

Assurances

The Area Agency on Aging assures and certifies, with respect to this area plan that it will comply with all applicable federal and state regulations or laws as they relate to this application. It will also comply with all of the following pages of assurances and certifications. Signing of the signature page and initialing and dating each page of the assurances indicates acceptance of these assurances and certifications.

Assurances required by the Older Americans Act of 1965, as reauthorized in 2016

The Area Agency on Aging agrees that it shall:

Sec. 306, AREA PLANS[CB1]

SEC. 306. (a) Each area agency on aging designated under section 305(a)(2)(A) shall, in order to be approved by the State agency, prepare and develop an area plan for a planning and service area for a two-, three-, or four-year period determined by the State agency, with such annual adjustments as may be necessary. Each such plan shall be based upon a uniform format for area plans within the State prepared in accordance with section 307(a)(1). Each such plan shall—

(1) provide, through a comprehensive and coordinated system, for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work), within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers in such area (taking into consideration, among other things, the number of older individuals with low incomes residing in such area, the number of older individuals who have greatest economic need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals who have greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, 10 and the number of older individuals who are Indians residing in such area, and the efforts of voluntary organizations in the community), evaluating the effectiveness of the use of resources in meeting such need, and entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in such area, for the provision of such services or centers to meet such need;

(2) provide assurances that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services—

(A) services associated with access to services (transportation, health services (including mental and behavioral health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under

part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);

(B) in-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and

(C) legal assistance; and assurances that the area agency on aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded;

(3)(A) designate, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multipurpose senior centers (including multipurpose senior centers operated by organizations referred to in paragraph (6)(C)) as such focal point; and

(B) specify, in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated;

(4)(A)(i)(I) provide assurances that the area agency on aging will—

(aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;

(bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and

(II) include proposed methods to achieve the objectives described in items (aa) and (bb) of subclause (I);

(ii) provide assurances that the area agency on aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will—

(I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;

(II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and

(III) meet specific objectives established by the area agency on aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and

(iii) with respect to the fiscal year preceding the fiscal year for which such plan is prepared—

- (I) identify the number of low-income minority older individuals in the planning and service area;
 - (II) describe the methods used to satisfy the service needs of such minority older individuals; and
 - (III) provide information on the extent to which the area agency on aging met the objectives described in clause (i);
- (B) provide assurances that the area agency on aging will use outreach efforts that will—
- (i) identify individuals eligible for assistance under this Act, with special emphasis on—
 - (I) older individuals residing in rural areas;
 - (II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
 - (III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
 - (IV) older individuals with severe disabilities;
 - (V) older individuals with limited English proficiency;
 - (VI) older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
 - (VII) older individuals at risk for institutional placement; and
 - (ii) inform the older individuals referred to in subclauses (I) through (VI) of clause (i), and the caretakers of such individuals, of the availability of such assistance; and
- (C) contain an assurance that the area agency on aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas;
- (5) provide assurances that the area agency on aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities;

(6) provide that the area agency on aging will—

(A) take into account in connection with matters of general policy arising in the development and administration of the area plan, the views of recipients of services under such plan;

(B) serve as the advocate and focal point for older individuals within the community by (in cooperation with agencies, organizations, and individuals participating in activities under the plan) monitoring, evaluating, and commenting upon all policies, programs, hearings, levies, and community actions which will affect older individuals;

(C)(i) where possible, enter into arrangements with organizations providing day care services for children, assistance to older individuals caring for relatives who are children, and respite for families, so as to provide opportunities for older individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults, and families;

(ii) if possible regarding the provision of services under this title, enter into arrangements and coordinate with organizations that have a proven record of providing services to older individuals, that—

(I) were officially designated as community action agencies or community action programs under section 210 of the Economic Opportunity Act of 1964 (42 U.S.C. 2790) for fiscal year 1981, and did not lose the designation as a result of failure to comply with such Act; or

(II) came into existence during fiscal year 1982 as direct successors in interest to such community action agencies or community action programs; and that meet the requirements under section 676B of the Community Services Block Grant Act; and

(iii) make use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing such services and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or participants (such as organizations carrying out Federal service programs administered by the Corporation for National and Community Service), in community service settings;

(D) establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under this Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan;

(E) establish effective and efficient procedures for coordination of—

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Nebraska State Unit on Aging*

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(i) entities conducting programs that receive assistance under this Act within the planning and service area served by the agency; and

(ii) entities conducting other Federal programs for older individuals at the local level, with particular emphasis on entities conducting programs described in section 203(b), within the area;

(F) in coordination with the State agency and with the State agency responsible for mental and behavioral health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental and behavioral health services (including mental health screenings) provided with funds expended by the area agency on aging with mental and behavioral health services provided by community health centers and by other public agencies and nonprofit private organizations;

(G) if there is a significant population of older individuals who are Indians in the planning and service area of the area agency on aging, the area agency on aging shall conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this Act; and

(H) in coordination with the State agency and with the State agency responsible for elder abuse prevention services, increase public awareness of elder abuse, neglect, and exploitation, and remove barriers to education, prevention, investigation, and treatment of elder abuse, neglect, and exploitation, as appropriate;

(7) provide that the area agency on aging shall, consistent with this section, facilitate the area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers, by—

(A) collaborating, coordinating activities, and consulting with other local public and private agencies and organizations responsible for administering programs, benefits, and services related to providing long-term care;

(B) conducting analyses and making recommendations with respect to strategies for modifying the local system of long-term care to better—

(i) respond to the needs and preferences of older individuals and family caregivers;

(ii) facilitate the provision, by service providers, of long-term care in home and community-based settings; and

(iii) target services to older individuals at risk for institutional placement, to permit such individuals to remain in home and community-based settings;

(C) implementing, through the agency or service providers, evidence-based programs to assist older individuals and their family caregivers in learning about and making

behavioral changes intended to reduce the risk of injury, disease, and disability among older individuals; and

(D) providing for the availability and distribution (through public education campaigns, Aging and Disability Resource Centers, the area agency on aging itself, and other appropriate means) of information relating to—

(i) the need to plan in advance for long-term care; and

(ii) the full range of available public and private long-term care (including integrated long-term care) programs, options, service providers, and resources;

(8) provide that case management services provided under this title through the area agency on aging will—

(A) not duplicate case management services provided through other Federal and State programs;

(B) be coordinated with services described in subparagraph (A); and

(C) be provided by a public agency or a nonprofit private agency that—

(i) gives each older individual seeking services under this title a list of agencies that provide similar services within the jurisdiction of the area agency on aging;

(ii) gives each individual described in clause (i) a statement specifying that the individual has a right to make an independent choice of service providers and documents receipt by such individual of such statement;

(iii) has case managers acting as agents for the individuals receiving the services and not as promoters for the agency providing such services; or

(iv) is located in a rural area and obtains a waiver of the requirements described in clauses (i) through (iii);

(9) provide assurances that the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2000 in carrying out such a program under this title;

(10) provide a grievance procedure for older individuals who are dissatisfied with or denied services under this title;

(11) provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as “older Native Americans”), including—

(A) information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the area agency on aging will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title;

(B) an assurance that the area agency on aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and

(C) an assurance that the area agency on aging will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans; and

(12) provide that the area agency on aging will establish procedures for coordination of services with entities conducting other Federal or federally assisted programs for older individuals at the local level, with particular emphasis on entities conducting programs described in section 203(b) within the planning and service area.

(13) provide assurances that the area agency on aging will—

(A) maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships;

(B) disclose to the Assistant Secretary and the State agency—

(i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and

(ii) the nature of such contract or such relationship;

(C) demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such contract or such relationship;

(D) demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such contract or such relationship; and

(E) on the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals;

(14) provide assurances that preference in receiving services under this title will not be given by the area agency on aging to particular older individuals as a result of a contract or commercial relationship that is not carried out to implement this title;

(15) provide assurances that funds received under this title will be used—

(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and

(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

(16) provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care; and

(17) include information detailing how the area agency on aging will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery.

(b)(1) An area agency on aging may include in the area plan an assessment of how prepared the area agency on aging and service providers in the planning and service area are for any anticipated change in the number of older individuals during the 10-year period following the fiscal year for which the plan is submitted.

(2) Such assessment may include—

(A) the projected change in the number of older individuals in the planning and service area;

(B) an analysis of how such change may affect such individuals, including individuals with low incomes, individuals with greatest economic need, minority older individuals, older individuals residing in rural areas, and older individuals with limited English proficiency;

(C) an analysis of how the programs, policies, and services provided by such area agency can be improved, and how resource levels can be adjusted to meet the needs of the changing population of older individuals in the planning and service area; and

(D) an analysis of how the change in the number of individuals age 85 and older in the planning and service area is expected to affect the need for supportive services.

(3) An area agency on aging, in cooperation with government officials, State agencies, tribal organizations, or local entities, may make recommendations to government officials in the planning and service area and the State, on actions determined by the area agency to build the capacity in the planning and service area to meet the needs of older individuals for—

(A) health and human services;

(B) land use;

(C) housing;

(D) transportation;

(E) public safety;

(F) workforce and economic development;

(G) recreation;

(H) education;

(I) civic engagement;

(J) emergency preparedness;

- (K) protection from elder abuse, neglect, and exploitation; and
- (L) any other service as determined by such agency.

(c) Each State, in approving area agency on aging plans under this section, shall waive the requirement described in paragraph (2) of subsection (a) for any category of services described in such paragraph if the area agency on aging demonstrates to the State agency that services being furnished for such category in the area are sufficient to meet the need for such services in such area and had conducted a timely public hearing upon request.

(d)(1) Subject to regulations prescribed by the Assistant Secretary, an area agency on aging designated under section 305(a)(2)(A) or, in areas of a State where no such agency has been designated, the State agency, may enter into agreement with agencies administering programs under the Rehabilitation Act of 1973, and titles XIX and XX of the Social Security Act for the purpose of developing and implementing plans for meeting the common need for transportation services of individuals receiving benefits under such Acts and older individuals participating in programs authorized by this title.

(2) In accordance with an agreement entered into under paragraph (1), funds appropriated under this title may be used to purchase transportation services for older individuals and may be pooled with funds made available for the provision of transportation services under the Rehabilitation Act of 1973, and titles XIX and XX of the Social Security Act.

(e) An area agency on aging may not require any provider of legal assistance under this title to reveal any information that is protected by the attorney-client privilege.

(f)(1) If the head of a State agency finds that an area agency on aging has failed to comply with Federal or State laws, including the area plan requirements of this section, regulations, or policies, the State may withhold a portion of the funds to the area agency on aging available under this title.

(2)(A) The head of a State agency shall not make a final determination withholding funds under paragraph (1) without first affording the area agency on aging due process in accordance with procedures established by the State agency.

(B) At a minimum, such procedures shall include procedures for—

- (i) providing notice of an action to withhold funds;
- (ii) providing documentation of the need for such action; and
- (iii) at the request of the area agency on aging, conducting a public hearing concerning the action. (3)(A) If a State agency withholds the funds, the State agency may use the funds withheld to directly administer programs under this title in the planning and service area served by the area agency on aging for a period not to exceed 180 days, except as provided in subparagraph (B).

(B) If the State agency determines that the area agency on aging has not taken corrective action, or if the State agency does not approve the corrective action, during the 180-day period described in subparagraph (A), the State agency may extend the period for not more than 90 days.

REC'D

**BLUE RIVERS AREA AGENCY ON AGING
COMMUNITY BUILDING LEASE AGREEMENT**

APR 17 2017

January 1, 2017 to December 31, 2021

BLUE RIVERS AREA
AGENCY ON AGING

Lease

THIS AGREEMENT is made between the City of Fairbury, Nebraska, a municipal corporation (City), and Blue Rivers Area Agency on Aging (Blue Rivers).

Recitals

- A. City is the owner of the premises described below, and has agreed to lease same to Blue Rivers for the purpose of operating senior meals, dining, and transportation programs:
- B. Blue Rivers has agreed to lease the premises, and the parties desire to enter into a lease agreement defining their rights, duties, and liabilities relating to the same.

