRC not impacted by the event will be assembled under mutual aid agreements to operate as the affected AAA/ADRC until that office is re-established. Should a number of regional offices (AAA/ADRC) and/or local aging contractor's offices become inoperable, and all teams or staff from AAA/ADRC not impacted by the event already be allocated, staff from the LGOA may be mobilized by the LGOA Director to the affected area to help operate the AAA/ADRC until other AAA/ADRC staff become available. Should a local contractor provider become inoperable, the LGOA expects the AAA/ADRC to assume or

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contract those functions, to the extent possible, until provider operations are re-established. The goal is to normalize operations as quickly as possible in order to provide critical services to seniors.

Established Guidelines for Contractors/Providers:

1. Each provider of services is encouraged to have a detailed disaster plan that includes memorandums of agreement with other community agencies, churches or other organizations to use their space for essential operations.
2. Educate consumers on the importance of having a personal disaster response plan twice annually.
3. Encourage local transportation providers to secure agreements with other entities for use of vehicles to provide critical medical transportation.
4. Providers of meal programs are encouraged to pre-deliver nonperishable meals to high risk consumers receiving home delivered meals or congregate meals that have been identified through the assessment process who lack family or community support during a disaster or weather related emergency. High risk consumers are those who responded during the assessment process that the consumer would not have anyone check on them during a disaster.
5. Contractors are encouraged to back up all computer systems, print consumer information reports to provide as needed to county emergency responders/emergency management officials.
6. Responsible to review, update and redistribute phone numbers for AAA/ADRC, local contractor staff and catering staff.

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7. The AAA/ADRC will assist contractors as needed to notify isolated consumers lacking community support of the potential weather related disaster.
8. Contractors are encouraged to deliver additional meals to home bound clients as funds are available to consumers regardless of high risk status.
9. Transportation providers are encouraged to communicate with county officials to implement any needed evacuation of seniors.
10. Disseminate information to the AAA/ADRC relative to disaster response services available and restoration of routine services to callers.
11. Coordinate with alternate suppliers for meals for contractors of meal programs should the contracting caterer is not able to provide meals per their contract.
12. Provide on-site staff presence if needed to operate a group dining site or pack home delivered meals.
13. Monitor re-establishment of routine contracted services as soon as possible and report service restoration to the AAA/ADRC.
14. All unscheduled closings of the contractor's primary office or satellite center or office will be reported to the AAA/ADRC as soon as practical with updates provided daily.
15. The AAA/ADRC will assist the meal program and transportation contractors as needed in the implementation of their plan to provide services during an unanticipated closure.

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Established Contractor/Provider – Contracts:

1. ***Shelf-Stable Emergency Meals*** - See Attachment B.

2. ***Provider Caterer Contracts*** - See Attachment C.

Evacuation Zones:

Evacuation zones: are those areas that need to be evacuated to protect residents that are at risk in the event of a public health emergency, catastrophic event or disaster.

Public Information

Central Midlands Area Agency on Aging (AAA/ADRC EPC) is responsible for participating in all information / briefings and will provide information as needed to the appropriate agencies. Media should be made aware of special needs of the elderly.

Exploitation

AAA/ADRC staff, direct service providers, volunteers and subcontractors should be aware of the possibility of elders being exploited following disasters and, if suspected, should take appropriate actions. Exploitation of the disabled and the elderly due to a disaster is defined as to improperly and/or illegally utilize funds, assets or property of that person via fraud, forgery, coercion, or deception, etc.

Operational Areas/Area Planning Factors

The Operational Areas were developed by SCEMD and the respective counties - in order to define manageable, easily recognizable areas within each county that affords a basis to model possible effects of disastrous weather.

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Shelters

In the event of a disaster, shelters will be open and determined by the SC Emergency Management Division. Shelters are generally the place of last resort. Families are encouraged to have emergency plans in place.

ACCESS INFORMATION FOR EMERGENCY PREPAREDNESS ACTIVITIES		
REGION: Central Midlands		FISCAL YEAR 2017-2018
ANY CHANGES TO THIS INFORMATION MUST BE REPORTED TO THE AAA, EPO, AND LGOA WITHIN TEN WORKING DAYS		
COORDINATING AGENCIES	EMERGENCY CONTACT STAFF	CONTACT NUMBER After Business Hours
(Agency Name & Street Address)	(Names and Job Titles)	
Area Agency on Aging/Aging & Disability Resource Center		
Central Midlands Council of Governments AAA/ADRC	236 Stoneridge Dr. Columbia, SC 29210	(803) 376-5390 (Office)
AAA/ADRC Regional Director (Interim)	Reginald Simmons	(803) 719-1404 (Cell)
SHIP Coordinator	Shelia Bell-Ford	(803) 727-0241 (Cell)
I& R/A Specialist		
Family Caregiver Advocate	Candice Holloway	(803) 507-1389 (Cell)
SHIP Program Assistant	JaJuana Davis	(803) 477-2779 (Cell)
Aging Program Assessor Coordinator	Jenny Andrews	(336) 847-0903 (Cell)
Aging Program Assessor	Jessica Kelly	(803) 920-3325 (Cell)
	Veronica Williams	(803) 667-6127 (Cell)

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Long Term Care Ombudsman		
Regional Director	Anna Harmon	(803) 463-0443 (Cell)
Senior Ombudsman Investigator	LaToya Buggs-Williams	(803) 446-2189(Home)
Ombudsman Volunteer Program Coordinator - Information Support Specialist	Fretoria W. Addison	(803) 269-8610 (Cell)
Area Agency Contractors		
Senior Resources, Inc. 2817 Millwood Ave. Columbia, SC 29205	Pam Dukes	(803) 730-3862 (Cell)
Lexington County Recreation & Aging Commission 125 Parker St. Lexington, SC 29072	Lynda Christison	(803) 271-6797 (Home) (803)-309-6185(Cell-work)
	Mary Beth Callais	(803) 238-5275 (Cell)
Newberry County Council on Aging 1300 Hunt St. Newberry, SC 29108	Lynn Stockman	(803) 364-2286 (Home) (803) 924-3730 (Cell)
	Janet Ballentine	(803) 276-8838 (Home) (803) 924-0688 (Cell) (803) 924-1100 (Agency cell)
Fairfield County Council on Aging 210 East Washington St. Winnsboro, SC 29180	Angela Connor	(803) 718-3117 (Home)
South Carolina Legal Services 2109 Bull Street Columbia, SC 29201	Andrea Loney	(803) 252-1881 (Home) (803) 319-4505 (Cell) (803) 960-4283
	Susan Firimonte	(803) 744-4164

