**Annually Required Documents and Emergency Plans:**

Division for Aging Services New Regs Team

August 4, 2025

# Items to Cover

- Annually Required Documents
- Continuity of Operations Plan
- Risk Assessment for All Hazards
- All-Hazards Emergency Response Plan
- Tribal Coordination
- Local Points of Contact
- Question and Answer

# Enhancements Review

- Continuous process improvement sessions with the DARS OAA New Regulations Team

- Solution to delayed contract issuance and timeframe for documentation submission
  - Separate requirements for the area plan – those items necessary for contract development
    - Area Plan Part I (area plan document) and Area Plan Part II (budget)
  - Delineate those items with timeline flexibility
    - List of Annually Required Documents

# Annually Required Documents

February 1

# Annually Required Documents

**DARS** | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
**DIVISION FOR AGING SERVICES**

- Due Date: February 1 each year
  - 1. AAA Information Form
  - 2. Governing Board
  - 3. Governing Board Bylaws
  - 4. Advisory Council
  - 5. Advisory Council Bylaws
  - 6. Organizational Chart
  - 7. Staff Listing
  - 8. Continuity of Operations Plan (COOP)
  - 9. All-Hazards Emergency Response Plan
  - 10. Risk Assessments

# Providers' Portal



vda.virginia.gov

# SharePoint Links

**DARS** | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
**DIVISION FOR AGING SERVICES**

## Welcome to the Office for Aging Services

## SharePoint Portal!

Please choose from one of the links below

OR You may also select from any of the links on the left side of this page. Whichever way you choose to view documents is up to you. After choosing a link, the documents will be displayed in alphabetical order. At any time, you may change the sorting by clicking on any of the headings and selecting descending order. If you are viewing a group of documents with different categories, you can also click the drop down beside the category heading and choose to view only selected categories. After finding your document, click on the document name and the document will open.

We hope you find this new format easy to navigate! If you have any trouble accessing documents please contact Tanya.brinkley@dars.virginia.gov for assistance.

Area Plan

Forms/Reports

Governance & Management Guidance/Training

OAA New Regulations

Programs

Remittance

# File Location

# Folder Contents

Division for Aging Services
Virginia Department for Aging and Rehabilitative Services (DARS)

## Documents › Annually Required Documents

Documents    Adult Day Care    **Forms/Reports**    ...

Find a file 🔍

| ✓ | 📄 | Title | Name | | Category |
|---|---|---|---|---|---|
| | 📄 | | 1. AAA Information Form | ... | Area Plan |
| | 📄 | | 2. Governing Board - Additional Page | ... | Area Plan |
| | 📄 | | 2. Governing Board | ... | Area Plan |
| | 📄 | | 3. Governing Board Bylaws | ... | Area Plan |
| | 📄 | | 4. Advisory Council | ... | Area Plan |
| | 📄 | | 5. Advisory Council Bylaws | ... | Area Plan |
| | 📄 | | 6. Organizational Chart | ... | Area Plan |
| | 📄 | | 7. Staff Listing - Additional Pages | ... | Area Plan |
| | 📄 | | 7. Staff Listing | ... | Area Plan |
| | 📄 | | 8. Continuity of Operations Plan (COOP) | ... | Area Plan |
| | 📄 | | 9. All-Hazards Emergency Response Plan | ... | Area Plan |
| | 📄 | | 9. All-Hazards Emergency Response Plan -Template | ... | Area Plan |
| | 📄 | | 10. Risk Assessments | ... | Area Plan |
| | 📄 | | 10. Risk Assessment for All-Hazards - Template | ... | Area Plan |
| | 📄 | | Instructions and Checklist | ... | Area Plan |

# Annually Required Docs (cont.)

- Each form is numerically labelled 1-10
- Naming convention:
  - i.e., "3. Governing Board Bylaws-PSA XX"
  - i.e., "8. COO Plan-PSA XX"
- Some forms will need to be updated and submitted as changes occur throughout the year
  - AAA Information Form, Governing Board, and Advisory Council