In consideration of the mutual promises contained herein, the parties agree as follows:

1. **Leased Premises.** City hereby leases to Blue Rivers the Community Building in the Fairbury City Park, excluding that portion occupied by the gymnasium, and specifically including the main kitchen, dining room, lobby, front office, storage areas on each side of the stage, and restroom facilities (the "Leased Area").
2. **Term.** This lease is for a term of five years commencing January 1, 2017 and ending December 31, 2021.
3. **Rent.** Blue Rivers agrees to pay to City at the Office of the City Clerk, P.O. Box 554, Fairbury, Nebraska 68352, a monthly rental of \$675 payable on the first day of each month during the term commencing January 1, 2017.
4. **Renewal Option.** Blue Rivers is granted the option to renew this lease for an additional term, of five years based upon the same terms and conditions, subject to a renegotiation of the rental amount. The renewal option shall be exercised by Blue Rivers by giving the City three months written notice prior to the conclusion of the initial lease term.
5. **Building Usage.** Blue Rivers shall have priority, but not exclusive, usage of the Leased Area between the hours of 7:00 a.m. and 5:00 p.m. Mondays through Fridays. Use of the dining area shall be non-exclusive to the extent that the facilities may be utilized by persons or groups authorized by the City so long as said usage does not interfere with operation of Blue Rivers' programs as determined at the sole discretion of the City. Concurrent usage by other groups shall specifically include utilization of the kitchenette located on the east wall of the dining area and space immediately adjacent thereto. City reserves the right to rent the Leased Area, excluding the main kitchen, to other persons or groups during those hours the premises are not occupied by Blue Rivers or for concurrent use that does not interfere with Blue Rivers' activities, as determined at the sole discretion of the City.

BLUE RIVERS AREA AGENCY ON AGING COMMUNITY BUILDING LEASE AGREEMENT

January 1, 2017 to December 31, 2021

6. Special Events. It is understood that the City may occasionally have special activities or events of community interest which require use of the entire building by the City, and the parties agree to cooperate with respect to making the leased premises available on such occasions. Blue Rivers shall be given at least two weeks advance notice of the City's need of the building for such purposes, and such use shall not be so frequent as to interfere with the daily operation of Blue Rivers' programs.

7. City's Responsibilities. City agrees as follows:
 - A. To pay all electric, water, sewage and garbage bills;
 - B. to be responsible for lawn mowing and general maintenance;
 - C. To assist with snow removal as personnel and equipment are available;
 - D. To make such structural alterations and improvements as may be necessary to ready the premises for occupancy by Blue Rivers and as agreed upon by the parties.

8. Blue Rivers' Responsibilities. Blue Rivers agrees as follows:
 - A. To pay all natural gas bills and its own telephone expense; and
 - B. To maintain, re-paint as needed, and otherwise care for that portion of the building which it occupies.
 - C. To provide such new kitchen equipment as it may require to operate its meals and dining programs.
 - D. To be responsible for snow removal with the City's assistance as available.
 - E. To pay the costs of equipment and materials for the kitchenette located on the east wall of the dining area.

9. Main Kitchen. Upon conclusion of the lease term, Blue Rivers shall be entitled to remove all equipment or appliances not physically attached to the building and which it provided or for which it paid. Costs of future repair, maintenance, and replacement of the equipment shall be borne by Blue Rivers during the period of its tenancy. Blue Rivers shall have exclusive use of the main kitchen during the term of this

lease, and said kitchen area may be utilized by the City only with the consent of Blue Rivers upon terms and conditions satisfactory to both parties. The main kitchen area will remain locked at all times when Blue Rivers is not occupying the building, as shall storage areas adjacent to the stage and the front office.

BLUE RIVERS AREA AGENCY ON AGING COMMUNITY BUILDING LEASE AGREEMENT

January 1, 2017 to December 31, 2021

10. Janitorial Services. Blue Rivers shall furnish Janitorial services required during its period of priority occupancy. City shall be responsible for clean-up and janitorial services required by reason of usage by other groups or persons.
11. Indemnification. Blue Rivers , on behalf of itself and its respective agents, officials, representatives, officers, directors, shareholders, employees, attorneys, successors, assigns, heirs, insureds, subsidiaries, and related companies and entities, hereby agrees to release, defend, indemnify, and hold harmless the City, and its respective agents, officials, representatives, officers, directors, employees, attorneys, successors, assigns, heirs, subsidiaries, and related entities, from and against any and all liability, claims, fines, settlements, damages, demands, suits or causes of action of whatsoever nature, including but not limited to reasonable attorney's fees and costs, asserted by any person, company, or entity for any claims and/or for any expenses incurred, based on, arising out of, or related in any way, directly or indirectly, to Blue Rivers' use of the City's property under this Agreement. Blue Rivers shall be responsible for any hazards created through its acts or omissions or those of its agents or employees. Blue Rivers shall procure and maintain all bodily injury, property damage, and liability insurance appropriate and/or required by law for the its activities on City property. Such insurance shall insure, on an occurrence basis, against liability of Blue Rivers arising out of or in connection with, or related in any way, directly or indirectly, to its activities on City property, all as provided for herein. The City shall be named as an additional insured on any such policy for purposes of such activities. Blue Rivers shall provide to the City Clerk proof of such insurance. The provisions of this paragraph may be waived by the City in writing signed by a representative of the City.
12. Assignment and Subleasing. Blue Rivers shall not assign this lease or sublet the premises to any other party without City's prior written consent.
13. Americans with Disabilities Act. All improvements made by the City to the leased premises, and all equipment installed by Blue Rivers, shall comply with requirements of the Americans with Disabilities Act.
14. Amendment and Modification. The parties recognize that issues may arise during the lease term that have not been addressed by this lease or that changing circumstances may make modification and amendment of the lease desirable. Upon notice by either party to the other of any such issues or circumstances, both parties agree to negotiate in good faith to arrive at appropriate amendment or modification of lease terms. No such amendment or modification shall become effective unless executed in writing by the signature of both Parties.
15. Right of Entry. City's agents and representatives shall have access to the premises at all times, so long as such entry does not unreasonably interfere with Blue Rivers' operations.

Damage by Casualty. If the lease premises or any portion thereof shall be partially damaged or destroyed by fire or any other cause, but shall still be suitable for occupancy by Blue Rivers, then

**BLUE RIVERS AREA AGENCY ON AGING
COMMUNITY BUILDING LEASE AGREEMENT**

January 1, 2017 to December 31, 2021

the same shall be repaired by City at City's expense (subject to such reimbursement as may be required herein) as speedily as practicable. In the event that the leased premises shall be totally destroyed by fire or any other cause as determined by the City at its sole discretion, the City or Blue Rivers may terminate this lease upon 30 days written notice to the other, and Blue Rivers shall be liable for the rent only to the date of such destruction or damage.

16. Default or Breach. Each of the following events shall constitute a default or breach of this lease by Blue Rivers:

- A. If Blue Rivers shall fail to pay City any rent when the rent shall become due, and shall not make the payment within 15 days after written notice thereof by City to Blue Rivers;
- B. If Blue Rivers shall fail to perform or comply with any of the conditions of this lease, and if the non-performance shall continue for a period of 15 days after notice thereof by City to Blue Rivers; or
- C. If Blue Rivers shall vacate or abandon the leased premises.

In the event of any default, City shall have the right to cancel or terminate this lease by giving Blue Rivers not less than 15 days' notice of cancellation and termination, and, upon expiration of the time fixed in the notice, to reenter and take possession of the premises.

17. Surrender of Premises. At the expiration of the term of this lease, or renewal thereof, Blue Rivers shall peacefully quit and surrender possession of said premises in the present condition and state of repair, ordinary wear and tear excepted.

18. Successors. These parties bind their successors and assigns to performance of the terms of this agreement.

EXECUTED in duplicate this 1ST day of February, 2017

CITY OF FAIRBURY, NEBRASKA

By: Homer L. Ward
Homer L. Ward, Mayor

BLUE RIVERS AREA AGENCY ON AGING

By: Joe Olson
Title: Executive Director

ATTEST: Carissa Lufkin
Carissa Lufkin, City Clerk

RECEIVED

**SUBAWARD AGREEMENT
BETWEEN
BLUE RIVERS AREA AGENCY ON AGING
AND
AUBURN SENIOR CENTER**

AUG 20 2018

BLUE RIVERS AREA
AGENCY ON AGING

THIS AGREEMENT, made and entered into by and between **Blue Rivers Area Agency on Aging**, 103 Eastside Boulevard, Beatrice, Nebraska (hereinafter BLUE RIVERS AAA) and **AUBURN SENIOR CENTER**, 1101 J St. #1, Auburn, Nebraska (hereinafter Subrecipient).

PURPOSE: The purpose of the subaward agreement is for the provision of congregate and home delivered meals authorized by the Older Americans Act of 1965 as Amended in 2006 US Public Law 109-365 § 311 [42 USC § 3030a].

I. PERIOD OF PERFORMANCE AND TERMINATION

A. **TERM:** A period of one year beginning the 1st day of July, 2018, and ending the 30th day of June, 2019.

B. **TERMINATION:** This agreement may be terminated at any time upon mutual written consent or by either party to reason upon submission of written notice to the other party at least Thirty days prior to the effective date of termination. In the event either party terminates this agreement, Subrecipient shall provide to BLUE RIVERS AAA all materials related to this service within 30 days. If the Subrecipient cannot or does not demonstrate the capacity to develop, organize, and operate the Meal Program in a satisfactory manner, BLUE RIVERS AAA reserves the right to cancel this agreement. Reimbursement to Subrecipient is contingent upon the availability of funds to BLUE RIVERS AAA from the Department of Health and Human Services funding source.

II. AMOUNT OF AWARD:

- A. BLUE RIVERS AAA agrees to pay Subrecipient the following:
1. The current rate authorized by Nutritional Services Incentive Program (N.S.I.P.) for each meal served to an eligible participant. The amount shall not exceed \$9,000.00 (Nine Thousand Dollars and zero cents)
 2. An amount not to exceed \$9,900 (Nine Thousand nine hundred dollars and zero cents) for the cost of raw food for the program.

3. An amount not to exceed \$3,000 (three thousand dollars and zero cents) for the use of building space for the transportation program.

B. PAYMENT STRUCTURE: Payment shall be structured as follows:

Subsequent to receipt of the required reports, Blue Rivers AAA agrees to pay the NSIP rate for home delivered and congregate meals.

Upon submission of an invoice, Blue Rivers AAA agrees to pay a monthly amount of \$825 for food costs and \$250 for building space.

III STATEMENT OF WORK

A. Subrecipient agrees to provide congregate or home delivered meals meeting eligibility requirements under the Older Americans Act (OAA).

1. Nutrition Service Incentive Program defines eligible participants as:
 - a. Individuals sixty years of age or older;
 - b. A spouse of someone sixty years of age or older who is under age 60, if they attend the meal site together;
 - c. A volunteer working in the senior center, senior center kitchen, and/or delivering home delivered meals who is under sixty years of age;
 - d. A guest who is 60 years and older is eligible up to three times before completing the demographic intake form;
 - e. Individuals with disabilities who reside at home with and accompany individuals who are sixty years of age or older; and
 - f. Staff who work at the meal site who are sixty or over.
2. Subrecipient agrees to obtain registration information for all new participants served by submitting the Demographics Intake form to BLUE RIVERS AAA at:

Blue Rivers Area Agency on Aging
Attn: Marcia
103 Eastside Boulevard
Beatrice, NE 68310

3. Suggested Contribution Meals and Full Cost Meals

- a. The Subrecipient will not apply a fixed charge for meals served to eligible participants but a suggested contribution is allowable.
- b. The suggested contribution and amount of the full cost of the meal will be posted on a sign that is clearly visible at the Subrecipient meal site.
- c. Participants fifty-nine (59) years of age or younger who do not meet the eligibility criteria must pay the full cost for the meal to the Site Manager. The participant will be given a receipt for that meal.