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Emergency Preparedness Offices		
Richland Co. Emergency Services 1410 Laurens St. Columbia, SC 29204	Michael Byrd, Director Michael Kalec, Deputy Director	(803) 576-3400 (803) 576-3400 (803) 748-5055 (Fax)
Lexington Co. Emergency Preparedness Division 434 Ballpark Road Lexington, SC 29072	Bo Davenport, Director	(803) 785-8359 (803) 785-8628 (Fax)
Newberry Co. Disaster Preparedness Agency 520 Wilson Rd. Newberry, SC 29108	Tommy Long, Director Zenda McClurkin, Secretary	(803) 321-2135 (803) 321-2173 (Fax)
Fairfield Co. Emergency Management Dept. P.O. Drawer 60 Winnsboro, SC 29180	Phyllis Watkins, Director Mike Kirkland, Deputy Director June Rexrode, Clerk	(803) 635-4444 (803) 635-5505 (803) 635-5057 (803) 635-4299 (Fax)
S.C. Emergency Alert Systems Stations-Columbia	WCOS 97.5 FM WTCB 106.7 FM WLTR 91.3 FM (public-radio) WWVA 1170 AM-Spanish	
Shelters		
American Red Cross Shelter Information Richland/Lexington 2751 Bull St. P.O. Box 91 Columbia, SC 29202	Central SC Chapter/Red Cross Rebecca Jordan, Executive Director Rebecca.Jordan@redcross.org	(803) -540-1200 1-866-getinfo
Fairfield County 117 East Washington St. Winnsboro, SC 29180		
Richland County St. Andrews Baptist Church 230 Bush River Rd. Columbia, SC 29210		
Lexington County White Knoll High School 5643 Platt Springs Rd. Lexington, SC 29073		
Special Needs Shelters:		(803) 635-5548 (803) 385-5002

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Fairfield County Fairfield Memorial Hospital 102 US Highway 321 Bypass Winnsboro, SC 29180 Newberry County		(803) 385-1523
Newberry County Newberry Memorial Hospital 2669 Kinard St. Newberry, SC 29108		(803) 405-7150 (803) 276-7570
Lexington County Lexington Medical Center 2770 Sunset Blvd. West Columbia, SC 29170		(803) 791-2000 (803) 936-7682
Richland County Palmetto Richland Memorial Hospital Five Richland Medical Park Columbia, SC 29203	Administrator on duty for the day	(803) 434-7000
Palmetto Baptist Medical Center Taylor at Marion St. Columbia, SC 29220	Hospital Operator:	(803) 296-3294 (803) 231-8182 (803) 296-5059 (803) 296-5010
Volunteer Organizations Active in Disasters		
Salvation Army 3024 Farrow Rd. Columbia, SC 29203	Major Roger Coulson	(803) 309-6435
United Way of the Midlands 1800 Main St., Ste 2 Columbia, SC 29201	Mac Bennett, President & CEO	(803) 733-5400 or 211 (803) 765-9865 (803) 733-5410
Harvest Hope 2220 Shop Rd. Columbia, SC 29201	Denise Holland, CEO	(803) 254-4432 (803) 323-6011 (Fax)
LICS-Lexington County 216 Harmon St. Lexington, SC 29072	Robin Bowers, Exec. Director	(803) 957-6656
Lexington County Emergency Food Pantry 1775 12 th St. Ext. Cayce, SC 29033		(803) 794-1627 (803) 794-1630 (Fax)
South Carolina DHEC 2600 Bull St. Columbia, SC		(803)898-3432 www.scdhec.net

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Social Services		
Fairfield County 1136 Kincaid Bridge Rd. Winnsboro, SC 29180		(803) 635-5502
Lexington County 541 Gibson Rd. Lexington, SC 29071		(803) 785-7333
Newberry County 2107 Wilson Rd. Newberry, SC 29108		(803) 321-2155
Richland County 3220 Two Notch Rd. Columbia, SC 29204		(803) 735-7300
DHEC 1777 St. Julian's Place Columbia, SC 29204		(803) 545-4205
Cooperative Ministries 3821 W. Beltline Blvd. Columbia, SC 29201		(803) 799-3853
Aiken/Barnwell/Lexington Community Action Commission 650 Knox Abbott Dr. Cayce, SC 29033		(803) 794-6778
Carolina Community Action 400 S. Congress St. Winnsboro, SC 29180		(803) 635-3606
Catholic Charities 1428 Oak St. P.O. Box 7245 Columbia, SC 29202		(803) 254-9776
Wateree Community Action Center 3220 Two Notch Rd. Columbia, SC 29204	Administration Office	(803) 470-3591 (803) 592-7000 (803) 807-9812
We Care Center Chapin Interfaith Outreach 1808 Chapin Rd. Chapin, SC 29036		(803) 345-3244

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Gleams Human Resources Commission, Inc. (Newberry) 237 North Hospital St. Greenwood, SC 29648		(864) 223-8434 (803) 276-2110, ext. 6
Assistance for Spanish Speaking: S.C. Hispanic Outreach 827 Wildwood Avenue, Ste 200 Columbia, SC 29203	Jorge Leone, Acting Executive Director contact@schispanicoutreach.org	(803) 419-5112
Communicare 3400 Colonial St. Columbia, SC 29203		(803) 400-1178 (803) 319-8928
Public Information Phone System Spanish interpreters available		1-866-246-0133
Pet Information:		
S.C. Animal Care and Control	Marli C. Drum, President	(803) 776-7387
Clemson University Cooperative Ext. Petcare	Boyd H. Parr, DVM State Vet. & Director	(803) 726-7812
Volunteer Organizations Active in Disasters		
Fairfield County		(803) 635-4722
Newberry County		(803) 276-1091
Lexington County		(803) 321-2185 (803) 359-8515
Richland County		(803) 865-1216
Clemson Livestock-Poultry		(803) 788-2260 ext. 268
Department of Agriculture		(803) 734-2210

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SC Animal Care & Control		(803) 776-7387
Other useful information:		
National Guard		(803) 806-4200
Department of Transportation (Traffic Information-Road Closures)		511 www.sctraffic.org
SC Insurance News Services		(803)252-3455 www.scinsnews.com
Information, Referral & Assistance-Airs		www.sc211.org
SC Emergency Management Division		www.scemd.org
Road Closures		www.dot.state.sc.us
Weather		www.nhc.noaa.gov
Other Useful Sites:		
S.C. Web Site		www.myscgov.com
Center for Disease Control and Influenza Info 1600 Clifton Rd. NE Atlanta, GA 30333		1-800-232-4636 www.pademicflu.gov

Trainings

March 3, 2017 – DHEC Healthcare Coalition Meeting

February 16, 2017 – LTRG Case Management Work Team Meeting

February 9, 2017 – Annual Mass Care Training

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February 3, 2017 – DHEC Healthcare Coalition Meeting

January 26, 2017 – SC Mass Care Coalition Workshop

January 6, 2017 – DHEC Healthcare Coalition Meeting

December 2, 2016 – DHEC Healthcare Coalition Meeting

November 29, 2016 – FEMA Individual & Household Assistance Training Webinar

November 4, 2016 – DHEC Healthcare Coalition Meeting

November 3, 2016 – Transportation & Wellness Summit

October 6, 2016 – LGOA Conference Call – Hurricane Matthew

On-going Coordination Meeting Dates

- a. No Meetings scheduled at this time.

Greatest Needs Protocols

- b. Central Midlands AAA/ADRC shall be involved in community-wide efforts to identify older adults who need help. The agency will attempt to contact those agencies in the disaster area which carry out programs for the elderly and determine if the AAA/ADRC can assist. Additionally, other efforts shall be taken as appropriate.