# Checklist

**DARS** | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
**DIVISION FOR AGING SERVICES**

## Annually Required Documents

**Instructions:** Review the checklist below and provide the required documents on or before February 1st each year.

**Checklist:**

1. AAA Information Form* ☐
2. Governing Board* ☐
3. Governing Board Bylaws ☐
4. Advisory Council* ☐
5. Advisory Council Bylaws ☐
6. Organizational Chart ☐
7. Staff Listing ☐
8. Continuity of Operations Plan (COOP) ☐
9. All-Hazards Emergency Response Plan ☐
10. Risk Assessments ☐

# 1. AAA Information Form

- Agency information including executive staff and contact information

- Staff authorized to invoice DARS

- AAA e-mail groups
  - Fiscal Staff
  - Nutrition Coordinators
  - PeerPlace Data Entry Personnel and more

# AAA Information Form Page 1

# AAA Information Form Page 1

**Authorized Staff to Sumit AMR**

Provide the email address of staff and one alternate authorized to email the AMR to the Department for Aging and Rehabilitative Services. Reports sent by any other email will not be recognized as approved.

**Primary:** **Alternate:**

**Agency:**

**Agency Head Signature:** **Date:**

# AAA Information Form Page 2-3

**AAA Email Groups**

Review the appropriate email groups below and include a COMPLETE LIST OF THE MOST CURRENT MEMBERS of the group. <mark>Ensure the list of members is correct as this list will replace the current email distribution group.</mark> Use additional pages as needed.

| Director or CEO Staff | | | | | |
|---|---|---|---|---|---|
| Name: | | Name: | | Name: | |
| Email: | | Email: | | Email: | |
| **AAA Fiscal Staff** | | | | | |
| Name: | | Name: | | Name: | |
| Email: | | Email: | | Email: | |
| **AAA Nutrition Coordinators** | | | | | |
| Name: | | Name: | | Name: | |
| Email: | | Email: | | Email: | |
| **AAA Registered Dietitian/Nutritionist** | | | | | |
| Name: | | Name: | | Name: | |
| Email: | | Email: | | Email: | |
| **AAA NWD Coordinator** | | | | | |
| Name: | | Name: | | Name: | |
| Email: | | Email: | | Email: | |
| **AAA NWD IT Administrators** | | | | | |
| Name: | | Name: | | Name: | |
| Email: | | Email: | | Email: | |
| **AAA NWD ISO** | | | | | |
| Name: | | Name: | | Name: | |
| Email: | | Email: | | Email: | |

## 2. Governing Board

Per 45 CFR 1321.55(b)(10), the Area Agency on Aging shall have a board of directors comprised of leaders in the community, including leaders from groups identified as in greatest economic need and greatest social need, who have the respect, capacity, and authority necessary to convene all interested persons, assess needs, design solutions, track overall success, stimulate change, and plan community responses for the present and for the future.

### Executive Board Membership

**Presiding Officer/Chair:**

| Term of Chair: | Start Date: | End Date: |
|---|---|---|
| *If the Chair served more than one consecutive term enter the first date.* | | |
| Appointment Term: | Start Date: | End Date: |
| Organizational Affiliation: | | |
| Non-Agency Address: | | |
| Non-Agency Phone: | | |
| Non-Agency Email: | | |

**Vice Chair:**

| Term of Chair: | Start Date: | End Date: |
|---|---|---|
| Appointment Term: | Start Date: | End Date: |
| Organizational Affiliation: | | |
| Non-Agency Address: | | |
| Non-Agency Phone: | | |
| Non-Agency Email: | | |

**Treasurer:**

| Term of Chair: | Start Date: | End Date: |
|---|---|---|
| Appointment Term: | Start Date: | End Date: |
| Organizational Affiliation: | | |
| Non-Agency Address: | | |
| Non-Agency Phone: | | |

**Secretary:**

| | | |
|---|---|---|
| Term of Chair: | Start Date: | End Date: |
| Appointment Term: | Start Date: | End Date: |
| Organizational Affiliation: | | |
| Non-Agency Address: | | |
| Non-Agency Phone: | | |
| Non-Agency Email: | | |

**Process used to appoint members:**

**Dates of governing board meetings for the current year:**

|  |  |  |  |
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**Standing Board Committees identified in the Bylaws:**