4. Non-Eligible Meals:

- a. Meals served to individuals that qualify for Nebraska Department of Health and Human Services "Means Tested" programs (Title XX, Medicaid Waiver, League of Human Dignity, etc.) are not eligible to receive Nutritional Services Incentive Program (N.S.I.P.) reimbursement from BLUE RIVERS AAA.
- b. A guest who is under the age of 60.
- c. Staff who work at the meal site and are under age 60.

5. Attendance and Reservation:

A record of who consumed the meal will be maintained at the site. Either the participant writes their own name on the reservation/attendance form or the center manager can write the participant's name on the form before or after the meal. The attendance and reservation form must be kept on file for one year.

6. Monthly Menu

The monthly menu will be written so that it follows the meal pattern included with this agreement. New menus need to be sent at least 10 days before the menu is used to:

Blue Rivers Area Agency on Aging
Attn: Glenda Van Eperen, Nutrition Manager
103 Eastside Boulevard
Beatrice, NE 68310

7. Meals served must provide one-third (1/3) of the Dietary Reference Intake (D.R.I.) for individuals age sixty (60) and over. To meet the one-third (1/3) of the Dietary Reference Intake (DRI) for individuals age sixty (60) and over a monthly menu will be written so that it follows the meal pattern included with this agreement.
8. Grid sheets should be completed daily indicating which individuals consumed a meal that day. Grid sheets should be marked indicating which individuals qualify for Nebraska Department of Health and Human Services "Means Tested" programs (Title XX, Medicaid Waiver, League of Human Dignity, etc.). At the end of each month the grid sheet will be totaled to show how many meals each individual consumed that month. These reports will be sent to Marcia on or before the 5th day of each month.

B. Subrecipient will submit the following by the 5th day following the end of the month:

1. fiscal report showing the actual expenditures;
2. participant contributions report with signatures of persons who counted and verified the amount;
3. monthly meal report listing meal count for:
 - Eligible participants,
 - "Means Tested" participants (Title XX, Medicaid Waiver, League of Human Dignity, etc.), and
 - Ineligible participants.

The above reports will be submitted to: Blue Rivers Area Agency on Aging.

BLUE RIVERS AAA agrees to:

1. Provide monthly grid sheets;
2. Provide technical assistance;
3. Monitor the program compliance; and
4. Provide nutrition counseling on a one on one basis, when requested.

Standard Provisions and Assurances

The Subrecipient will:

1. operate in accordance with the Older Americans Act of 1965, as amended, and the regulations and instructions issued there under.
2. ensure that all published material and news releases conspicuously acknowledge the Nebraska State Unit on Aging and Blue Rivers AAA support of this project;
3. follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
4. submit the financial and program records of the project available to Blue Rivers AAA. Requests for payments submitted by the Subrecipient shall contain sufficient detail to support payment;
5. have, and furnish assurance thereof that it has in force, third party blanket liability coverage sufficient to protect it and Blue Rivers AAA in case of accident on the project premises;
6. prepare and submit a current plan for services to the elderly during disaster, including, but not limited to, tornado (high winds), chemical, nuclear, flood, and blizzards. As part of the plan for services to the elderly during disaster, include the pandemic Flu Plan showing how your agency will recognize the different disaster response strategies to an infectious disease occurrence vs. a response to a natural disaster.
7. prior to making any programmatic changes submit a written request to Blue Rivers AAA for approval. Blue Rivers AAA shall approve or disapprove in whole or in part in writing within thirty (30) days of recipient of such request.
8. comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, NEB. REV. STAT. §48-1101 to 48-1125. Violation of said statutes and regulations will constitute a material breach of this subgrant.
9. not assign or transfer any interest, rights or duties under this subgrant to any person, firm, or corporation without prior written consent of Blue Rivers AAA. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subgrant.

10. agree, in accordance with 41 USC 701 et al., to maintain a drug-free workplace by: (1) publishing a drug-free workplace statement; (2) establishing a drug-free awareness program; (3) taking actions concerning employees who are convicted of violating drug statutes in the workplace; and (4) in accordance with 2 CFR 180.230, identify all workplaces under its federal awards.
11. will employ and direct personnel, as it requires, to perform its obligations under this subgrant, exercise full authority of its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subgrant; and
12. use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

FOR BLUE RIVERS AREA
AGENCY ON AGING

AUBURN SENIOR CENTER


Signature

Zoe Olson
Executive Director

Date: 6-25-2018


Signature

Auburn Senior Center
Board President

Date: 7-17-18

Emergency Plan

Blue Rivers Area Agency on Aging

Syracuse Senior Center
303 Railroad Ave
Syracuse, NE 68446
Site Manager Christie Brehm
402-269-2957

A. Emergency Plan

Management has the responsibility to develop and implement written emergency plans addressing the major known emergencies that could arise in the workplace. This plan will provide evacuation procedures, response to a medical emergency, the handling of various forms of violence, (i.e., bomb threats, on-site verbal or non-verbal threats, physical attacks by individuals or weapons), hazardous materials spills or exposures, security, and providing for the continuity of business in the event of a disaster. Generally, the following emergencies are addressed:

- § Fire
- § Medical Emergency
- § Weather - Tornado
- § Violence in the Workplace
- § Hazardous Materials Spills or Exposures

Each nutrition site and public transportation office has a written emergency plan addressing the above.

B. Fire

All employees will be offered training in the use of a fire extinguisher within the first year of employment and thereafter annual refresher courses. The program manager will arrange for this training.

Should you discover a fire, loudly announce to others its location, if known. If trained in the use of a fire extinguisher, make a decision to fight or flee. Remember, there is nothing more important at the site of the fire than your life or the lives of others.

1. Fighting a Fire

- a. Call or direct an employee to call the local emergency number; then,
- b. Alert others to the fire; and
- c. With a fire extinguisher use the "P-A-S-S" system:
 - 1) Pull the pin;
 - 2) Aim the nozzle at the base of the fire;

- 3) Squeeze the handle;
- 4) Sweep the nozzle from side to side.

2. Fleeing from a Fire

- a. Announce loudly there is a fire and, if known, its location;
- b. Tell others in the immediate area to evacuate and activate the emergency notification process to alert all others on the premises to the danger;
- c. Evacuate using the nearest exterior exit; – do not go back for personal possessions or other county property;
- d. Call the emergency number **after** you have evacuated;
- e. Go to your department's preassigned assembly point, which will be a minimum of 500 feet from the fire and out of harm's way.

C. Medical Emergency

Employees working in locations where medical services or a hospital or clinic are not available within four (4) minutes following a medical emergency will be offered First Aid and Cardiopulmonary Resuscitation (CPR) training. This training is on a voluntary basis at the expense of Blue Rivers Area Agency on Aging. The Executive Director will arrange the training.

If you provide emergency first aid or CPR, or other emergency care at the scene of an accident or other emergency gratuitously, neither you nor the county can be held liable for any civil damages. Neb. Rev. Stat. 25-21,186, known as the Good Samaritan Law, addresses liability in such cases.

Response to a Medical Emergency:

If you are present or are an early arrival at the scene of a serious accident, the following is suggested:

1. Remain calm and encourage others to do the same.
2. If a doctor, nurse or other person trained in first aid is present, offer your assistance.
3. If there is no qualified medical personnel or person trained in first aid, call for aid and provide what assistance you can until trained help arrives.

Generally, the following steps should be followed:

1. Do not move a victim unless absolutely necessary.
 - a. If blood or other body fluids containing blood are present, use personal protective equipment if available.
2. Call or delegate someone to call for aid.
3. Check pulse.
 - a. No pulse – Perform CPR.
 - 1) Use a one-way breathing device if available.
4. Check breathing.
 - a. No breathing - Perform mouth-to-mouth resuscitation.
 - 1) Use a one-way breathing device if available.
5. Stop serious bleeding by applying pressure to the affected area.
6. Treat for shock.
7. Treat for poisoning, if indicated.

8. If conscious, reassure the victim that aid is on the way.
 - a. Never offer a diagnosis to the victim.
 - 1) Do not tell a victim or others of a specific type of injury (a broken arm, internal injuries, etc.), this judgment should be made by a qualified medical professional.
 - b. If possible, do not allow onlookers to comment on the condition of the victim as they may cause further emotional trauma.
9. Make the victim as comfortable as possible while waiting for aid.
10. Stay at the scene until emergency personnel arrive and provide any requested assistance.
11. Discuss the accident or injuries only with responding and/or investigating law enforcement officials other qualified authority. Give all factual information that relates to the accident.

When you call for emergency aid or when you send someone to call for aid, remember to provide as accurate a location as possible: road or highway number and the approximate distance and direction from a specific location; how many persons are injured; types of injuries; types of dangers, etc.

Know the emergency number for our area, which in most instances will be “911.” If you do not know the emergency number for a particular location, dial “0” and tell the operator that you are making an emergency call. The operator should connect you with the proper authority

D. First Aid Kits

A first aid kit capable of meeting an emergency situation equal to the total number of employees either in each office or on each floor shall be located in a visible and easily accessible location. The location of the first aid kit will be made known to all employees by the site manager.

E. Weather

Tornado: Being located in Tornado Alley, it is not unusual for our area to experience exposure to such storms. Employee safety is of primary importance, so follow these directions:

Inside Buildings

- § When tornado sirens sound or an announcement is issued by another qualified source, take shelter in the women’s restroom – the designated shelter for this location.
- § Do not make phone calls as this could overload the phone system and cause a heightened dangerous condition.
- § Remain in the shelter until you are advised to leave by the staff member in charge.

In the Field

- § Leave your vehicle or equipment immediately.
- § Take shelter in a strong and stable structure, if available.
- § If no shelter is available find a low depression, such as a ditch, and lie flat, face down with your arms covering your head.
- § It is **not** recommended you take shelter under a viaduct or bridge.

Snowstorm Conditions: If you become stranded during a snowstorm, do not leave your vehicle. Turn your emergency flashers on and, if you have a cell phone or other communications equipment, make contact with a base station or the emergency center and tell them your (approximate) location. Only run your vehicle motor for five (5) minutes every 15 minutes. Make sure the exhaust system is not blocked by snow. Allow fresh air into your vehicle by slightly opening a window.

F. Bloodborne Pathogens

Bloodborne pathogens are microorganisms that are present in human blood and can cause disease to humans. It is best to assume that any body fluids from an injured person contain such microorganisms and that protection, such as latex or hypo-allergic gloves and one-way breathing devices, is used prior to exposure. Any employee exposed to the body fluids of a person should advise their supervisor as soon as possible and seek medical attention.

Any employee who is stuck by a needle or other type of sharp object or whose eyes, nose, mouth or broken skin comes in contact with blood should:

- § Immediately flush the exposed area with water and clean any wound with soap and water or a skin disinfectant if available;
- § Seek medical attention; and,
- § Report the incident to the program manager and Human Resources immediately.

No Blue Rivers Area Agency on Aging employees are deemed in high-risk situations for such an exposure and therefore will not be provided the opportunity to participate in the Hepatitis B vaccination program. Staff are encouraged to receive the Hepatitis B vaccine if directed by their personal physician.

G. Violence in the Workplace

Violence in the workplace, including sexual harassment, will not be tolerated. Each department head will conduct annual reviews with their employees, addressing how incidents of this nature are to be handled when such conduct occurs, whether by a member of the public, a co-worker, or by individuals doing business with the county. The Executive Director will make arrangements for training in this area.

Workplace violence is considered as the threat of violence against a county worker. It can occur at the workplace or off-site and can range from verbal abuse and threats to physical assaults and homicide.

Blue Rivers Area Agency on Aging takes a position of **zero tolerance** in the area of workplace violence, be it either against or by a county employee. The complete policy can be found in our Personnel Manual.

Each office and department has a written plan addressing bomb and other types of terroristic threats. Follow your written plan procedures.