**This Emergency Preparedness Plan was reviewed and approved on February 16, 2016 by:
Mike Patterson, CEM**

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President, South Carolina VOAD – <http://scvoad.communityos.org/cms/>
Emergency Disaster Services Director
The Salvation Army- North & South Carolina

Reference Source: Florida Department of Elder Affairs Programs & Services Handbook:
Chapter 8: Emergency Management and Preparedness

Attachment - A

Memorandum of Understanding For Disaster Preparedness

The following Memorandum of Understanding (MOU) outlines an agreement between the Central Midlands Regional Area Agency on Aging (CMRAAA) and VANTAGE POINT (Pee Dee Area Agency on Aging) in the event of a natural (earthquake, flood, hurricane, landslide, severe weather, tornadoes, tsunamis, wildfire, winter storm and extreme cold), biological or a man-made disaster.

I. Purpose

The purpose of this MOU is to define a working relationship between the CMRAAA and VANTAGE POINT in preparing for and responding to certain disaster situations. This MOU provides the broad framework for cooperation between CMRAAA and VANTAGE POINT in rendering assistance and service to victims of disaster, as well as other services for which cooperation may be mutually beneficial.

II. Independence of Operations

Each party of this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and procedures and financing its own activities.

III. Disasters/Emergencies Covered by this MOU

The Federal law governing disaster relief, found in Title 42, Chapter 68 of the United States Code defines "emergency" and "major disasters" as follows:

Emergency- means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and Local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

Major disaster- means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this chapter to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

IV. Roles of CMRAAA and VANTAGE POINT

- a) CMRAAA and VANTAGE POINT will work with each other in coordination with other private agencies that may help to provide needed resources in the time of disaster or emergency.

- b) CMRAAA and VANTAGE POINT will share information related to effects of the disaster as permitted by law.
- c) Assist with the coordination of disaster relief efforts as it relates to the programs under the Council of Governments.
- d) Allocate the responsibility for joint expenses only in writing and only in advances of any commitment.

This agreement will become effective upon signatures of each Executive Director/Chief Executive Officer of the Area Agency on Aging.

Central Midlands Regional

Printed Name: Cindy Curtis, AAA Director

Area Agency on Aging

Signature: Cindy Curtis

2/29/16

Vantage Point

Printed Name: Shella Welch, AAA Director

Pee Dee AAA/ADRC

Signature: Shella Welch

Attachment - B

Fairfield County Council on Aging

WINTER STORM/INCLEMENT WEATHER PROCEDURE

Upon notification of a Winter Storm Watch/Warning or other inclement weather, the Executive Director, or his/her designee, will make a decision as to the severity of the storm and whether or not to close Winnsboro Senior Center and the administrative office.

The Executive Director will be in contact with all Program Directors as to the status. Program Directors will be responsible for contacting their employees.

At the beginning of hurricane and winter storm seasons, home delivered meal clients receive a shelf stable meal to have on hand for an emergency. When there is enough warning of a specific major weather event, clients may also be provided shelf stable meals in advance of the inclement weather. Clients are contacted before an anticipated weather event to determine if s/he will be home, will have nearby support, and whether s/he needs additional help.

- A. The weather conditions in Fairfield County will be evaluated at approximately 5:00 am. The Executive Director will, after consulting with appropriate staff, develop a course of action.
- B. Check local radio stations to get a report on local school/agency closings.
- C. Decision will be made by the Executive Director as to the closing of the administrative office, Winnsboro Senior Center and cancellation of meals.
(This decision will be based on the information obtained in items A and B).
- D. Contact the caterer with the decision made for meal cancellations. This should be done by 2:00 am if possible, but no later than 6:00 am.
- E. Contact Central Midlands Council of Governments and any other funding partners (where and when appropriate) as to the decision.
- F. Contact all local media outlets for air public service announcements concerning meal delivery and the closing of Winnsboro Senior Center and the administrative office.
- G. Contact all program staff about decisions made regarding the winter storm.
- H. Administrative staff may be asked to respond to work even if the nutrition services are not being delivered.
- I. If road conditions warrant delivery of home delivered meals, these will be delivered by staff and/or volunteers with 4-wheel drive vehicles, as available. The Fairfield County Sheriff's Department will be contacted to help deliver home delivered meals and to check on fragile clients.
- J. Staff will stay in contact with clients periodically during inclement weather. Priority is given to clients who live alone, or have limited support nearby. If a client is expected to be home, but does not answer the phone, the emergency contact person will be notified for assistance. If deemed appropriate, county emergency response personnel will be contacted to do a wellness check at the client's home.

**Lexington County Recreation & Aging Commission
Contingency Plan for Meal Services**

Lexington County Recreation & Aging Commission (LCRAC) serves as its own caterer and follows the requirements of the LGOA's Policy and Procedure Manual.

1. General Information

- a. Each of LCRAC's senior centers functions as the distribution site for both group dining and home delivered meals for its service area. Each has a walk-in freezer, commercial refrigerator, and pantry. All meals are based on a frozen core meal plus supplements per the dietician designed/approved menus. Group dining and daily hot home delivered meals are heated on site and immediately delivered or served. Home delivered meal clients receiving frozen meal receive 5 meals once per week.
- b. Each of LCRAC's sites keeps a one day supply of non-perishable meals on hand for group dining and home delivered meals clients. These meals will be used in the event of equipment breakdown or other unavoidable emergency (weather, flooding, etc.)
- c. A second non-perishable meal is kept on hand for all home delivered meal clients.
- d. Non-perishable meals are from Traditions and meet 1/3 DRI and are unit-reimbursable. If additional emergency shelf-stable meals are needed, Traditions can deliver them directly to LCRAC within 48 hours. Please visit www.traditionsi.com for details on their shelf stable meal program and the nutritional value of each meal.

2. Emergency Closure/Late Opening

- a. In general, LCRAC follows Lexington County's emergency closures/late opening schedule. Due to differences in weather (storm severity, ice, snow, etc.), some senior centers may be closed or open differently than the rest of the senior centers – especially those centers located in more rural areas. In some cases, this may follow the local school district rather than the County as a whole.
- b. All closings/late openings must be preapproved by LCRAC's executive director.

3. Use of Senior Centers as Emergency Shelters

- a. LCRAC has a memorandum of agreement with Lexington County Emergency Management that any of its facilities may be used as a shelter before, during, and/or after a disaster.
- b. Staff who normally work at that location, plus other staff as needed, will operate the shelter in conjunction with other organizations as appropriate.
- c. If asked to be a pet friendly shelter, a separate room will be used to house the animals.
- d. Please see below for provision of meals to clients normally served by that center.

4. Emergency Meal Provision & Services

- a. At the start of hurricane and winter storm seasons, each home delivered meal client receives a shelf-stable (non-perishable) meal to have on hand for emergencies.
- b. If LCRAC has advance warning of a major weather event that may result in being unable to deliver meals or to provide group dining services, clients will be provided with shelf-stable and/or frozen meals as appropriate to the situation. Priority is given to homebound clients and those group dining clients who live alone and have limited support.
 - i. For example, if sites are closed prior to or after an emergency due to serving as a shelter or at the request of the Governor or other official, it is appropriate to send out frozen meals to those clients who have power and shelf stable meals to those who do not or a combination of the two types.

