

Division of Community Nutrition

<i>Subject:</i> Emergency Procedures		<i>Policy:</i> ADM 10.0
<i>Reference:</i> N / A	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> April 15, 2008

I. Policy:

Local agencies shall follow emergency procedures in the event of an emergency situation. Incorporate procedures to continue WIC benefits into the district's Emergency and Business Recovery Plan.

II. Procedure(s):

- A. The local agency shall follow procedures outlined in the district's Emergency and Business Recovery Plan when reporting an emergency situation to the District Director.
 - 1) The District Director (or designee) contacts the State WIC Office on the local agency's operational status by reporting the following information:
 - a. The number of WIC staff and participants affected by the disaster;
 - b. The extent of damage to service delivery;
 - c. If Program records / equipment have been damaged or destroyed;
 - d. The number of WIC vendors closed and if retail purchase is still possible;
 - e. The estimated number of newly eligible applicants as a result of the disaster;
 - f. The estimated length of service disruption;
 - g. If electricity and / or water service has been disrupted;
 - h. The safety of the water supply; and
 - i. If assistance is needed.
 - 2) The District Director and the State WIC Office shall jointly determine whether or not WIC services will continue, be interrupted, or be altered.
- B. Protect all Program records, supplies and equipment from possible damage or destruction.
 - 1) Secure and / or move computer / medical equipment, supplies and participant records.
- C. Follow policy and procedure requirements related to financial eligibility, certification and nutrition education, prescribing the appropriate food package, and food benefit preparation and issuance.
- D. Deliver full benefits to participants under emergency situations by following procedures to ensure provision of services:
 - 1) Maintain a list of names, addresses, telephone numbers and contact persons for emergency centers in order to coordinate services

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- 2) Coordinate services with emergency centers by providing staff for certification and / or food benefit issuance
 - 3) Establish alternative certification and / or food benefit issuance sites
 - 4) Use mobile equipment to provide certification and / or food benefit issuance
 - 5) Inform participants on how to access WIC benefits
 - 6) Inform potential applicants of WIC Program benefits and availability
 - 7) Provide information on food preparation and safety concerns
 - 8) Issue WIC Transfer Cards to participants who relocate
 - 9) Develop or update an alternative emergency food services list
 - 10) Refer participants to alternative emergency food services
- E. Follow evacuation procedures in the event the local agency evacuates the location.
- 1) Secure computer and / or medical equipment, supplies, formula samples, and Program records
 - 2) Notify the State WIC Office that the clinic site is closing
- F. Local agency personnel shall be trained and knowledgeable of all emergency procedures and any updates.