H. Disaster Plan

In the event of a disaster such as: tornado, hail, high wind, winter storm, high heat, flooding, fire, nuclear power plant or earthquake, Blue Rivers Area Agency on Aging staff are directed to follow the Blue Rivers Area Agency on Aging Disaster Emergency Response Plan.

SOUTHEAST NEBRASKA COMMUNITY ACTION PARTNERSHIP INC.

EMERGENCY OPERATIONS PLAN

June 2017



“Investing in our Neighbors through Education and Partnerships to Improve Lives and Build Strong Communities in Southeast Nebraska”

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SENCA BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions taken by responsible elements of the employees within SENCA to:

- A. Detect and protect against, threats or incidents of terrorism, natural disasters, major emergencies, and incidents of national significance,
- B. Prevent against avoidable disasters by reducing the vulnerability of SENCA buildings to any disasters that may strike,
- C. Establish capabilities for protecting everyone from the effects of disasters,

II. SCOPE

Implementation of this all-hazards plan will enable SENCA to continue operations during a disaster event while reducing or preventing the loss of life, damage to property and aid in the community economic and infrastructure recovery. Officials within the organization are aware of the possibilities of an emergency or disaster and of their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed.

III. SITUATION

- A. SENCA, with employment of approximately 65 persons, in six Nebraska counties (Cass, Otoe, Johnson, Nemaha, Pawnee, and Richardson) is vulnerable to many hazards that can disrupt the community, create damage and cause injury or death. SENCA has identified hazards which could affect the employees and property. The most severe of these hazards are severe weather, tornadoes, floods, etc.
- B. *An incident* or emergency at the Cooper Nuclear Power Station which is located near Brownville, NE in Nemaha County is a special hazard considered for SENCA. SENCA has two locations in Auburn, NE that are not located in the Plume Exposure Emergency Planning Zone (EPZ) of 10 miles. However, locations in Auburn, Falls City, Humboldt, Nebraska City, Pawnee City, Table Rock, and Tecumseh are located almost entirely within the Ingestion Exposure Pathway EPZ 50 mile radius. This would involve possible impact resulting from ingestion of contaminated surface water, human food or animal food. This will be discussed more in Annex B.

- C. Approximately 75% percent of the SENCA buildings reside in the 100-year flood plain boundary. Flooding is a potential hazard that has become a higher priority in the last several years due to the amount of rain Nebraska receives on an annual basis. Floods are talked about more in Annex B.

IV. ASSUMPTIONS and PLANNING FACTORS

- A. Outside assistance would be available in most disasters. Examples would include county emergency management, Red Cross, and Salvation Army. However, it is essential for SENCA to be prepared to carry out short-term recovery actions on an independent basis.
- B. A major disaster may occur at any time, and at any place, within the six county areas. In some cases, warnings and increased preparedness measures may be possible. Many disasters can and will occur with little or no warning.
- C. Implementation of this Plan will reduce or prevent the loss of life and damage to property. Officials within SENCA are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fulfill those responsibilities as needed.

V. ORGANIZATION / RESPONSIBILITIES

A. SENCA Leadership Responsibilities

The responsibility for the safety and welfare of the employees of SENCA and its communities rests with the Executive Director, Management Team, and Safety Committee. To fulfill this responsibility SENCA must:

1. Provide overall policy, leadership and direction and strategic guidance,
2. Provide resources during emergency preparedness, response and recovery activities.
3. Give authority to accomplish the incident objectives.

Providing policy direction does not mean that these officials direct the incident objectives or tactics. The elected/appointed officials will implement these and other plans to ensure emergency actions are taken in a timely manner to provide care and support for those employees affected.

B. Responsibilities

SENCA is responsible for developing and maintaining emergency/disaster procedures. This Plan has three primary functional areas of responsibility (detailed in Annexes) that define the tasks necessary to ensure public safety

and welfare. Specific activities are covered in the Annexes. In general, the functional areas cover:

1. Direction and Communication (*Annex A*)

The primary goal of this annex is to provide procedures for centralized and coordinated management and provide information and guidance concerning available communication in order to best protect the employees and property of SENCA.

2. Potential Hazards (*Annex B*)

The primary goal of this annex is to prepare all employees for the potential hazards that can affect SENCA. This annex will list and explain what you should do if a flood, tornado, etc. hits SENCA.

3. Evacuation (*Annex C*)

The goal is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate is normally made by the site supervisor.

VI. CONCEPT of OPERATIONS

A. General

This Plan is based on the concept that emergency functions for SENCA involved in emergency management will generally parallel their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Departments and personnel efforts will be redirected to accomplish the emergency tasks assigned to them. In keeping with the National Incident Management System (NIMS), this Plan is concerned with all types of emergency situations.

B. Continuity of Organizational Leadership

1. Succession of Command:

The lines of succession for SENCA are defined in Annex A, Direction and Communication.

2. Preservation of Records

The preservation of important records and taking measures to ensure continued operation and reconstitution SENCA during and after

catastrophic disasters or national security emergencies is the responsibility of the executives. Normally, the development and maintenance of procedures for ensuring continuity of operations will be carried out the Executive Director and Management Team. A system to maintain the most recent revisions, additions, to safeguard essential records, and to recover them should the primary storage be damaged should be in place. Records to be preserved will include as a minimum:

- a. Records protecting the rights and interests of SENCA and its employees (vital statistics, plats, deeds, mortgage, land and tax, papers of incorporation, school records, grant files, etc.).
- b. Records required by health, fire, law enforcement and public works to conduct emergency operations (emergency plans and procedures, personnel lists) and help assess damage to SENCA properties.
- c. Records required to re-establish normal functions and to protect the rights and interests of SENCA (financial records).

3. Protection of Resources

Procedures and guidelines are established in this Plan and separately, to provide for the physical safety of personnel, records, and equipment.

- a. **Personnel:** All buildings should have tornado protection, fire escape and evacuation plans, protective shelter locations including means of exiting, and accommodations and provisions for handicapped persons.
- b. **Records:** Essential records are stored in on the first floor file room and in the basement storage area of the Humboldt Central Office. Client records are stored offsite and computers are backed up to IDrive or offsite data storage facility.

C. Notification

Initial notification of an emergency or disaster event occurring within the SENCA service area would normally come from a citizen's report to law enforcement or fire services in the affected area. A hazardous materials incident notification will come from a facility with Title III reporting requirements, or from the carrier, in the event of a transportation incident. Notification of events occurring outside of the SENCA area could come from several sources:

1. National Weather Service (NWS)
2. Associated SENCA locations
3. Nebraska Emergency Management Agency (NEMA)

4. Community Partners

D. Plan Implementation

The Executive Director, on the advice of the Management Team or Safety Committee, will decide to implement all or part of this plan. If implemented:

1. All affected SENCA buildings will immediately stop all non-essential actions. If a portion of the Plan cannot be activated, the Executive Director or Safety Committee will be immediately notified so alternate arrangements can be made.

E. Protection of the Staff

Evacuation: When time permits or when staying in the vicinity of a hazard effect poses a threat to the life and safety of the employees affected, an evacuation may be ordered. Evacuation decisions will be made by the site supervisor, if time permits, the Executive Director, based on the recommendation of the Emergency Management Director of the county. Evacuation procedures are outlined in Annex C.

F. Recovery Actions

Once the emergency or disaster is under control and the immediate needs of the affected employees have been met, the Executive Director will initiate all recovery actions necessary to return the affected sites to normal. If disaster assistance is provided, the Executive Director will coordinate with the State and/or Federal coordinating officers. Primary recovery efforts will focus on the following areas:

1. Habitability Inspections

After tornado strikes, high winds, floods or any other disaster that could cause structural damage, the appropriate personnel will ensure that all affected structures are safety inspected. Assistance may be requested from the State Fire Marshal's office.

2. Repair and Restoration of Essential Utilities

The recovery of utilities to normal service will be coordinated in SENCA by the Management Team, and in cooperation with the various public and private utility companies.

VII. ADMINISTRATION and LOGISTICS

A. Procedures

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. Procedures to achieve this goal are detailed in this Plan, and any necessary departures from business-as-usual methods are noted.

B. Documentation

All disaster related expenditures will be documented using current SENCA fiscal procedures. The documentation will be used following a Governor's Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

VIII. PLAN DEVELOPMENT and MAINTENANCE

A. Responsibility

This Plan is the principal source of documentation of the SENCA's emergency management activities. Overall, the Management Team/ Safety Committee will coordinate maintaining this plan. The planning process is dynamic and always changing and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. The Board of Directors will approve all major changes to the Plan. The Executive Director may approve routine changes such as corrections, clarifications, staffing rosters, maps, annotations, and reporting requirements.

B. Review

This Plan, Annexes and identified procedures will be reviewed and revised as needed, however, annually the full plan will be reviewed and made to correspond with anything new.

**ANNEX A
Direction and Communication**

**ANNEX B
Potential Hazards**

**ANNEX C
Evacuations**

DIRECTION and CONTROL

ORGANIZATION CHART

Executive Director

VICKY MCNEALY



Deputy Director

ANGELA K. ANTHOLZ



Management Team

CS DIRECTOR
HOUSING DIRECTOR
DEVELOPMENT DIRECTOR
FISCAL OFFICER

ANNEX A

DIRECTION AND COMMUNICATION

I. PURPOSE

The purpose of this Annex is to provide procedures for centralized and coordinated management and provide information and guidance concerning available communication in order to best protect the employees and property of SENCA.

II. LOCATIONS

A. SENCA Central Office

1. Humboldt - 802 Fourth Street

B. Outreach/Nutrition/Transit

1. Cass County
 - Plattsmouth – 1215 South 15th Suite A
 - Weeping Water – 101 W Eldora Avenue, Hopper Senior Center
2. Johnson County
 - Tecumseh – 172 S. 4th Street.
3. Nemaha County
 - Auburn - 1908 "O" Street.
 - Auburn - 1806 "O" Street
4. Otoe County
 - Nebraska City - 917 Wildwood Lane, Room 106 and Suite J
 - Nebraska City Head Start Full-Day - 917 Wildwood Lane, Suite M, Center for Children and Families lower level
 - Nebraska City Head Start Part-Day - 603 N 20th Street,
5. Pawnee County
 - Pawnee City – 549 F Street
 - Table Rock Head Start - 407 Nebraska Street
6. Richardson County
 - Falls City – 1700 Stone Street, Richardson County Courthouse.
 - Falls City – 221 W. 16th Street, Senior Citizens Center
 - Falls City Head Start - 320 W 14th Street

C. Alternate Sites

In the event of an emergency situation where the current SENCA office or location would not be accessible, an alternative site will be utilized to provide services to the designated area where applicable.

V. CONCEPT of OPERATIONS

A. Staff Roster

- Current staff roster can be obtained through the HR coordinator.