- c. If at all possible, those group dining clients who do not drive are transported to a local grocery store to stock up on supplies as the “activity for the day” prior to the anticipated weather event.
- d. Every attempt is made to contact each client ahead of an emergency weather event to determine if he or she needs additional help, will be at home or with family, and the best number to call to check on him or her during and after the emergency weather/event.
- e. Staff stays in touch by phone with those clients staying alone or who request being called.
 - i. If staff is unable to reach a client who should be home, staff will:
 - 1. Attempt to call the client’s emergency contact
 - 2. Attempt to call the client again
 - 3. Notify the supervisor who will call the appropriate emergency response personnel for that area of the County and ask for an emergency wellness check. **STAFF WILL NOT PUT THEIR OWN SAFETY AT RISK BY GOING TO A CLIENT’S HOME DURING AN EMERGENCY.**
- f. As soon as safely feasible after an emergency or disaster, services will be reinstated. Priority is given to isolated, in-home clients. Depending on the situation, services may begin in some areas of the County before others.
- g. If a senior center is being used as a shelter, and it is safe to do so, meals will be delivered to all home delivered meals clients and those senior center participants in need of meals.
- h. If a senior center is damaged and is unable to be operational, the services provided by that center will be moved to the closest operational center. If necessary, it is possible for all home delivered meals to be processed through a single site.

5. Delivery Vehicle Breakdowns

- a. LCRAC owns multiple vehicles, including three cargo vans, pickup trucks, SUVs, vans, buses, and passenger cars. In the event of a delivery vehicle breakdown, another vehicle will complete the delivery.

6. Substitute Driver Availability

- a. LCRAC has a large group of dedicated home delivered meals volunteers. If a volunteer is unable to run a route, other volunteers and LCRAC staff provide back-up. The Council on Aging Program has over 50 paid staff and LCRAC has over 250 total staff. In an emergency/disaster, any and all available staff delivers meals.

7. Delivery of Food in the Event of Emergency at a Production Site

- a. Each senior center functions as its own production site. If a site suffers equipment failure, electrical outages, storm damage, or for any reason is unable to heat and deliver meals; any of LCRAC’s other centers can and will provide meals to the clients.

8. Reimbursement for Replacement Food Purchases

- a. As LCRAC functions as its own caterer, this is a non-issue. Any needed food item can be picked up at US Foods. Each senior center director has petty cash and can purchase and be reimbursed for whatever is needed if going to US Foods is not an option.

9. Contact Name and Phone Number for After-Hours Emergencies

- a. Lynda Christison, Director, Council on Aging: 803-309-6185
- b. Mary Beth Callais, Assistant Director, Council on Aging: 803-238-5275
- c. All staff and local police and fire departments as well as Lexington County Emergency Management have these numbers.

Newberry County Council on Aging's WINTER STORM/INCLEMENT WEATHER
PROCEDURE

Upon notification of a Winter Storm Watch/Warning or other inclement weather, the Executive Director, or his/her designee, will make a decision as to the severity of the storm and whether or not to close the nutrition sites and administrative office.

The Executive Director will be in contact with the Director of Home and Community Based Services during this process. The Executive Director will contact all Program Directors as to the status. Program Directors will be responsible for contacting their employees.

Generally, Meals on Wheels will not be delivered if Newberry County schools are closed due to inclement weather.

At the beginning of hurricane and winter storm seasons, Meals on Wheels clients receive a shelf stable meal to have on hand for an emergency. When there is enough warning of a specific major weather event, clients may also be provided shelf stable meals in advance of the inclement weather. Clients are contacted before an anticipated weather event to determine if s/he will be home, will have nearby support, and whether s/he needs additional help.

- A. The weather conditions in Newberry County will be evaluated at approximately 5:00 am. The Executive Director will, after consulting with the Nutrition Services Director and Director of Home Care Services to develop a course of action.
- B. The Nutrition Services Director and Director of Home Care Services will contact the Congregate Site Managers for an evaluation of the weather conditions in their respective parts of the county.
- C. Check local radio stations to get a report on local school closings.
- D. Decision will be made by the Executive Director as to the closing of the administrative offices, congregate meal sites and cancellation of meals.
(This decision will be based on the information obtained in items A-C).
- E. Contact the caterer with the decision made for meal cancellations. This should be done by 2:00 am if possible, but no later than 6:00 am.
- F. Contact Central Midlands Council of Governments and any other funding partners (where and when appropriate) as to the decision.
- G. Contact all local media outlets for air public service announcements concerning meal delivery and the closing of congregate meal sites and administrative offices.
- H. Contact all Newberry County Council on Aging program directors and have them notify their individual program staff about decisions made regarding the winter storm.
- I. Administrative staff may be asked to respond to work even if the nutrition clients are closed.
- J. If road conditions warrant delivery of home delivered meals these will be delivered by staff and/or volunteers with 4-wheel drive vehicles. The Newberry County Sheriff's Department and the City of Newberry Police department may be contacted to help deliver home delivered meals and to check on fragile clients.
- K. Staff will stay in contact with clients periodically during inclement weather. Priority is given to clients who live alone, or have limited support nearby. If a client is expected to be home, but does not answer the phone, the emergency contact person will be notified for assistance. If deemed appropriate, county emergency response personnel will be contacted to do a wellness check at the client's home.

Senior Resources, Inc., WINTER STORM/INCLEMENT WEATHER PROCEDURE

Upon notification of a Winter Storm Watch/Warning or other inclement weather, the Executive Director, or his/her designee, will make a decision as to the severity of the storm and whether or not to close the nutrition sites and administrative office.

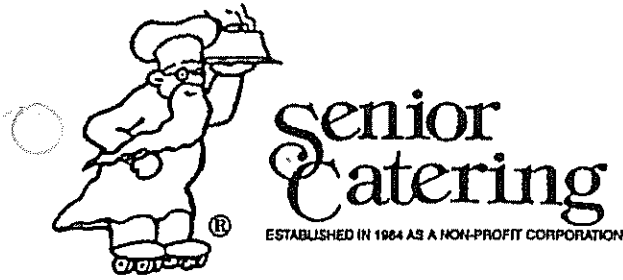
The Executive Director will be in contact with the Director of Home and Community Based Services during this process. The Executive Director will contact all Program Directors as to the status. Program Directors will be responsible for contacting their employees.

Generally, Meals on Wheels will not be delivered if Richland School District 1 and 2 are closed due to inclement weather.

At the beginning of hurricane and winter storm seasons, Meals on Wheels clients receive a shelf stable meal to have on hand for an emergency. When there is enough warning of a specific major weather event, clients may also be provided shelf stable meals in advance of the inclement weather. Clients are contacted before an anticipated weather event to determine if s/he will be home, will have nearby support, and whether s/he needs additional help.