_____

_____

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_____

_____

# 2. Governing Board Page 3-6

**DARS** | Virginia Department for Aging and Rehabilitative Services

**DIVISION FOR AGING SERVICES**

## Governing Board Membership

**Total Board positions (including vacancies):** _____
If a position is unfilled, please list as "VACANT" below)

| | | |
|---|---|---|
| **Board Member:** | | |
| County or City of Residence: | | |
| Appointment Date: | Appointment Type: | ☐ County/City Appointment |
| Organizational Affiliation: | | ☐ Board Appointed |
| Non-Agency Address: | | ☐ Other (describe) |
| Non-Agency Phone: | | |
| Non-Agency Email: | | |

| | | |
|---|---|---|
| **Board Member:** | | |
| County or City of Residence: | | |
| Appointment Date: | Appointment Type: | ☐ County/City Appointment |
| Organizational Affiliation: | | ☐ Board Appointed |
| Non-Agency Address: | | ☐ Other (describe) |
| Non-Agency Phone: | | |
| Non-Agency Email: | | |

# 2. Governing Board Add Page

**Board Member:**

County or City of Residence:

| Appointment Date: | Appointment Type: | ☐ County/City Appointment |
| Organizational Affiliation: | | ☐ Board Appointed |
| Non-Agency Address: | | ☐ Other (describe) |

Non-Agency Phone:

Non-Agency Email:

**Board Member:**

County or City of Residence:

| Appointment Date: | Appointment Type: | ☐ County/City Appointment |
| Organizational Affiliation: | | ☐ Board Appointed |
| Non-Agency Address: | | ☐ Other (describe) |

Non-Agency Phone:

Non-Agency Email:

# 3. Governing Board Bylaws

## 3. Governing Board Bylaws

Submit a copy of your current bylaws for the Governing Board if the document has been changed since the previous submission to the DARS-AAA Document Sharing- External SharePoint.

Name the file "**3. Governing Board Bylaws-PSA xx**" when submitting it to Annual Documents Folder. Insert your PSA number into the characters denoted by **xx**.

The file path to the folder is **Documents > AAAs > [#PSA NAME] > Annual Documents**

# 4. Advisory Council Page 1

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

## 4. Advisory Council

Per 45 CFR 1321.63, the area agency shall establish an advisory council. The council shall carry out advisory functions which further the area agency's mission of developing and coordinating community-based systems of services for all older individuals and family and older relative caregivers specific to each planning and service area. The council shall advise the agency relative to: developing and administering the area plan; ensuring the plan is available to older individuals, family caregivers, service providers, and the general public; conducting public hearings; representing the interests of older individuals and family caregivers; and reviewing and commenting on community policies, programs and actions which affect older individuals and family caregivers with the intent of assuring maximum coordination and responsiveness to older individuals and family caregivers.

The council shall include individuals and representatives of community organizations from or serving the planning and service area who will help to enhance the leadership role of the area agency in developing community-based systems of services targeting those in greatest economic need and greatest social need. The advisory council shall be made up of more than 50 percent of older individuals.

# Advisory Council Info

- 1321.65(b)(2) – Area Agency on Aging Advisory Council

- **Review by advisory council.** The area agency shall submit the area plan and amendments for review and comment to the advisory council before it is transmitted to the State agency for approval.

- **Conflicts of interest.** The advisory council shall not operate as a board of directors for the area agency. Individuals may not serve on both the advisory council and the board of directors for the same entity.

## General Membership Characteristics

| Type | Characteristic | Number |
|------|----------------|--------|
| a | Older individuals, including minority individuals who are participants or who are eligible to participate in Older Americans Act programs, with efforts to include individuals who are in greatest economic need and individuals who are in greatest social need | |
| b | Representatives of older individuals | |
| c | Family caregivers, which may include older relative caregivers | |
| d | Representatives of health care provider organizations, including providers of veterans' health care (if appropriate) | |
| e | Representatives of service providers, which may include legal assistance, nutrition, evidence-based disease prevention and health promotion, caregiver, long-term care ombudsman, and other service providers | |
| f | Persons with leadership experience in the private and voluntary sectors | |
| g | Local elected officials | |
| h | The general public | |
| i | Representatives from Indian Tribes, Pueblos, or Tribal aging programs (as available) | |
| j | Older relative caregivers, including kin and grandparent caregivers of children or adults aged 18 to 59 with a disability (as available) | |

