

## AAA Operations Policy # 11: Emergency Preparedness

This content is part of a public comment period. For more information, refer to [Minnesota Board on Aging – State Plan on Aging](#).

<b>Authority Reference</b>	Older Americans Act Section 307(a)(28) 45 CFR 1321.97 & § 1321.103
<b>Operating Category</b>	AAA Operations

### Policy

1. AAAs shall establish emergency plans. Such plans must include the following elements:

A. The AAA's continuity of operations plan (COOP) and an all-hazards emergency response plan based on completed risk assessments for all hazards and updated annually;

- i. A COOP plan addresses continuation or resumption of priority services after a disruption of normal activities. Priority services are defined as follows:
  - a. A Priority 1 function is a function that, for purposes of planning business continuity during an emergency or disaster, must continue 24 hours per day and 7 days per week, or be recovered within hours.
  - b. A Priority 2 function is a function that, for purposes of planning business continuity during an emergency or disaster, must be resumed within 25 hours to 5 days. MBA Priority 2 services include Nutrition Services and Pre-Admission Screening.
- ii. An all-hazards emergency response plan focuses on capacities and capabilities that are critical to preparedness for a full range of emergencies or disasters, including internal emergencies and a man-made emergency (or both) or natural disaster.

B. A description of coordination activities for both development and implementation of long-range emergency and disaster preparedness plans; and

C. Other information as deemed appropriate by the AAA.

2. AAAs shall coordinate with Federal, local, and State emergency response agencies, MBA, service providers, relief organizations, local and State governments, other AAAs, and any other entities that have responsibility for disaster relief service delivery, as well as with Tribal emergency management, as appropriate.

3. AAAs must coordinate emergency and disaster preparedness planning, response, and recovery in collaboration with Title VI grantees in their PSA.

### Procedures

1. **AAAs must have their COOP established and/or updated** within 90 days of the start of the Area Plan year to ensure AAAs are able to meet Priority 1 and Priority 2 obligations in the event of an emergency.

2. The COOP must:

A. Outline procedures for the activation of the COOP upon the occurrence of a governor declared emergency;

B. Identify an individual as its Emergency Preparedness Response Coordinator (EPRC), the EPRC shall serve as the contact for MBA with regard to emergency preparedness and response issues, the EPRC shall provide updates to the State as the emergency unfolds;

C. Outline roles, command structure, decision making processes, and emergency action procedures that will be implemented upon the occurrence of an emergency;

D. Provide alternative operating plans for Priority 1 or Priority 2 functions;

E. Include a procedure for returning to normal operations; and

F. Be available for inspection upon request.

3. The all-hazards plan must be established and/or updated annually by July 1 of each year.

4. In the event of a declared emergency situation, MBA will serve as a central point of coordination between the MBA, AAAs, and Title VI grantees. The MBA will take responsibility for convening AAAs and Title VI grantees in the event of a declared emergency. The purpose of this convening would be to identify needs and resources to address the situation and coordinate efforts across various entities.

5. AAAs must establish policies and procedures for service providers related to emergency planning and response activities.