- A. The weather conditions in Richland County will be evaluated at approximately 5:00 am. The Executive Director will, after consulting with the Director of Home and Community Based Services develop a course of action.
- B. The Director of Home and Community Based Services will contact the Congregate Site Managers for an evaluation of the weather conditions in their respective parts of the county.
- C. Check local radio stations to get a report on local school closings.
- D. Decision will be made by the Executive Director as to the closing of the administrative offices, congregate meal sites and cancellation of meals.
(This decision will be based on the information obtained in items A-C).
- E. Contact the caterer with the decision made for meal cancellations. This should be done by 2:00 am if possible, but no later than 6:00 am.
- F. Contact Central Midlands Council of Governments and any other funding partners (where and when appropriate) as to the decision.
- G. Contact all local media outlets for air public service announcements concerning meal delivery and the closing of congregate meal sites and administrative offices.
- H. Contact all Senior Resources, Inc. program directors and have them notify their individual program staff about decisions made regarding the winter storm.
- I. Administrative staff may be asked to respond to work even if the nutrition clients are closed.
- J. If road conditions warrant delivery of home delivered meals these will be delivered by staff and/or volunteers with 4-wheel drive vehicles. The Richland County Sheriff's Department may be contacted to help deliver home delivered meals and to check on fragile clients.
- K. Staff will stay in contact with clients periodically during inclement weather. Priority is given to clients who live alone, or have limited support nearby. If a client is expected to be home, but does not answer the phone, the emergency contact person will be notified for assistance. If deemed appropriate, county emergency response personnel will be contacted to do a wellness check at the client's home.

Attachment - C



Administrative Office
314 Main Street
Little Mountain, SC 29075
803-345-1835 • Fax 803-345-7720
www.SeniorCatering.com

June 1, 2016

Angi Connor
Fairfield County Council on Aging
210 E. Washington Street
Winnsboro, SC 29180

Dear Angi:

We are pleased that we were the successful bidder for your meals contract and will be serving you again this year.

Enclosed you will find two copies of our meals contract for July 1, 2016 to June 30, 2017. Please review and, if acceptable, sign both copies; return one copy to us by June 30, 2016 and retain one copy for your files.

For planning purposes, we will be closed on Monday, July 4, 2016 for Independence Day and Monday, September 5, 2016 for Labor Day.

If I can be of any assistance to you, please contact me.

Sincerely,


Judy Milhan
Executive Director

JM:sts
Enclosures (2)

Bennettsville Kitchen
1106 Frank W. Evans Way
Bennettsville, SC 29512
843-454-0555

Newberry Kitchen
114 County Park Road
Newberry, SC 29108
803-276-1891

Orangeburg Kitchen
2570 Old St. Matthews Road
Orangeburg, SC 29115
803-531-4395

St. Stephen Kitchen
4020 Byrnes Drive
St. Stephen, SC 29479
843-567-5977

SENIORS CATERING TO SENIORS,
"Good Food For Life"

CONTRACT

COUNTY OF FAIRFIELD
STATE OF SOUTH CAROLINA

On this first day of June 2016, SENIOR CATERING, hereinafter referred to as SENIOR CATERING, having its office as 314 Main Street, Little Mountain, South Carolina, 29075 and FAIRFIELD COUNTY COUNCIL ON AGING, hereinafter referred to as CONTRACTOR, having its address as 210 E. Washington Street, Winnsboro, South Carolina 29180 for and in consideration of covenants contained herein do mutually agree as follows:

WHEREAS, SENIOR CATERING submitted a response to the LGOA meal specifications for FY 2016-2017.

WHEREAS, CONTRACTOR accepted this response and agrees to procure catered meals for its individual agency from SENIOR CATERING;

NOW, THEREFORE the parties hereto, intending to legally bound, for and in consideration of covenants contained herein do mutually agree as follows:

A. PERFORMANCE OF SERVICE

DAILY PREPARED HOT MEALS:

CONTRACTOR agrees to engage Senior Catering as a caterer to prepare and deliver meals to designated site(s) agreed upon by CONTRACTOR and SENIOR CATERING. SENIOR CATERING agrees to deliver the meals in equipment which shall ensure the retention of food temperatures at DHEC approved levels. All daily prepared hot meals will comply with the Nutrient Requirements and Values for Analysis section of the Minimum Meal Bid Specifications as issued by the Lt. Governor's Office on Aging, to be effective July 1, 2016.

CONTRACTOR agrees to accept menus as provided by SENIOR CATERING, unless special arrangements are made two (2) weeks prior to delivery (example: special picnics).

SENIOR CATERING agrees to provide all appropriate disposable supplies for meal portioning and for individual packaging of home delivered meals, with the exception of insulated carriers for the delivery of meals to the client's homes. CONTRACTOR agrees to use these supplies exclusively for those meals delivered by SENIOR CATERING, thus taking steps to protect supplies from theft and misuse.

CONTRACTOR agrees to establish a mutually agreeable holiday schedule. With the exception of these holidays and weather cancellations, SENIOR

CATERING agrees to deliver meals ordered by CONTRACTOR Monday through Friday.

If hazardous weather conditions exist in the contract area, the CONTRACTOR institution shall be responsible for notifying SENIOR CATERING prior to 6:00 a.m. of their closing. Upon failure to give this cancellation notice, the CONTRACTOR will be held liable for payment of their scheduled meals.

B. COMPENSATION

CONTRACTOR agrees to pay SENIOR CATERING \$2.54 for each regular daily prepared meal ordered and delivered to CONTRACTOR, based on a minimum of 100 meals per day. This price includes special meals, deli meals, picnic meals and breakfast meals.

C. INSPECTION AND VISITS

SENIOR CATERING agrees that CONTRACTOR shall have full access to the food preparation facility of SENIOR CATERING for the inspection of the facility and the equipment used in the preparation of the contracted meals.

D. METHOD OF PAYMENT

SENIOR CATERING shall request from CONTRACTOR, by the fourth (4th) working day of the month, payment for the number of meals ordered and delivered during the preceding month. CONTRACTOR shall make payment to SENIOR CATERING by the tenth (10th) working day of the month. If payment is not received by the thirtieth (30th) day of the month, SENIOR CATERING shall assess a monthly finance charge of one percent (1%) of the unpaid balance.

If the unpaid balance is not paid in full within forty-five (45) days of the date of the initial invoice, then SENIOR CATERING will consider that the CONTRACTOR has breached this contract and SENIOR CATERING has the right to terminate meal service immediately. Written notification of this action will be sent to the CONTRACTOR prior to meal service termination.

E. LICENSES AND PERMITS

SENIOR CATERING shall provide and operate the services under this agreement in compliance with all applicable government laws and regulations.

F. ASSIGNMENT

SENIOR CATERING shall not assign or transfer this contract in whole or in part, nor shall SENIOR CATERING enter into any subcontracts hereunder, without the prior written approval of CONTRACTOR.

G. TIME OF PERFORMANCE

The services of SENIOR CATERING shall commence on July 1, 2016 and shall expire on June 30, 2017 with the option to be renewed/extended for an additional four (4) years.

H. TERMINATION OF CONTRACT

CONTRACTOR may at any time, at its option, terminate this Contract by giving thirty (30) days written notice to SENIOR CATERING, or request renegotiation of this Contract.

SENIOR CATERING may at any time, at its option, terminate this Contract by giving thirty (30) days written notice to CONTRACTOR, or request renegotiation of this Contract.

I. AMENDMENTS

Any alteration, modification, or amendment of the terms of this Contract shall be valid only when embodied in writing and signed by the parties hereto.