# 4. Advisory Council Page 2

## Advisory Council Information

**Chair Officer:**

| Term of Chair: | Start Date: | End Date: |
|---|---|---|
| Appointment Term: | Start Date: | End Date: |

**Process used to appoint members:**

**Dates of advisory council meetings for the current year:**

| | | | |
|---|---|---|---|
| | | | |
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| | | | |

# 4. Advisory Council Page 2-3

## Advisory Council Membership

**Total number of Council Members (including vacancies):** _____

If a position is unfilled, list "VACANT" on the list below under Member. Use the corresponding letter from the General Membership Characteristics table on page 1 to identify the membership type for each member. If more than one membership type applies, list all that apply.

| | Type | Member | County/City Residence | Email Address |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
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# 5. Advisory Council Bylaws

## 5. Advisory Council Bylaws

Submit a copy of your current bylaws for the Advisory Council if the document has been changed since the previous submission to the DARS-AAA Document Sharing- External SharePoint.

Name the file "**5. Advisory Council Bylaws-PSA xx**" when submitting it to Annual Documents Folder. Insert your PSA number into the characters denoted by **xx**.

The file path to the folder is **Documents > AAAs > [#PSA NAME] > Annual Documents**

# 6. Organizational Chart



## 6. Organizational Chart

Submit an organizational chart to the DARS-AAA Document Sharing- External SharePoint. The chart illustrates the organizational structure of the Area Agency on Aging, including the functional units and their supervisory/reporting relationships. The chart illustrates the location of the Area Agency within a multipurpose organization, if applicable.

Name the file "**6. Organizational Chart-PSA xx**" when submitting it to Annual Documents Folder. Insert your PSA number into the characters denoted by **xx**.

The file path to the folder is **Documents > AAAs > [#PSA NAME] > Annual Documents**

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**DIVISION FOR AGING SERVICES**

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**DIVISION FOR AGING SERVICES**

## 7. Staff Listing

The Area Agency on Aging is responsible for providing for adequate and qualified staff to perform the activities under the Area Plan for Aging Services per 45 CFR 1321.55. The following list does not include the staff of contractors and grantees of the Area Agency on Aging.

| Job Title | Name of Employee | Email |
|-----------|------------------|-------|
|           |                  |       |
|           |                  |       |
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|           |                  |       |

# 7. Staff Listing Add Pages

| Job Title | Name of Employee | Email |
|-----------|------------------|-------|
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# 8. Continuity of Operations Plan

## 8. Continuity of Operations Plan (COOP)

Per 45 CFR 1321.97, area agencies on aging shall establish a **continuity of operations plan** and an all-hazards emergency response plan based on completed risk assessments for all hazards and updated annually. The document must include a description of coordination activities for both development and implementation of long-range emergency and disaster preparedness plans and other information as deemed appropriate by the area agency on aging. The area agency on aging shall coordinate with Federal, local, and State emergency response agencies, service providers, relief organizations, local and State governments, and any other entities that have responsibility for disaster relief service delivery, as well as with Tribal emergency management, as appropriate.

Submit the agency's current Continuity of Operations Plan to the DARS-AAA Document Sharing-External SharePoint

Name the file "**8. COOP Plan-PSA xx**" when submitting it to Annual Documents Folder. Insert your PSA number into the characters denoted by **xx**.

The file path to the folder is **Documents > AAAs > [#PSA NAME] > Annual Documents**

# New Emergency Documents

Effective October 1, 2025

# Emergency Related Documents

**DARS** | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
**DIVISION FOR AGING SERVICES**

- Per 45CFR1321.97, Area Agencies on Aging shall establish a **continuity of operations plan** and an **all-hazards emergency response plan** based on completed **risk assessments for all hazards** and updated annually.  The document must include a description of coordination activities for both development and implementation of long-range emergency and disaster preparedness plans and other information as deemed appropriate by the area agency on aging.  The area agency on aging shall coordinate with Federal, Local, and State emergency response agencies, service providers, relief organizations, Local and State governments, and any other entities that have responsibility for disaster relief service delivery, as well as with Tribal emergency management, as appropriate.