B. Communication

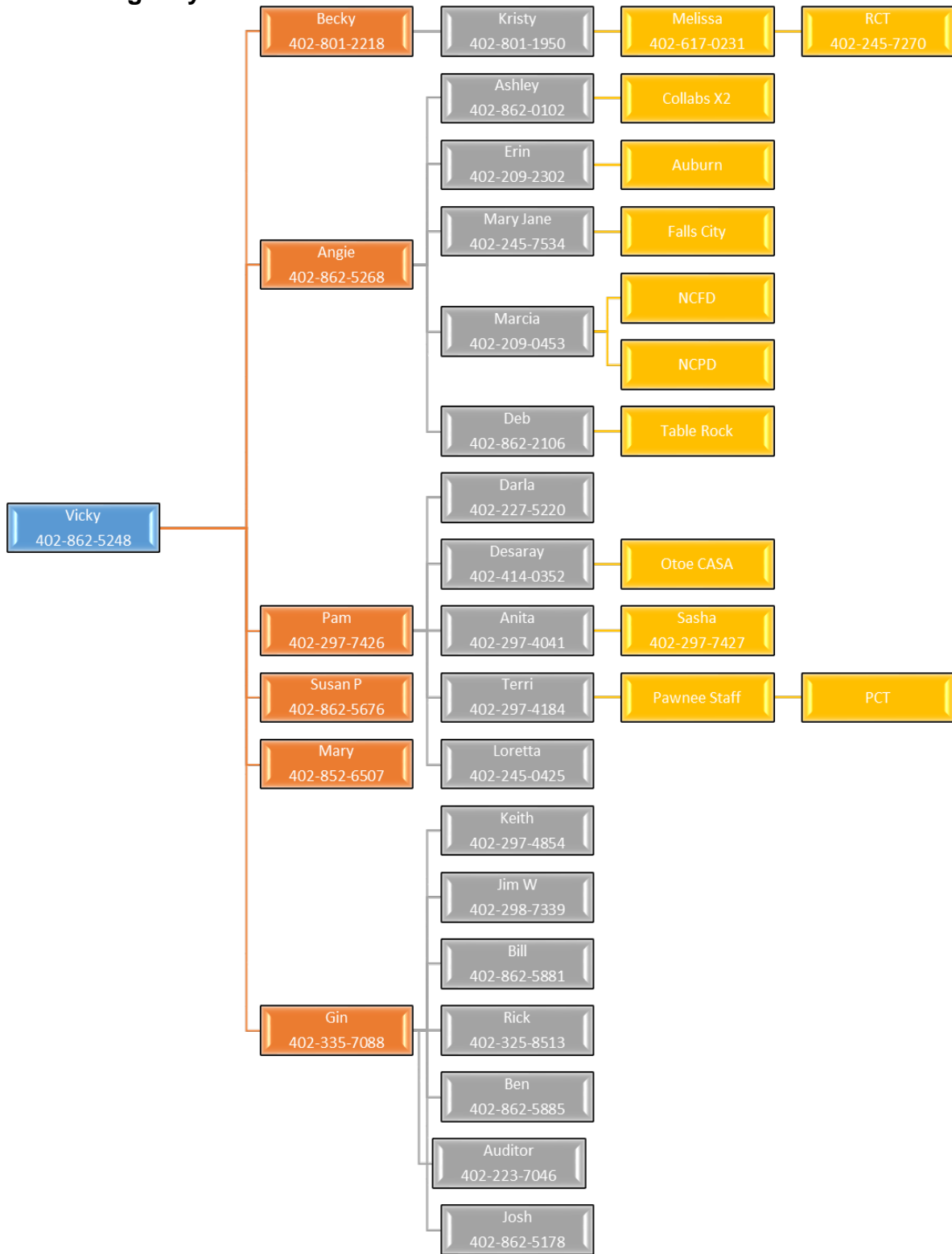
- Program Support Specialist will ensure that the staff emergency call tree (Attachment 1) is current and updated as necessary.

Attachments

Attachment 1 – Staff Emergency Call Tree

Annex A Attachment 1

Staff Emergency Call Tree



ANNEX B POTENTIAL HAZARDS

I. PURPOSE

This Annex identifies actions that should be taken during an emergency situation.

II. SITUATION

A. Seventeen (17) potential hazards have been identified in the SENCA service area. The hazards have been divided into two categories: natural disasters and man-made disasters.

- Natural disasters are, but not limited to: tornados; floods/flash floods; hail storm; wind storm; winter storm; earthquakes; and extreme heat or cold.
- Man-made disasters are, but also are not limited to: bomb threats; terrorist attack; life-threatening situation; communication failures; hazmat incidents; power failures; natural gas leak; and radiological accidents.

B. Emergency Medical Situations

- Medical Emergencies
- First Aid
- Blood and/or body fluid exposure or spill

III. STAFF RESPONSIBILITY

A. Emergency situations can happen at any of the SENCA locations where programs or services are provided, or during agency travel. The site supervisor, designated staff member, or employee directly related to the situation is responsible for taking appropriate steps as designated in the most current SENCA Safety Plan.

B. During orientation, and not less than annually, employees will be made aware of potential hazard and the emergency flip chart.

C. In the event a 911 call is required, the site supervisor or designated staff member will make the call or direct another individual to make the call. Remember to remain calm and speak clearly advising them of your name and the location of the incident.

- D. The site supervisor or designated staff member is responsible for contacting their immediate supervisor and/or the agency Executive Director as soon as possible and advising them of the situation.

IV. **CONCEPT of OPERATIONS**

This section addresses individual hazards and explains what actions are required for that specific situation.

More Frequent Hazards

SENCA has selected six hazards that have the potential to happen with more frequency than the others.

A. Fire

1. Before a Fire
 - Have an evacuation plan
2. If Smoke or fire detected: **RACE**
 - R** - Rescue those in immediate danger
 - A** - Alarm
 - Notify everyone in the building of the fire
 - Call 911 and provide:
 - a. Location of fire, your name and type of fire
 - b. Let the operator hang up first.
 - C** - Contain the fire by closing all doors and windows
 - E** - Evacuate to a safe place outside building
 - If time allows, turn on all lights and close all doors behind you as you leave
 - Do not run. Stay Calm
 - Individuals who are in wheelchairs should immediately go to the designated stair tower (if available) where emergency personnel will assist them.
3. If you smell something burning, but see no smoke:
 - Notify supervisor
 - Supervisor or designated individual will:
 - a. Send someone to investigate
 - b. Activate fire alarm, if necessary
4. Self-Protective Measures
 - If your cloths catch on fire: **STOP, DROP, and ROLL.**

- If you are caught in smoke drop to your hands and knees and crawl below the smoke level.
- If you are trapped in a room, place cloth and materials under the door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and the fire. Signal for help.

5. Preventive Measures

- Learn at least two escape routes and emergency exits from your area.
- Learn to activate the fire alarm (if applicable) and extinguishers if applicable in your area.
- Learn to recognize fire alarm and signals.

B. Severe Weather

1. Safety Tips

- Listen to the weather radio for updated information.
- If the weather prohibits safe to travel to work, contact immediate supervisor no later than 30 minutes after your designated time to report to work.
- If a weather situation prompts an early leave from work, contact supervisor prior to leaving and advise them of the situation.

2. Hail Storm

- When the hail starts to fall, seek shelter. Stay inside until hail has stopped
- Keep away from windows, glass doors, and skylights that can shatter if hit by the hailstones.

3. Hazardous Driving

- Winter storms can happen quickly and leave motorists stranded on the side of the road or in a ditch road with nowhere to go.
- Utilize these tips to stay safe if stranded:
 - Call or text for assistance
 - Remain in the vehicle
 - Run the motor for about 10 minutes every hour but check the tailpipe, make sure it's free of snow to prevent carbon monoxide poisoning

C. Tornado

1. Before

- Have a plan of where to go in the event of a tornado
- Know how to operate and listen to the weather radio
- If a weather radio is unavailable listen to local radio or television news channels for tornado watches and warnings in the area.

2. During

- Remain calm and avoid panic.
- Remain indoors throughout the tornado or severe weather warning.
- Listen to the weather radio, local radio and television news channels for weather updates.
- Take cover immediately if:
 - The weather radio advises there is a tornado warning in your area
 - You notice dark, low clouds with heavy rain, hail, and winds with flying debris (objects)
 - Tornado sirens are activated
- Proceed immediately to the interior hallway on the lowest floor or basement, unless there are boilers or electrical switch-gear areas housed in the basement.
- If time does not permit, get into the safest area of the office (the inside wall away from the doors and windows.)
- Avoid windows or any structures with free-span roofs and boiler or electrical switch-gear areas.
- Take shelter underneath your desk or any heavy furniture available.
- Assume a curled position protecting your head and eyes.
- All persons should remain in the shelter areas until advised the warning has ended.
- For Head Start, in the event a Parent/Guardian request to take their child during a tornado, staff would warn them of the dangers and encourage them not to leave, but ultimately it is the parent/guardians right to take their child. The parent/guardian would be required to sign the child out signifying they are taking responsibility for the child.

3. Driving in Tornado Warning

- When faced with a tornado threat while on the road, your best course of action is to remember: do not use an overpass as shelter, find nearby shelter if time permits, and never try to outrun a tornado in your car.

D. Flood

1. If a flood is likely in your area:
 - Listen to the radio or television to stay informed of the situation.
 - Be aware that flash flooding can occur. If there is a possibility of a flash flood follow designated evacuation routes.
 - Do not wait for instructions to move to higher ground.
2. If evacuation is necessary:
 - Secure the office. Move essential items off the floor or move to an upper floor, if possible.
 - Unplug electrical appliances. **DO NOT** touch electrical equipment if you are wet or standing in water.
 - Do not walk through moving water. Six inches of moving water can make you fall.

- If you have to walk in water, walk where the water is not moving and use a stick to check the firmness of the ground in front of you before you take steps.
- Do not drive in flooded areas.
- If floodwaters rise around your car, abandon the car immediately and move to higher ground.
- Follow designated evacuation routes.

E. Natural Gas Leak

Natural gas can be deadly if ignited by a flame or spark or if mixed with certain concentrations of air.

1. Signs of a gas leak include:
 - A strong odor similar to rotten eggs
 - A roaring or hissing sound
 - Plants that appear to be dead for no reason
2. If a gas leak is suspected:
 - Leave the building immediately and take others with you.
 - Call the gas company to report a suspected leak **AFTER** you have evacuated the building or suspected area.
3. If a gas leak is suspected, **absolutely DO NOT**:
 - Activate light switches, any electrical appliances, flashlights, etc.
 - Use a telephone **or cell phone**.
 - Start a vehicle.
 - Light a match or use lighters.
 - Re-enter the building until the Gas Company official has declared it safe.

F. Life Threatening Situations

Workplace violence has emerged as an important safety and health issue in today's workplace. Know how to respond if a situation should arise that would require action.

1. Utilize agency code word or code phrase if in need of assistance. Agency code phrase is _____. Try to use it in a sentence.
2. Safety Tips
 - Watch for Signs That May Be Associated with Impending Violence
 - Verbally expressed anger, frustration or threats.
 - Body language such as a threatening gesture.
 - Signs of alcohol or drug abuse.
 - Presence of a weapon.
 - Maintain Behavior That Helps Ease Anger

- Present a calm, caring attitude, speak quietly and do not give orders.
- Acknowledge the person's feelings: "I know you are frustrated."
- Avoid behavior that may be interpreted as aggressive, i.e. moving rapidly, getting too close, touching or speaking loudly.
- Avoid behavior that may be interpreted as aggressive, i.e. moving rapidly, getting too close, touching or speaking loudly.
- Be Alert
 - Avoid sitting at the desk with your back to the door.
 - Evaluate every situation for potential violence.
 - Be vigilant throughout the encounter.
 - Do not isolate yourself with potentially violent persons.
 - Keep an open path for exiting.
 - Do not let the potentially violent person stand between you and the door.
 - Report suspicious people.

3. Behavioral Emergencies

- Disruptive or violent behavior
- Any incident in which a person or persons are in danger of injuring themselves or others, either intentionally or unintentionally
 - Call for assistance in the immediate area.
 - Clear area of visitors or other staff who are not required to assist in the situation.
 - Dial 911 and give the exact location and situation
 - Speak calmly.
 - Do not challenge the individual.
 - Stay out of their reach.
 - Be aware of environment at all times. Keep the area clear of items that can be used as a weapon.
 - When the police arrive give a brief summary of the event.
 - Assist those injured.

4. Intruder in the Building

- First person to notice intruder (*person with a weapon or person who is upset or acting out of control*) will notify the police.
- Site Supervisor notifies staff, via phone system, using the code phase.
- Upon hearing the code word/phrase, staff will locate the nearest exit and exit the building. If that is not possible, find an office, lock it, and turn off all the lights.

5. Hostage Situation

- Call 911
- Avoid confrontation with the intruder before the police arrive.
- Staff will be notified of an intruder in the building.
- Assign a staff member to liaison with police.