J. ADJUSTMENT

Senior Catering reserves the right to negotiate a price adjustment to the contracted meal price annually, based on the United States Consumer Price Index for All Urban Consumers (CPI-U) for the category of "Food Away from Home" for the previous twelve-month period.

IN WITNESS WHEREOF, SENIOR CATERING and FAIRFIELD COUNTY COUNCIL ON AGING have executed this agreement by their officials thereunto duly authorized this day and year first above written.

FOR: SENIOR CATERING

FOR: FAIRFIELD COUNTY
COUNCIL ON AGING

BY: Judy Milhan
Judy Milhan
Executive Director

BY: [Signature]
(Authorized Signature)

WITNESS: [Signature]

WITNESS: [Signature]

Lexington County Recreation & Aging Commission
Contingency Plan for Meal Services

Lexington County Recreation & Aging Commission (LCRAC) serves as its own caterer and follows the requirements of the LGOA's Policy and Procedure Manual.

1. General Information

- a. Each of LCRAC's senior centers functions as the distribution site for both group dining and home delivered meals for its service area. Each has a walk-in freezer, commercial refrigerator, and pantry. All meals are based on a frozen core meal plus supplements per the dietician designed/approved menus. Group dining and daily hot home delivered meals are heated on site and immediately delivered or served. Home delivered meal clients receiving frozen meal receive 5 meals once per week.
- b. Each of LCRAC's sites keeps a one day supply of non-perishable meals on hand for group dining and home delivered meals clients. These meals will be used in the event of equipment breakdown or other unavoidable emergency (weather, flooding, etc.)
- c. A second non-perishable meal is kept on hand for all home delivered meal clients.
- d. Non-perishable meals are from Traditions and meet 1/3 DRI and are unit-reimbursable. If additional emergency shelf-stable meals are needed, Traditions can deliver them directly to LCRAC within 48 hours. Please visit www.traditionsi.com for details on their shelf stable meal program and the nutritional value of each meal.

2. Emergency Closure/Late Opening

- a. In general, LCRAC follows Lexington County's emergency closures/late opening schedule. Due to differences in weather (storm severity, ice, snow, etc.), some senior centers may be closed or open differently than the rest of the senior centers – especially those centers located in more rural areas. In some cases, this may follow the local school district rather than the County as a whole.
- b. All closings/late openings must be preapproved by LCRAC's executive director.

3. Use of Senior Centers as Emergency Shelters

- a. LCRAC has a memorandum of agreement with Lexington County Emergency Management that any of its facilities may be used as a shelter before, during, and/or after a disaster.
- b. Staff who normally work at that location, plus other staff as needed, will operate the shelter in conjunction with other organizations as appropriate.
- c. If asked to be a pet friendly shelter, a separate room will be used to house the animals.
- d. Please see below for provision of meals to clients normally served by that center.

4. Emergency Meal Provision & Services

- a. At the start of hurricane and winter storm seasons, each home delivered meal client receives a shelf-stable (non-perishable) meal to have on hand for emergencies.
- b. If LCRAC has advance warning of a major weather event that may result in being unable to deliver meals or to provide group dining services, clients will be provided with shelf-stable and/or frozen meals as appropriate to the situation. Priority is given to homebound clients and those group dining clients who live alone and have limited support.
 - i. For example, if sites are closed prior to or after an emergency due to serving as a shelter or at the request of the Governor or other official, it is appropriate to send out frozen meals to those clients who have power and shelf stable meals to those who do not or a combination of the two types.

- c. If at all possible, those group dining clients who do not drive are transported to a local grocery store to stock up on supplies as the "activity for the day" prior to the anticipated weather event.
- d. Every attempt is made to contact each client ahead of an emergency weather event to determine if he or she needs additional help, will be at home or with family, and the best number to call to check on him or her during and after the emergency weather/event.
- e. Staff stays in touch by phone with those clients staying alone or who request being called.
 - i. If staff is unable to reach a client who should be home, staff will:
 1. Attempt to call the client's emergency contact
 2. Attempt to call the client again
 3. Notify the supervisor who will call the appropriate emergency response personnel for that area of the County and ask for an emergency wellness check. **STAFF WILL NOT PUT THEIR OWN SAFETY AT RISK BY GOING TO A CLIENT'S HOME DURING AN EMERGENCY.**
- f. As soon as safely feasible after an emergency or disaster, services will be reinstated. Priority is given to isolated, in-home clients. Depending on the situation, services may begin in some areas of the County before others.
- g. If a senior center is being used as a shelter, and it is safe to do so, meals will be delivered to all home delivered meals clients and those senior center participants in need of meals.
- h. If a senior center is damaged and is unable to be operational, the services provided by that center will be moved to the closest operational center. If necessary, it is possible for all home delivered meals to be processed through a single site.

5. Delivery Vehicle Breakdowns

- a. LCRAC owns multiple vehicles, including three cargo vans, pickup trucks, SUVs, vans, buses, and passenger cars. In the event of a delivery vehicle breakdown, another vehicle will complete the delivery.

6. Substitute Driver Availability

- a. LCRAC has a large group of dedicated home delivered meals volunteers. If a volunteer is unable to run a route, other volunteers and LCRAC staff provide back-up. The Council on Aging Program has over 50 paid staff and LCRAC has over 250 total staff. In an emergency/disaster, any and all available staff delivers meals.

7. Delivery of Food in the Event of Emergency at a Production Site

- a. Each senior center functions as its own production site. If a site suffers equipment failure, electrical outages, storm damage, or for any reason is unable to heat and deliver meals; any of LCRAC's other centers can and will provide meals to the clients.

8. Reimbursement for Replacement Food Purchases

- a. As LCRAC functions as its own caterer, this is a non-issue. Any needed food item can be picked up at US Foods. Each senior center director has petty cash and can purchase and be reimbursed for whatever is needed if going to US Foods is not an option.

9. Contact Name and Phone Number for After-Hours Emergencies

- a. Lynda Christison, Director, Council on Aging: 803-309-6185
- b. Mary Beth Callais, Assistant Director, Council on Aging: 803-238-5275
- c. All staff and local police and fire departments as well as Lexington County Emergency Management have these numbers.



**Senior
Catering**
ESTABLISHED IN 1984 AS A NON-PROFIT CORPORATION

Administrative Office
314 Main Street
Little Mountain, SC 29075
803-345-1835 • Fax 803-345-7720
www.SeniorCatering.com

June 1, 2016

Lynn Stockman
Newberry County Council on Aging
1300 Hunt Street
Newberry, SC 29108

Dear Lynn:

We are pleased that we were the successful bidder for your meals contract and will be serving you again this year.

Enclosed you will find two copies of our meals contract for July 1, 2016 to June 30, 2017. Please review and, if acceptable, sign both copies; return one copy to us by June 30, 2016 and retain one copy for your files.

For planning purposes, we will be closed on Monday, July 4, 2016 for Independence Day and Monday, September 5, 2016 for Labor Day.

If I can be of any assistance to you, please contact me.