# New Documents

- All-Hazards Emergency Response Plan
- Risk Assessment for All-Hazards
- Due Effective October 1, 2025
- AAA already has these items as emergency management protocol
  - Ascertain if current documents meet template requirements
  - Submit current documents or
  - Enter the information from your current document into the template or
  - When completing the template, refer back to your original document – may submit as an addendum

# All-Hazards Emergency Response Plan

Effective October 1, 2025

# AAA Template (#9)



Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Purpose
- Scope
- Federal Authority
- At Risk Demographic Population
- Planning and Coordination
- Response Actions
- Recovery and Mitigation

# At Risk Demographics

**4. At Risk Demographic Population:**

The facts demonstrate that the older population is much more vulnerable before, during, and after disasters and emergency situations. One aspect that the older population can add into emergency preparedness is that they have probably been through at least one disaster in their lifetime. The area agencies on aging and the organizations that coordinate emergency protocols should rely on the population to give guidance of best practices that have proved crucial to this planning process.

**In the box below, provide overall demographics of those individuals in your planning and service areas. Information may include the total population 60+, number residing in rural areas 60+, individuals living alone 60+, and other data points for planning purposes.**

- Demographic data (ACS 5 year) provided with the funding formula factor or other sources
- People with disabilities
- Chronic health conditions
- Limited English proficiency
- Individuals experiencing homelessness
- Pre-existing vulnerabilities
- Limited access to resources

# Planning and Coordination



5. Planning and Coordination:

a. Emergency Response Team:

AAA must establish a dedicated emergency response team with designated roles and responsibilities, including staff from the AAA, local emergency management agencies, healthcare providers, and community partners. **List those individuals, applicable entity, and roles and responsibilities:**

- POC and secondary for each Agency and others
- Local jurisdiction oversight
- Hospitals, clinics, EMS, fire department, law enforcement
- Community based group such as faith-based organizations
- Volunteers and volunteer organizations

# Communication Plan



b. Communication Plan:

AAA must develop clear communication protocols to ensure timely information sharing among staff, senior clients, caregivers, and emergency responders, including designated contact numbers, emergency alert systems, and accessible communication methods. **Itemize the communication protocols below:**

- Establish a communication chain
- Build a support network for individuals that can offer assistance during emergencies
- Tailor communication methods – phone, email, text alerts, visual/audio messages
- Develop emergency messaging templates – pre-written – allow for faster, clearer communication
- Share the plan with the support network
- Other methods to ensure safety and well-being of older adults

# Evacuation and Shelter Plan

**DARS** | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

**DIVISION FOR AGING SERVICES**

c. Evacuation and Shelter Plan:

AAA must create detailed evacuation plans for different scenarios, including designated safe locations, transportation arrangements, and procedures for assisting seniors with mobility needs. **List this information below:**

- Location of state and local shelters – consider accessibility and mobility
- Transportation – identify a reliable service and routes
- Emergency kit including essential medications, assistive devices, food, and water
- Power needs – backup power source for medical devices that require electricity and medication refrigeration
- Home safety – escape routes and home modifications such as ramps and adequate lighting

# Special Needs Registry



d. Special Needs Registry:

AAA must maintain a registry of senior clients with specific needs (e.g., medical conditions, language barriers, assistive devices) to tailor response efforts accordingly. **Provide this location where these contents are housed below:**

- The registry aims to improve emergency response for vulnerable individuals by providing responders with crucial information about their needs in advance
- Designed for older adults and people with disabilities who might require assistance during emergencies, like those who need help evacuating or have medical conditions that require specific care
- Include physical disabilities, medical conditions requiring life support, cognitive impairments like dementia, or sensory impairments

# Accessibility

e. Accessibility:

AAA must ensure all communication methods, plans, and materials are accessible to older adults with varying levels of abilities. **Explain how this will be detailed:**

- Ensure that older adults, including those with disabilities, receive essential information about accessibility in a manner that is understandable, accessible, and respectful of their individual needs and preferences

- Multiple communication channels – phone, written materials, visual aids, technology