- Inform staff as to appropriate information to give to caller.
 - Make a list of those being held hostage.
 - Executive Director or designated staff will inform families of staff affected by the situation.
6. Active Shooter
- If you are outside when an event occurs, you should take immediate cover, preferably inside a building or other safe location if available.
 - If you are in a building when an event occurs:
 - Secure immediate area
 - If time allows:
 - Lock and barricade doors.
 - Do not stand by doors or windows.
 - Turn off lights/radios/computer monitors.
 - Close blinds/block windows.
 - Keep occupants calm, quiet and out of sight.
 - Silence cell phones.
 - Un-Securing an Area:
 - Consider risk before un-securing rooms.
 - Remember, the shooter will not stop until they are engaged by an outside force.
 - Attempts to rescue people should only be attempted if it can be accomplished without further endangering the person inside a secured area.
 - Consider the safety of masses-vs-the safety of a few.
 - If doubt exists for the safety of the individuals inside the room, the area should remain secured.
 - Know all alternate exits in building.
 - Contacting Authorities:
 - Call 911
 - BE aware that the phone lines could likely be overwhelmed
 - Report to Authorities
 - Your specific location-building name, office/room number.
 - Number of people at your specific location.
 - Injuries – number injured and the types of injuries.
 - Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Less Frequent Hazards

Listed below are the hazards that are less frequent but still need to be planned for.

A. Bomb Threats

1. If you receive a telephone bomb threat...
 - Do not hang up.
 - Remain calm.
 - Try to prolong the conversation and get as much information as possible.
 - Note what you hear. Are there background noises, such as music, voice or cars?
 - How does the caller's voice sound? Any accent? What sex? What age? Any unusual words or phrases?
 - Does the caller seem to know the building? How is the bomb location described? Does the caller use a person's name? Does the caller give his/her name?
2. When the call is over, complete bomb threat checklist immediately.
3. Dial 911 and report a bomb threat. Give the operator all the information you collected on the bomb threat checklist. Identify yourself – give your name, location and phone number.
4. Notify your supervisor immediately. Stand by for further instructions.
5. If it is deemed necessary to evacuate, you will be notified by your supervisor or the overhead paged system. Evacuate via the primary route for your area, or by the alternate route, if so directed.

If You Discover a Bomb or Suspicious Item

- Leave it untouched and secure the area until police arrive.
- Go to a telephone. Dial 911 and report a suspicious item. You may be asked to assist in a search, because you are familiar with the area.
- If so directed, evacuate your area, as directed.

Other Important Action

- Immediately turn off hand-held radios and cellular phones.
- Notice any items in your area that look strange or out of context: loose backpacks; packages; shopping bags; unusual smells; noise or vapor.
- Follow the directions of law enforcement or other designated officials. Know the evacuation route.
- Most bomb threats are hoaxes made in an effort to disrupt individuals and businesses. No bomb threat should be dismissed as a hoax without investigation by the proper authority.

Handling of Suspicious Packages or Envelopes

- If a package or envelope appears suspicious, DO NOT OPEN IT!
- Contact 911

- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Notify your supervisor.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to local law enforcement officials.

If an evacuation is necessary, follow the emergency evacuation procedure in Annex E.

When leaving the building in the event of a bomb threat make visual checks of the area.

Once you have safely evacuated from the building, contact the Central office/ Executive Director to advise of the situation and of any updates.

B. Hazmat – Transportation/Storage

1. Asked to evacuate

- Do so immediately.
- Stay tuned to the weather radio, regular radio or television for information on evacuation routes, temporary shelters, and procedures.
- Follow the routes recommended by the authorities--shortcuts may not be safe.
- Leave at once.

2. In a motor vehicle

- Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

3. Requested to stay indoors

- Close and lock all exterior doors. Close vents, and as many interior doors as possible.
- Turn off air conditioners and ventilation systems.
- Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.
- Seal gaps around window and air conditioning units, bathroom exhaust fans with duct tape and plastic sheeting, wax paper or aluminum wrap.
- Use material to fill cracks and holes in the room, such as those around pipes.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

C. Major Power Failure

1. Listen to weather radio for updated information.
2. Only use flashlights for emergency lighting. Never use candles.
3. Turn off electrical equipment.
4. Trained persons should shut off gas valves to prevent gas from leaking into the building.
5. Avoid opening the refrigerator and freezer unless absolutely necessary.
6. Do not run a generator inside a business.

D. Major Water Contamination

1. Turn water off in all offices and make a note that says don't drink.
2. Drink bottled water not tap water
3. May use toilet but wash hands with bottled water **NOT** tap water.

E. Railway Derailment

1. Asked to evacuate
 - Leave immediately, securing the building (Lock all doors).
 - Stay tuned to the car radio for information on evacuation routes, temporary shelters, and procedures.
 - Follow the routes recommended by authorities.
2. In a motor vehicle
 - Stop and seek shelter in a permanent building.
 - If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.
3. Requested to stay indoors
 - Close and lock all exterior doors and windows. Close vents and as many interior doors as possible.
 - Turn off air conditioners and ventilation systems.
 - Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.
 - Seal gaps around window and air conditioning units, bathroom exhaust fans with duct tape and plastic sheeting, wax paper or aluminum wrap.
 - Use material to fill cracks and holes in the room and around pipes.
 - If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

F. Terrorist Attacks

1. The weather radio will alert you if there is a terrorist attack happening.
2. When in the immediate area of a terrorist attack, service recipients and employees will rely on instructions from police, fire, and other public officials.
3. Contact your immediate supervisor or other staff designated to advise them of the current status as soon as possible or when it is safe to do so.

G. Radiological

If an accident occurs at the Cooper Nuclear Power Station, local authorities would instruct you through the Emergency Alert System (EAS), on the weather radio, on local television, and radio stations on how to protect yourself.

1. Follow the EAS instructions carefully.
2. Minimize your exposure by increasing the distance between you and the source of the radiation. This could be evacuation or remaining indoors to minimize exposure.
3. If you are told to evacuate, keep car windows and vents closed; use re-circulating air.
4. If you are advised to remain inside, turn off the air conditioner, ventilation fans, furnace and other air intakes.
5. Shield yourself by placing heavy, dense material between you and the radiation source. Move to a basement or underground area if possible.
6. Do not use the telephone unless absolutely necessary in an effort to keep emergency phone lines open. If you need to contact others texting would be the best method if available.
7. Stay out of the incident zone. Most radiation loses its strength fairly quickly.
8. Remain in a safe zone until you are advised it is safe to move or go outside.

H. Earthquake

1. Weather radio will alert you when an earthquake is happening.
2. Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
3. Drop down onto your hands and knees so the earthquake doesn't knock you down.
4. Cover your head and neck with your arms to protect yourself from falling debris.
5. Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

Emergency Medical Situations

A. Medical Emergencies

1. Call 911. Give your exact location, i.e. building, room number, etc. and telephone number where you can be reached.
2. Briefly describe the medical condition of the victim and, if possible, obtain the victim's name.
3. Return to the injured party.
4. Do not move a seriously injured person unless it is a lifesaving situation.

5. If possible have someone meet emergency medical personnel at building entrance.
6. Head Start
 - In the event a Parent/Guardian request to take their child during a non/medical related emergency situation, staff would warn them of the dangers and encourage them not to leave, but ultimately it is the parent/guardians right to take their child. The parent/guardian would be required to sign the child out signifying they are taking responsibility for the child.
7. If you discover someone who has suffered cardiac or respiratory arrest: (they are unconscious and do not appear to be breathing)
 - Note the time.
 - Summon help while remaining at the person's side. Shout or yell, if necessary.
 - Send someone to call for help. If you are alone, do it yourself. Call 911 and tell the dispatcher:
 - a. Someone is experiencing a "Cardiac Arrest"
 - b. Description of patient – adult or child
 - c. Your location:
 - Building and room, floor number, or other information
 - d. Do not hang up the phone until the dispatcher has received all the information they need.
 - Begin cardiopulmonary resuscitation (CPR). Continue CPR until assistance arrives and take over.

B. First Aid

1. Minor injuries can be treated by anyone trained in first aid.
2. As per the agency safety plan each location/vehicle is required to have a first aid/eye care emergency kit.
3. If you require transportation to health services call 911 and have medical personnel transport the person.
4. Inform supervisor of injury. Supervisors must complete an injury report for all work-related injuries.

C. Blood and/or Body Fluid Exposure or Spills

1. Wash the affected area thoroughly with soap and running water.
2. If splashed into eyes or mucous membrane, flush the affected area with running water for at least 15 minutes.
3. Contact medical personnel as soon as possible. (Clean the affected area as described above, if possible, prior to departing for medical assistance. It is

essential to flush the contaminant from the affected area as soon as possible after initial exposure.)

4. Report the incident to your supervisor as soon as possible.

Note: SENCA staff are equipped and trained to contain and clean spills involving bloodborne pathogens. Every site has a blood and body fluid kit that will be used.

Should an incident occur involving the spill of blood and/or other potentially infectious materials, please contact your supervisor to report the incident and to dispatch staff that are trained to handle such spills.

Should an incident occur, and you are exposed to a blood borne pathogen, you should go to doctor to request blood testing or the Hepatitis B vaccination if you have not already received it.

Additional Emergency Situations

- In the event an emergency situation happens that is not listed, use your best judgement in dealing with the crisis.
- If applicable, call 911 to advise them of the situation.
- Contact your immediate supervisor or the Central office to attain further direction as needed.

Attachments

Attachment 1: Bomb Checklist

Threatening Phone Call/Bomb Threat Checklist

The following is a checklist to be utilized by the person receiving a call which threatens the safety or security of the facility.

Checklist: Complete all possible items immediately following the call. Circle all that apply.

1. **Caller's Name and Address** (if known);

2. **Sex:** Male or Female

3. **Age:** Adult or Child

4. **Bomb:**

- a. When will it go off? _____
- b. In what building is it placed? _____
- c. Exact location? _____

5. **Call:** Local Long-distance Unknown

6. Voice Characteristics:	<u>Tone</u>	<u>Language</u>	<u>Speech</u>
	Loud	Excellent	Fast
	Soft	Good	Slow
	High Pitch	Fair	Distorted
	Low Pitch		Curing
	Stutter		Slurring
	Raspy		Lisp
	Nasal		Disguised
		Poor	
		Pleasant	

7. **Accent**

Local
Region

Ethnicity

8. **Manner**

Poor Grammar Emotional
Well-Spoken Irrational
Taped Deliberate
Message Read Laughing

9. **Background Noise**

Office Machines	Factory Machines	Bedlam Animals	Quiet	Street Traffic
Airplanes	Trains	Voices	Music	PA System
Radios	Party	Static	Cellular Phone	

ANNEX C EVACUATION

I. PURPOSE

This Annex provides direction and planning guidance for implementing a timely and orderly evacuation plan when considered to be the most effective means for protecting SENCA employees.

II. SITUATION

The most likely causes for evacuation include: flooding; release of hazardous materials; and fires.

- A. Flooding is most likely to occur along rivers or creeks, primarily during spring thaws or heavy seasonal rains. This type of flooding often involves lowland agricultural areas however damage to public property (bridges, highways, and county roads) affecting travel is a major concern.
- B. Anhydrous ammonia and other hazardous materials are transported, used and stored throughout the SENCA service area. A hazmat spill, release or accident could require an evacuation.
- C. Fires can happen anywhere and at any time. A fire can result in the loss of a building, files, equipment, and even the loss of life. An evacuation plan can help ensure the safety of employees in the event of a fire.

III. ASSUMPTIONS and PLANNING FACTORS

- A. Each SENCA site will develop an evacuation map.
- B. All evacuation decisions and resultant actions are event or incident driven.
- C. All safe and practical modes of transportation will be considered for evacuations. Most people will use their own vehicles to leave the evacuated area.