Sincerely,


Judy Milhan
Executive Director

JM:sts
Enclosures (2)

Bennettsville Kitchen
1106 Frank W. Evans Way
Bennettsville, SC 29512
843-454-0555

Newberry Kitchen
114 County Park Road
Newberry, SC 29108
803-276-1891

Orangeburg Kitchen
2570 Old St. Matthews Road
Orangeburg, SC 29115
803-531-4395

St. Stephen Kitchen
4020 Byrnes Drive
St. Stephen, SC 29479
843-567-5977

SENIORS CATERING TO SENIORS
"Good Food For Life"

CONTRACT

COUNTY OF NEWBERRY
STATE OF SOUTH CAROLINA

On this first day of June 2016, SENIOR CATERING, hereinafter referred to as SENIOR CATERING, having its office as 314 Main Street, Little Mountain, South Carolina, 29075 and NEWBERRY COUNTY COUNCIL ON AGING, hereinafter referred to as CONTRACTOR, having its address as 1300 Hunt Street, Newberry, South Carolina 29108 for and in consideration of covenants contained herein do mutually agree as follows:

WHEREAS, SENIOR CATERING submitted a response to the LGOA meal specifications for FY 2016-2017.

WHEREAS, CONTRACTOR accepted this response and agrees to procure catered meals for its individual agency from SENIOR CATERING;

NOW, THEREFORE the parties hereto, intending to legally bound, for and in consideration of covenants contained here in do mutually agree as follows.

A. PERFORMANCE OF SERVICE

DAILY PREPARED HOT MEALS:

CONTRACTOR agrees to engage Senior Catering as a caterer to prepare and deliver meals to designated site(s) agreed upon by CONTRACTOR and SENIOR CATERING. SENIOR CATERING agrees to deliver the meals in equipment which shall ensure the retention of food temperatures at DHEC approved levels. All daily prepared hot meals will comply with the Nutrient Requirements and Values for Analysis section of the Minimum Meal Bid Specifications as issued by the Lt. Governor's Office on Aging, to be effective July 1, 2016.

CONTRACTOR agrees to accept menus as provided by SENIOR CATERING, unless special arrangements are made two (2) weeks prior to delivery (example: special picnics).

SENIOR CATERING agrees to provide all appropriate disposable supplies for meal portioning and for individual packaging of home delivered meals, with the exception of insulated carriers for the delivery of meals to the client's homes. CONTRACTOR agrees to use these supplies exclusively for those meals delivered by SENIOR CATERING, thus taking steps to protect supplies from theft and misuse.

CONTRACTOR agrees to establish a mutually agreeable holiday schedule. With the exception of these holidays and weather cancellations, SENIOR

CATERING agrees to deliver meals ordered by CONTRACTOR Monday through Friday.

If hazardous weather conditions exist in the contract area, the CONTRACTOR institution shall be responsible for notifying SENIOR CATERING prior to 6:00 a.m. of their closing. Upon failure to give this cancellation notice, the CONTRACTOR will be held liable for payment of their scheduled meals.

B. COMPENSATION

CONTRACTOR agrees to pay SENIOR CATERING **\$2.41** for each regular daily prepared meal ordered and delivered to CONTRACTOR, based on a minimum of 200 meals per day. This price includes special meals, deli meals, picnic meals and breakfast meals.

C. INSPECTION AND VISITS

SENIOR CATERING agrees that CONTRACTOR shall have full access to the food preparation facility of SENIOR CATERING for the inspection of the facility and the equipment used in the preparation of the contracted meals.

D. METHOD OF PAYMENT

SENIOR CATERING shall request from CONTRACTOR, by the fourth (4th) working day of the month, payment for the number of meals ordered and delivered during the preceding month. CONTRACTOR shall make payment to SENIOR CATERING by the tenth (10th) working day of the month. If payment is not received by the thirtieth (30th) day of the month, SENIOR CATERING shall assess a monthly finance charge of one percent (1%) of the unpaid balance.

If the unpaid balance is not paid in full within forty-five (45) days of the date of the initial invoice, then SENIOR CATERING will consider that the CONTRACTOR has breached this contract and SENIOR CATERING has the right to terminate meal service immediately. Written notification of this action will be sent to the CONTRACTOR prior to meal service termination.

E. LICENSES AND PERMITS

SENIOR CATERING shall provide and operate the services under this agreement in compliance with all applicable government laws and regulations.

F. ASSIGNMENT

SENIOR CATERING shall not assign or transfer this contract in whole or in part, nor shall SENIOR CATERING enter into any subcontracts hereunder, without the prior written approval of CONTRACTOR.

G. TIME OF PERFORMANCE

The services of SENIOR CATERING shall commence on July 1, 2016 and shall expire on June 30, 2017 with the option to be renewed/extended for an additional four (4) years.

H. TERMINATION OF CONTRACT

CONTRACTOR may at any time, at its option, terminate this Contract by giving thirty (30) days written notice to SENIOR CATERING, or request renegotiation of this Contract.

SENIOR CATERING may at any time, at its option, terminate this Contract by giving thirty (30) days written notice to CONTRACTOR, or request renegotiation of this Contract.

I. AMENDMENTS

Any alteration, modification, or amendment of the terms of this Contract shall be valid only when embodied in writing and signed by the parties hereto.

J. ADJUSTMENT

Senior Catering reserves the right to negotiate a price adjustment to the contracted meal price annually, based on the United States Consumer Price Index for All Urban Consumers (CPI-U) for the category of "Food Away from Home" for the previous twelve-month period.

IN WITNESS WHEREOF, SENIOR CATERING and NEWBERRY COUNTY COUNCIL ON AGING have executed this agreement by their officials thereunto duly authorized this day and year first above written.

FOR: SENIOR CATERING

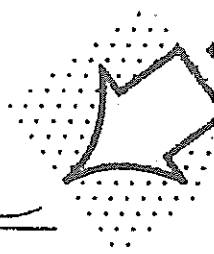
FOR: NEWBERRY COUNTY
COUNCIL ON AGING

BY: _____

Judy Milhan
Judy Milhan
Executive Director

BY: _____

Lynn Anderson
(Authorized Signature)



WITNESS: _____

Stephanie D.S.

WITNESS: _____

Janel Ballentine

This agreement with an effective date of August 18th, 2014 is entered between the Iacofano Group, LLC ("Contractor") and Senior Resources ("Customer").

Contractor with a proper work force and experience will provide goods and services under the terms and conditions of this contract.

Customer shall be identified as:

Senior Resources, Inc.
2817 Millwood Avenue
Columbia, SC 29205
Phone: 803.252.7734

Customer wishes to enter into a contract agreement with the Contractor for the contracted purchase of goods and services.