- Prioritize clarity and simplicity – plain language

# Cultural Sensitivity

**f. Cultural Sensitivity:**

AAA must tailor the plan to address the unique needs of diverse older populations. **Explain how this will be done below:**

- Focus on proactive planning, communication, and tailored support

- Includes those with disabilities, chronic illnesses, those living alone, and those with limited English proficiency

- For example - provide information about potential hazards, emergency procedures, and available resources in multiple formats (e.g., large print, audio recordings, different languages)

# Immediate Response



6. Response Actions:

a. Immediate Response:

Outline immediate actions to be taken upon identification of an emergency, including activating the emergency response team, notifying relevant stakeholders, and initiating emergency communication protocols.

- Crucial to have a clear and organized plan of immediate actions to take - steps adapted from emergency preparedness resources, emphasizing the unique needs of seniors
- Connect with jurisdictional emergency response team and active communication plans
- Prioritize immediate safety, phone tree, reach out to community partners, welfare checks
- Maintain calmness and reassurance

# Client Welfare Checks



b. Client Welfare Checks:

Develop procedures for contacting and checking on the well-being of senior clients during an emergency, including utilizing volunteer networks and community outreach. **List these procedures in the box below:**

- Checking on the well-being of seniors during an emergency requires a multi-faceted approach involving preparedness, communication, and community support

- Build a strong support network

- Utilize existing resources such as client database for information

- Use local resources – ensure first responders and volunteers are aware of needs

# Medical Support

c. Medical Support:

Establish arrangements with healthcare providers to ensure access to medical care for seniors during an emergency, including transportation to healthcare facilities. **List the provider names, locations, and contact details below. Include any formal agreements as an attachment to this plan.**

- Building effective relationships with healthcare providers is critical for ensuring older adults receive optimal care and their preferences are respected

- Contracts with hospitals, emergency clinics, local healthcare/medical organizations, transportation services

# Food and Water Distribution



d. Food and Water Distribution:

Plan for the distribution of food and water supplies to seniors, considering accessibility and special dietary needs. **Explain the process and procedures below:**

- Connect and coordinate with local emergency response lead
- Partnerships with organizations such as food banks and meal providers
- Obtain directly from Walmart, COSCO, Amazon, etc.
- Mass feeding sites, direct distribution to households including home delivered meals
- Grab and Go

# Post-Event Assessment

7. Recovery and Mitigation:

a. Post-Event Assessment:

Conduct a thorough review of the emergency response, identifying areas for improvement and documenting lessons learned. **Document this information below:**

- After-action review or report
- Identify what worked well and what could be improved in future responses
- Process involves gathering data, analyzing it, and developing actionable insights
- Continuous improvement in emergency preparedness and response

# Community Outreach



b. Community Outreach:

Engage with senior communities to provide information about emergency preparedness, including training sessions on disaster response plans and personal emergency kits. **Detail the process below:**

- A multifaceted approach that addresses their specific needs and concerns
- Develop a comprehensive outreach plan
- Enhance support and communication
- Utilize available resources – weather alerts, print materials (Red Cross), and emergency kit content checklist and recommendations

# Partnerships

c. Partnerships:

Coordinate with local, state, and federal emergency response agencies, service providers, relief organizations, local and state governments and any other entities that have responsibility for disaster relief service delivery, as well as with Tribal emergency management, as appropriate. **Document the entities and contact information below:**

- To effectively coordinate emergency preparedness, focus should be placed on planning, communication, and training
- Create an emergency contact list for all entities
- May include entity name, POC, phone and cell numbers, physical address, email address, and after hours contact information

# Risk Assessment

Effective October 1, 2025

# AAA Template (#10)



Area Agency on Aging Template

Risk Assessment for All-Hazards Emergency Response Plan and Continuity of Operations Plan

Agency Name

Effective October 1, 2025

- Definitions
- Scope
- Key Considerations
- Focus Areas
- Risk Assessment Process
- Attachment A – Hazard Mitigation in the Planning and Service Area

# Definitions

▪ Hazard:  A hazard is an act or phenomenon that has the potential to produce harm or other undesirable consequences to a person or thing. Hazards exist with or without the presence of people and land development. Earthquakes, hurricanes, tornadoes, and other geological and meteorological events have been occurring for a very long time, and the natural environment adapted to their impacts. Hazard identification is the process of identifying hazards that threaten a given area.