IV. CONCEPT of OPERATIONS

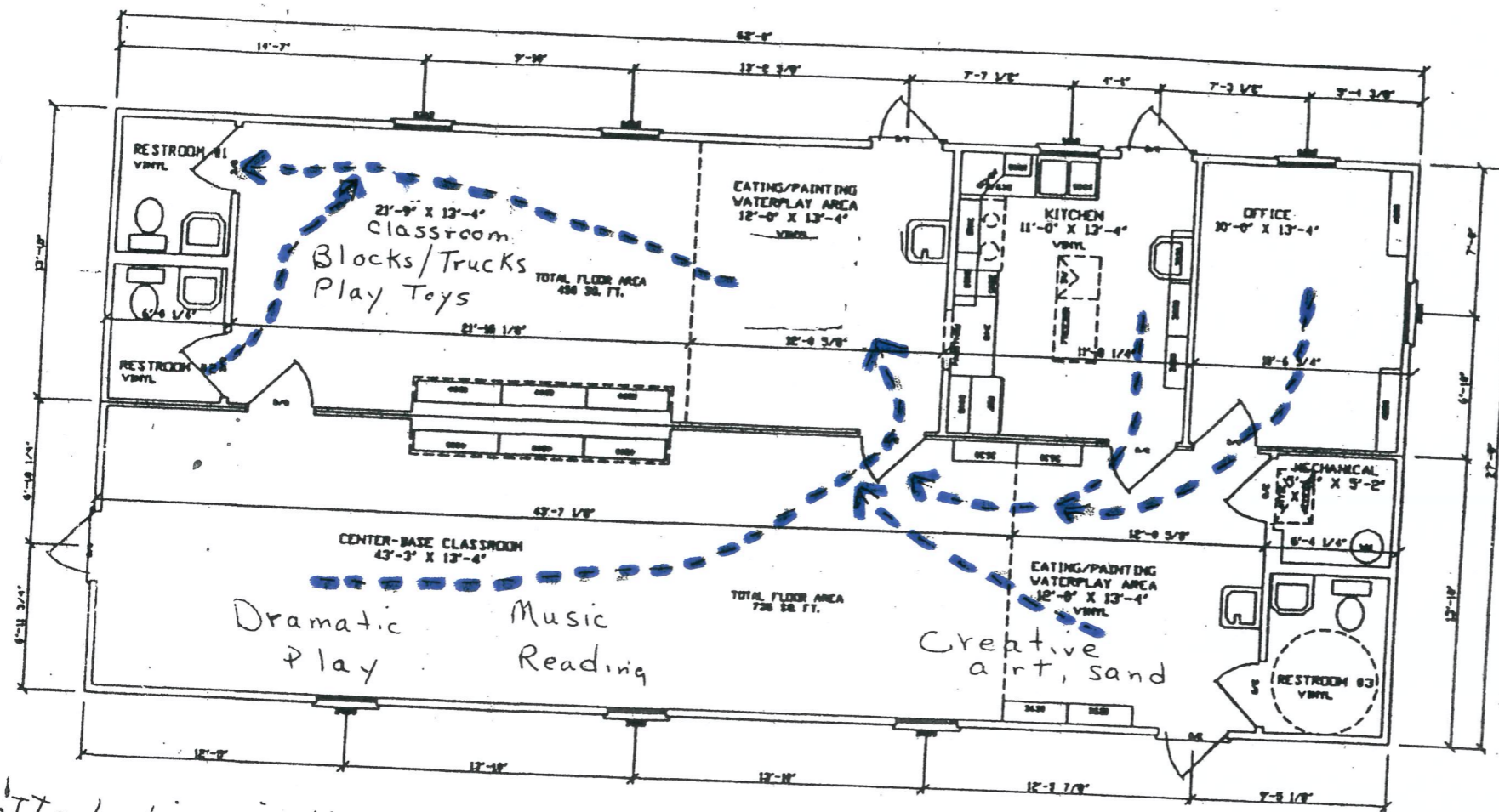
- A. The overall responsibility for issuing evacuation orders rests with site supervisor.
- B. Evacuation may not be the only protective action to take. When ordering the evacuation, the following considerations should be addressed:
 - Weather conditions
 - Evacuation routes, their capacities and susceptibilities to hazards,

- Modes of transportation for evacuees.
- C. Each site will have an evacuation plan. See attachment for site evacuation plans

Attachment

Site evacuation maps

Tornado Plan
for Evacuation.

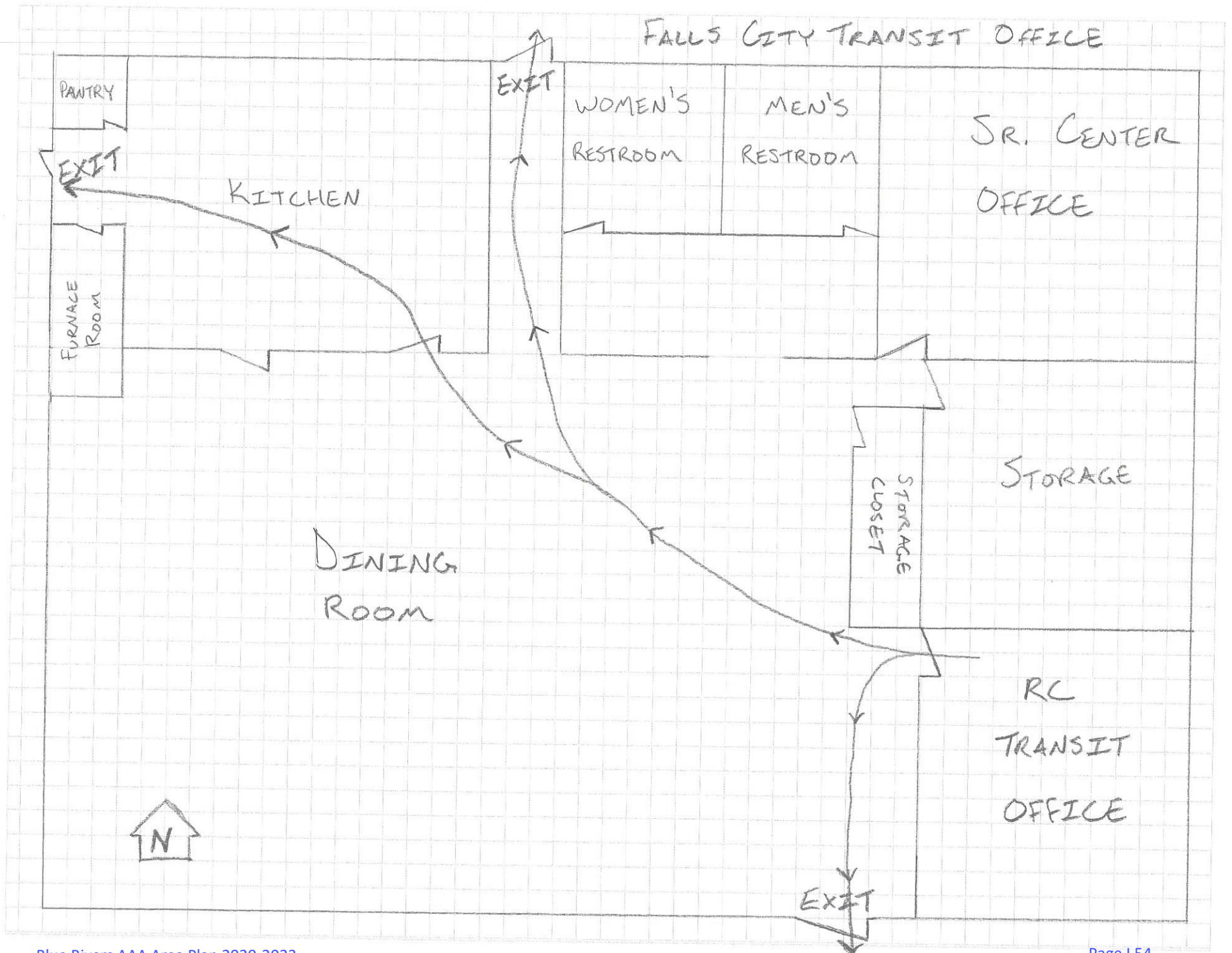


FLOOR PLAN
1/4" = 1'-0"
1716 SQ. FT.

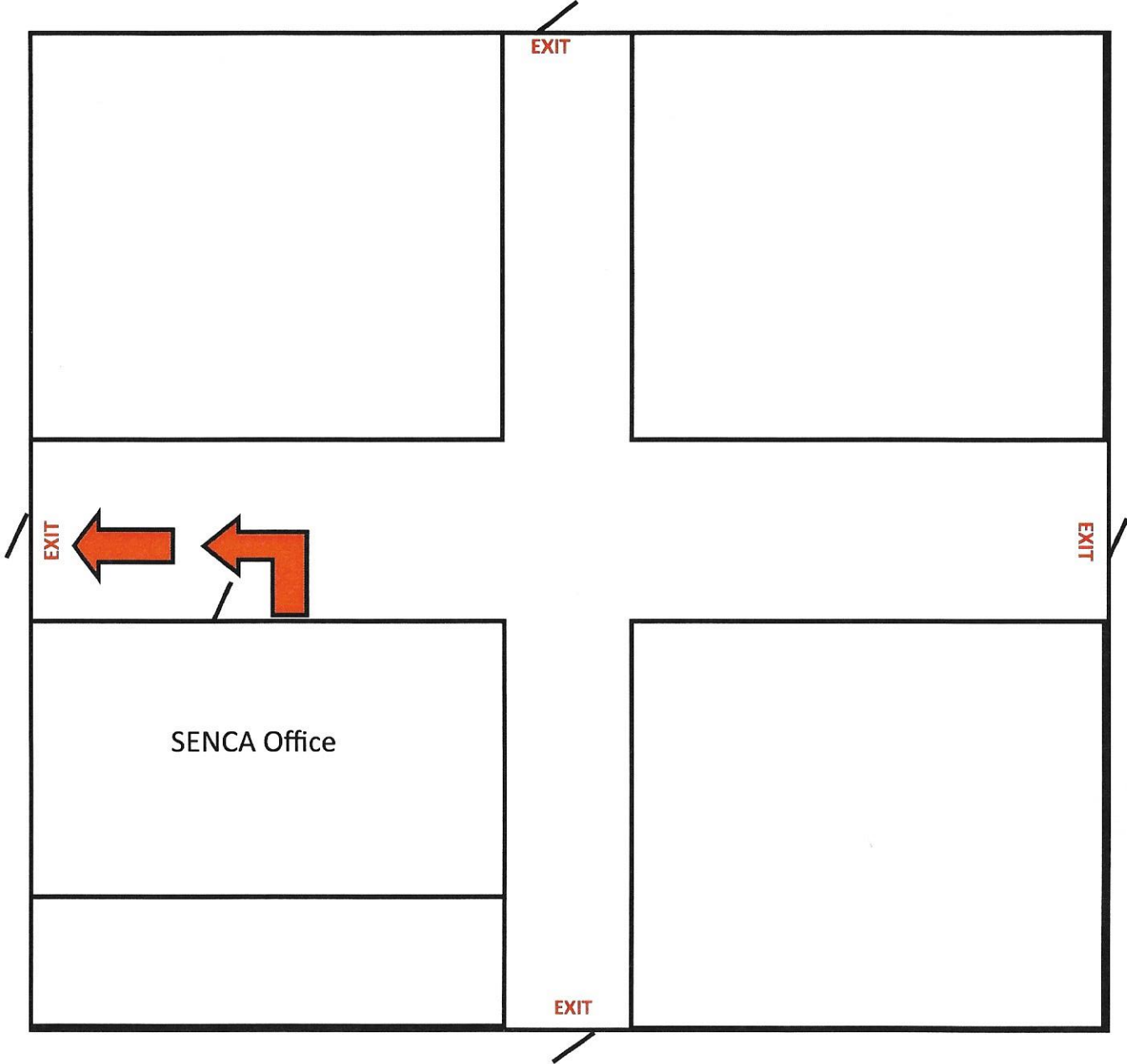
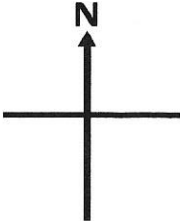
Dotted line indicates path for
ST & volunteers and children.
Go To Boys and Girls
" Bathrooms. Southwest
Corner.
Diagram of Facility