Contractor's Responsibilities

- A. Contractor shall operate and manage its services at such locations agreed upon with the Customer and these locations shall be open to inspection by the Customer at any time.
- B. The Contractor shall prepare meals in a fashion and volume requested by the Customer and these meals shall be delivered to locations designated by the Customer. All locations and meal quantities may be altered or changed by the Customer by 2pm for the next days meal service.
- C. The Contractor shall provide all meals requested by the Customer that meet all required regulations and guidelines for the USDA, LGOA, state, federal and local government agencies and any other regulation, , guideline or standards governing such goods. All meals shall be reimbursable under the USDA's & LGOA's meal program.
- D. The Contractor agrees to provide the Customer copies of menus at least 30 days prior to implementation and to only use if agreed upon by the Customer. Copies of all menus and delivery tickets/receipts will be kept by the Contractor on file for a period of no less than 36 months. All menus will only use meals approved by the USDA for their meal program, allowing the Customer to apply for USDA reimbursement for its meal cost.
- E. Contractor agrees to maintain all required licenses and permits required to provide the goods described in this contract and provide to the Customer at any time requested and the documentation:
 - a. Workers Compensation coverage per State requirements
 - b. Comprehensive General Liability
 - i. Bodily Injury - \$500,000 aggregate
 - ii. Property Damage - \$100,000 aggregate
 - iii. Personal Injury - \$500,000 aggregate
 - c. Comprehensive Auto Liability
 - i. Bodily Injury - \$250,000/\$500,000
 - ii. Property Damage - \$50,000 each occurrence

- d. Umbrella Liability Limits – net loss \$1,000,000 each occurrence/\$1,000,000 aggregate
- e. Health inspection results
- F. Contractor shall comply with the following work requirements
 - a. Fair Labor Standards Act
 - b. Federal and State minimum wage requirements
 - c. Shall only use skilled persons, trained on this type of work
 - d. Shall not allow any unauthorized person on the Customer's property
- G. Contractor shall protect from damage due to its work, goods and services all of the Customer's property as well as any patron, resident or employee of the Customer.
- H. The Contractor agrees to pay all taxes and fees assessed against any and all equipment and/or goods owned by the Contractor used on the premises of the Customer or by the Customer. The Contractor agrees to provide all equipment necessary for the delivery of all goods to the Customer and to maintain proper temperature of all meals and associated items up to the time of consumption.
- I. The Contractor agrees to accept all financial terms as stated in the contract.

Customer's Responsibilities

- A. Customer shall provide all necessary locations for the delivery and distributions of meals and any associated goods.
- B. Customer shall keep all necessary locations in safe working conditions and not expose any of the Contractor's employees to any foreseeable unsafe situation which would violate the Occupational Safety and Health Act (OSHA).
- C. Customer shall be responsible for determining the nutritional needs of persons receiving meals under this contract and shall approve all menus in accordance with these needs.
- D. Customer agrees to compensate the Contractor according to the financial terms as stated in this contract:

Financial Terms

- A. The Customer agrees to compensate the Contractor according to the following:
 - a. Regular Bulk Daily Prepared Meal with Beverage to include: **\$2.86 each**
 - i. 5-Compartment Trays
 - ii. Picnic Packs – Fork, Knife, Spoon & Napkin
 - b. Regular Home Delivery Daily Prepared Meal w/ Beverage to include: **\$2.86 each**
 - i. 3-Compartment Oliver Trays
 - ii. Picnic Packs – Fork, Knife, Spoon & Napkin
 - iii. Saddle Bag
 - c. Regular Packaged Daily Prepared Meal w/ Beverage **\$3.19 each**
That is Modified/Mechanically Altered
 - d. Shelf Stable Meals to include: **\$2.95 each**
 - i. Non-perishable meals used on an on-going basis for home delivered meals w/ beverage
 - e. Regular Frozen Meals pre-packaged w/ Beverage **\$2.95 each**
 - f. Picnic Meal for field trips **\$2.95 each**
- B. The Contractor agrees to provide heated delivery vessels
- C. The Customer agrees to pay all approved invoices within 30 days of receipt
- D. The Contractor agrees to provide the Customer with an initial invoice for the Customer to review for accuracy and make any agreed upon adjustments as necessary.
- E. The Contractor agrees not to increase the stated rates for meals in this contract unless due to the following:
 - a. Changes in USDA meal patterns, in which the Contractor may submit a meal increase request to the Customer for an agreed upon amount for the purposes of the Contractor recouping cost increases due to these changes
 - b. Percentage increase in the Consumer Price Index-Food Away From Home, as measured for September of the current year. Any rate increase due to this must be requested by the Contractor and negotiated by both parties by October 31 and implemented by January 1 of the following year. The earliest notification to price changes will not occur until October of 2015 and be implemented until January 1 of 2016.

Contract Terms

- A. This contract shall be for the following period-
 - Start Date- August 18th, 2014
 - End Date – July 31st, 2017
- B. This contract may be cancelled at any time by either parties according to the following:
 - a. A letter of Intent to terminate the contract must be sent by the terminating party to the other party by registered mail.
 - b. The terminating party must give the other party a minimum of Ninety (90) days' notice of the termination after the date of mailing the termination letter.

- C. This contract will be automatically extended, agreeable by both parties, for a total of five (5) twelve (12) month terms unless terminated by either party.

Indemnification

- A. Contractor will indemnify Customer against any and all liability, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs and attorneys' fees for injuries to persons or property arising out of or in connection with Contractor's performance of its duties under and pursuant to this Agreement, unless caused by extreme gross negligence or willful misconduct of Customer.
- B. Customer will indemnify Contractor against any and all liability, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs and attorneys' fees for injuries to persons or property when caused by acts of the Customer or the Customer's employees when sustained as a result of gross negligence or willful misconduct on their part.

Prior Agreements

- A. This agreement supersedes all prior, if they exist, written or oral agreements between the parties.

Confidential Information

- A. Customer shall safeguard and not reveal any confidential or proprietary information pertaining to the Contractor with the exception of current and past pricing offered to the Customer.
- B. Contractor shall safeguard and not reveal any confidential or proprietary information pertaining to the Customer and agrees to follow all HIPPA rules and regulations as it pertains to information about any and all of the Customer's clients and individuals it supports.

Assignment

- A. Neither the Customer nor Contractor may assign or transfer this contract, or any part, to another party, unless agreed upon in writing by the Customer and Contractor.

Relationship

- A. It is understood by both parties, that this contract establishes an independent contractor relationship between both parties and that employees of the Customer are not employees of the Contractor and that employees of the Contractor are not employees of the Customer.

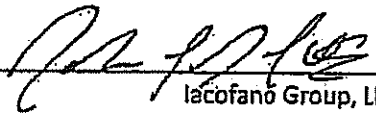
Excused Performance

- A. It is understood by both parties, that neither party shall hold the other liable for services not performed due to the following: compliance with any law, decree or order of any recognized government agency or authority, riots, war, Acts of God, or any other reason not within the control of either party whose performance is affected by such events.

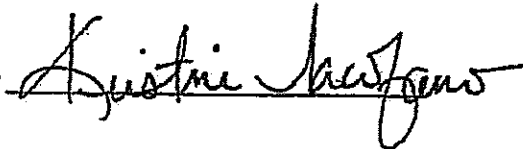
This Agreement constitutes the entire Agreement between the parties with respect to the provision of the Contractor's services, and there are no other or further written or oral understandings or agreements with respect thereto. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Contractor and the Customer.

Wherefore, the Parties hereto have caused this Agreement to be executed as of the effective date above.


Contractor

By: 
Iacofano Group, LLC - Owner John Iacofano

Date: 10/15/14

Witness Name: Kristine Iacofano By: 

Customer

Name: Senior Resources, Inc. By: 

Date: 10/15/14

Witness Name: Steve Ballentine By: 