▪ Vulnerability:  Vulnerability is susceptibility to physical injury, harm, damage, or economic loss.  It depends on an asset's construction, contents, and economic value of its functions.  Vulnerability assessment provides the extent of injury and damages that may result from a hazard event of a given intensity in a given area.

▪ Exposure:  Exposure is the people, property, systems, or functions that could be lost to a hazard.  Generally, exposure includes what lies in the area the hazard could affect.

▪ Risk:  Risk depends on all three factors: hazard, vulnerability, and exposure.  Risk is the estimated impact that a hazard would have on people, services, facilities and structures in a community.  It refers to the likelihood of a hazard event resulting in an adverse condition that causes injury or damage.

# Scope

- A risk assessment for an All-Hazards Emergency Response Plan and Continuity of Operations Plan for Area Agencies on Aging (AAAs) should encompass a comprehensive evaluation of potential risks across various categories
  - Natural Disasters
  - Health Emergencies
  - Operational Failures
  - Security Threats
  - Client-Related Issues
- Focus – identifying vulnerabilities specific to older adults served by the AAA
- Implement mitigation strategies to minimize potential harm

# Key Considerations

- Client-centered approach:  prioritize client safety and well-being throughout the risk assessment process.

- Community collaboration:  partner with local emergency management agencies, healthcare providers, and other community organizations to coordinate response efforts.

- Regular review and updates:  continuously monitor risk factors and update the risk assessment plan as necessary to reflect changing conditions and emerging threats.

# Focus Areas


Virginia Department for Aging and Rehabilitative Services — DARS — Division for Aging Services

**Natural Disasters**

Weather Related

Seismic Activity

**Health Emergencies**

Infectious Disease Outbreak

Mass Casualty Events

**Operational Failures**

Technology Disruptions

Staffing Shortages

Transportation Issues

**Security Threats**

Cybersecurity Breaches

Fraud and Abuse

**Client-Related Issues**

Medical Emergencies

Behavioral Health Concerns

Social Isolation

# Identify Hazards

**5. Risk Assessment Process:**

**a. Identify Hazards:**

Conduct a comprehensive review of potential threats across all categories, considering local risks and specific AAA operations. **Identify those threats below:**

- Identify, analyze, and prioritize threats based on their likelihood to occur and potential impact
- Take into consideration assets, vulnerabilities, and existing controls
- Evaluate the likelihood of the threats materializing and severity of their consequences

# Assess Vulnerability

b. Assess Vulnerability:

Analyze and list below the potential impact of each hazard on clients, staff, and critical infrastructure, taking into account the unique vulnerabilities of the elderly population.

- List the potential impacts of each hazard after analysis is complete

- Evaluate the likelihood of the hazard occurring and severity of potential consequences

- Understand and document the potential harm and who could be affected, considering the vulnerabilities of the population

# Evaluate Likelihood

- Determine the probability of each hazard occurring based on historical data, expert analysis, and environmental factors
- This is the point where Attachment A will need to be completed
- Identifying the type of hazard, frequency, population impact, and property impact

# Assess Vulnerability

**ATTACHMENT A**

**Hazard Mitigation in the Planning and Service Area:** Based on your knowledge of the PSA, complete the following table to determine what hazards might be considered in the risk assessment.

| Type of Hazard | Frequency: Times in the last | | | Population Impact | | | Property Impact | | |
|---|---|---|---|---|---|---|---|---|---|
| | 5 yrs | 10 yrs | 20 yrs | High | Med | Low | High | Med | Low |
| Aircraft Accident | | | | | | | | | |
| Avalanche | | | | | | | | | |
| Civil Disorder | | | | | | | | | |
| Coastal Storm | | | | | | | | | |
| Communication (disruption) | | | | | | | | | |
| Dam Failure | | | | | | | | | |
| Drought | | | | | | | | | |
| Earthquake | | | | | | | | | |
| Extreme Heat | | | | | | | | | |
| Flood (rapid snow melt, ice jam, heavy rain) | | | | | | | | | |
| Hail | | | | | | | | | |
| HAZMAT (fixed facility, transportation) | | | | | | | | | |
| Hurricane | | | | | | | | | |
| Landslide (earthquake including rain-induced) | | | | | | | | | |
| Lightning | | | | | | | | | |
| National Emergency | | | | | | | | | |
| Utility Interruption (communication, electricity, natural gas) | | | | | | | | | |

## Table Contents

**Frequency**
How Often?

**Population Impact**
How Many?

**Property Impact**
How Much?

# Calculate Risk Level

**DARS** | Virginia Department for Aging and Rehabilitative Services

**DIVISION FOR AGING SERVICES**

### d. Calculate Risk Level:

Combine the severity of potential impact with the likelihood of occurrence to prioritize risks. **List the top 10 risks identified in Attachment A below based on highest risk to lowest risk:**

| 1. | |
|----|---|
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

## Example

1. Hurricane

2. Coastal Storm

3. Winter Storm

4. Transportation

# Develop Mitigation Strategies

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
**DIVISION FOR AGING SERVICES**

e. Develop Mitigation Strategies:

Create detailed plans to address identified risks, including preventive measures, emergency response procedures, and communication protocols. **List the plans below:**

- For the prioritized risks, outline the most effective mitigation strategy based on the its nature and potential impact
  - Risk Avoidance
  - Risk Reduction/Control
  - Risk Transfer
  - Risk Acceptance

- Define ownership and resources

- Implement plans as needed

- Adjust plans to enhance strategies

# Tribal Coordination

- 45 CFR § 1321.97 outlines the responsibilities of the SUA and the AAAs regarding emergency planning.

- DARS is responsible for facilitating engagement, communication, technical assistance, and coordination between Title VI Grantees and AAAs. DARS ensures compliance with state and federal regulations through oversight activities.

- AAAs are responsible for meeting and communicating with their service providers and Title VI Grantees, as appropriate, in order to coordinate the development and implementation of an Emergency Preparation & Disaster Response Plan

# Procedures

- DARS-DAS will work to foster relationships with Title VI Grantees across the Commonwealth as part of its broader responsibilities to facilitate coordination with the AAAs and Title VI Grantees. DARS-DAS will strive to identify points of contact for each Title VI Grantee for emergency planning, preparedness, response, and recovery functions.

- DARS-DAS created templates and provide ongoing technical assistance regarding emergency planning, along with other resources to AAAs and Title VI Grantees, as needed or requested

- DARS-DAS will update its continuity of operations plan (COOP), All-Hazards Risk Assessment, and Emergency Response Plan annually.

- In the event of a declared emergency, DARS-DAS will serve as a central point of coordination between DARS-DAS, AAAs, and Title VI Grantees.

# Local Emergency Contacts

- https://lemd.vdem.virginia.gov/Public/

| Locality | Name | Title | Public Email/Website | Address | Office Phone |
|---|---|---|---|---|---|
| Prince William County | Christopher Shorter | County Executive | pwcem@pwcva.gov | 1 County Complex Court, MC470 Prince William, VA 22192-9201 | 703-792-7050 |
| Pulaski County | Brad Wright | Emergency Management Coordinator | bwright@pulaskicounty.org | 143 Third Street NW Suite 1 Pulaski, VA 24301 | 540-994-2574 |
| Radford City | Rodney A. Haywood | Emergency Management Coordinator | rodney.haywood@radfordva.gov | 1500 Wadsworth St Radford, VA 24141 | 540-731-3617 |
| Rappahannock County | Darren Stevens | Emergency Management Coordinator | esc@rappahannockcountyva.gov | PO Box 519 Washington , VA 22747 | 540 675 5330 |
| Richmond City | Anthony McLean | Deputy Coordinator | Anthony.McLean@rva.gov | 201 E. Franklin Street Richmond, VA 23219-2211 | 804-646-2504 |

# Additional Contact

- Virginia Emergency Support
  - TEL (804)267-7600
  - TDD (804)674-2417
  - FAX (804)272-2046

- 211 Virginia

- Near the VA Boarder
  - TEL (800)230-6977
  - NC and TN also have 211 Centers

# Questions?