8/8/91

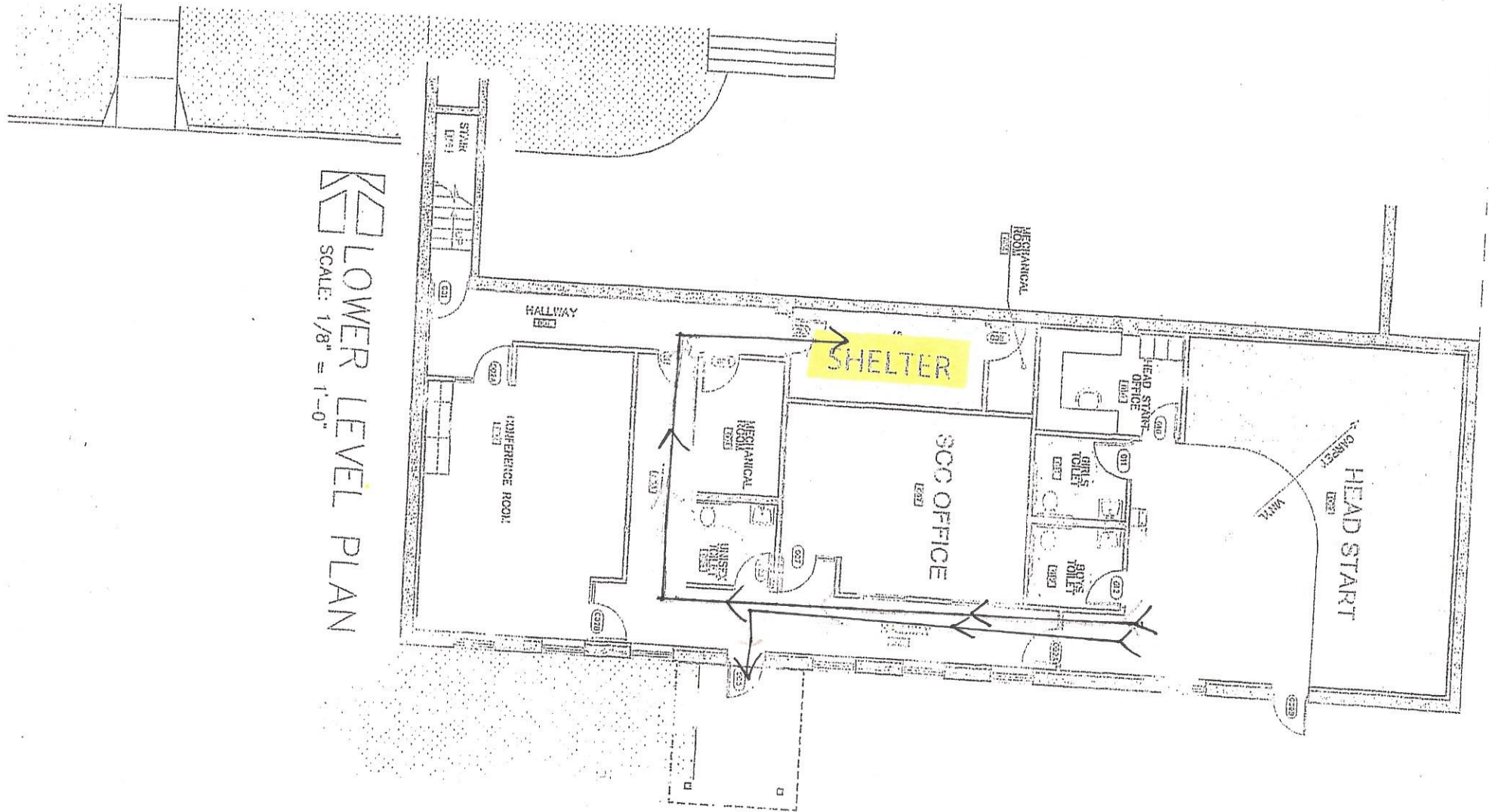
FALLS CITY
HEAD START



Richardson County Courthouse Emergency Evacuation Route for SENCA Office



****Employees and visitors will meet across the street in the Grand Weaver Hotel parking lot, located on the North side of the Courthouse.**

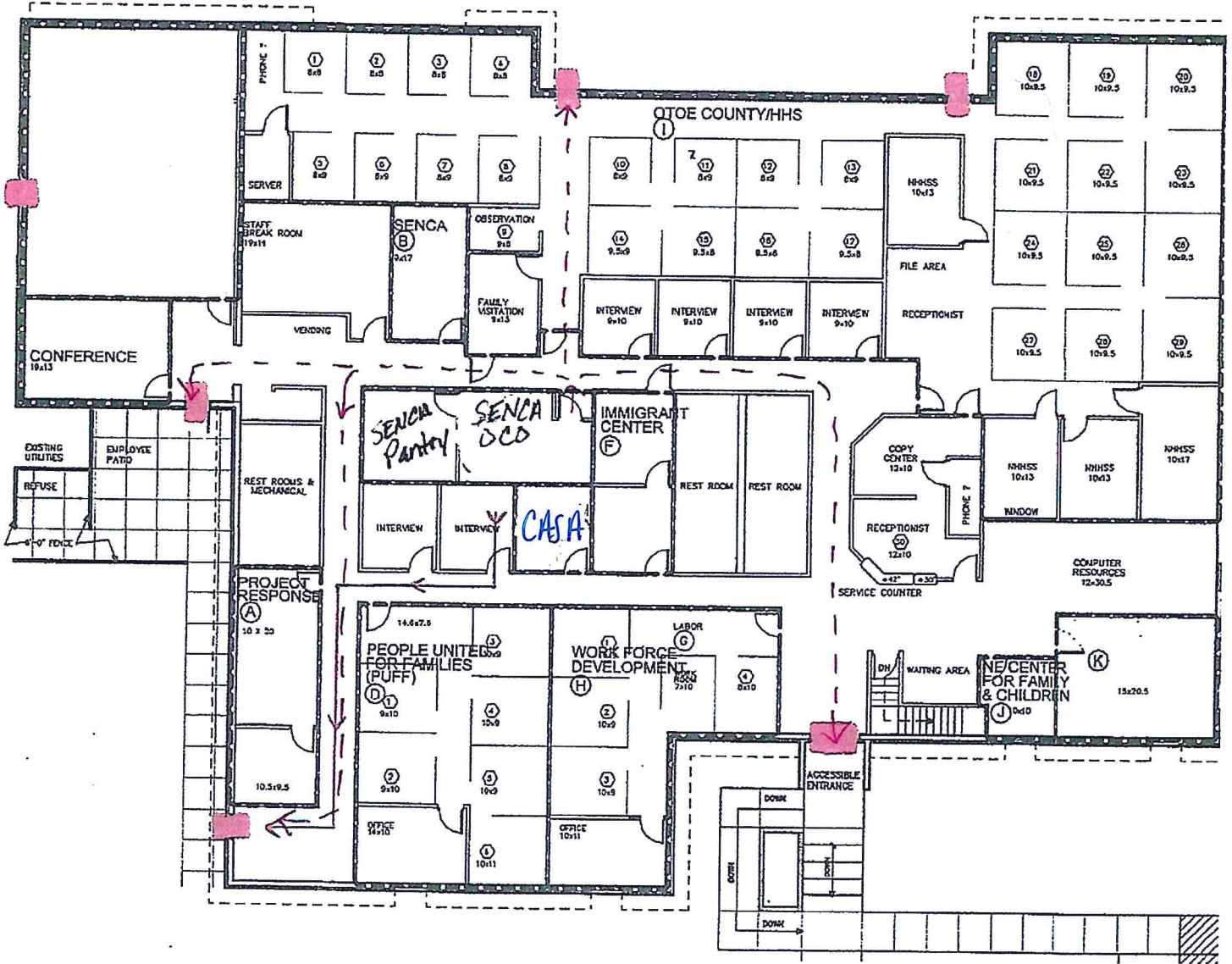


LOWER LEVEL PLAN
SCALE: 1/8" = 1'-0"

Route for Fire Evacuation from Headstart

Staff will assist any child with Special Needs.

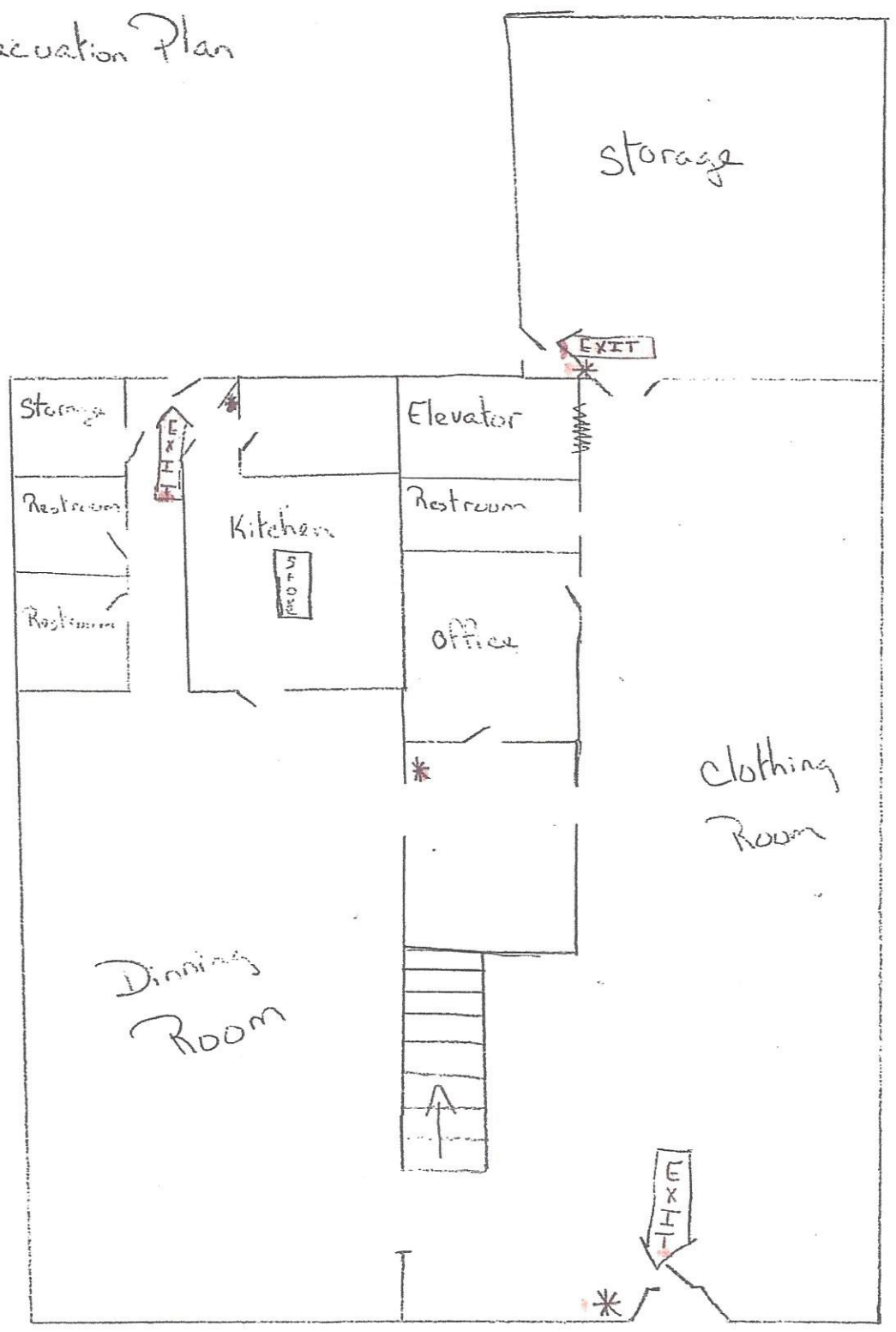
Otoe County Outreach / CASA



* Fire Extinguisher

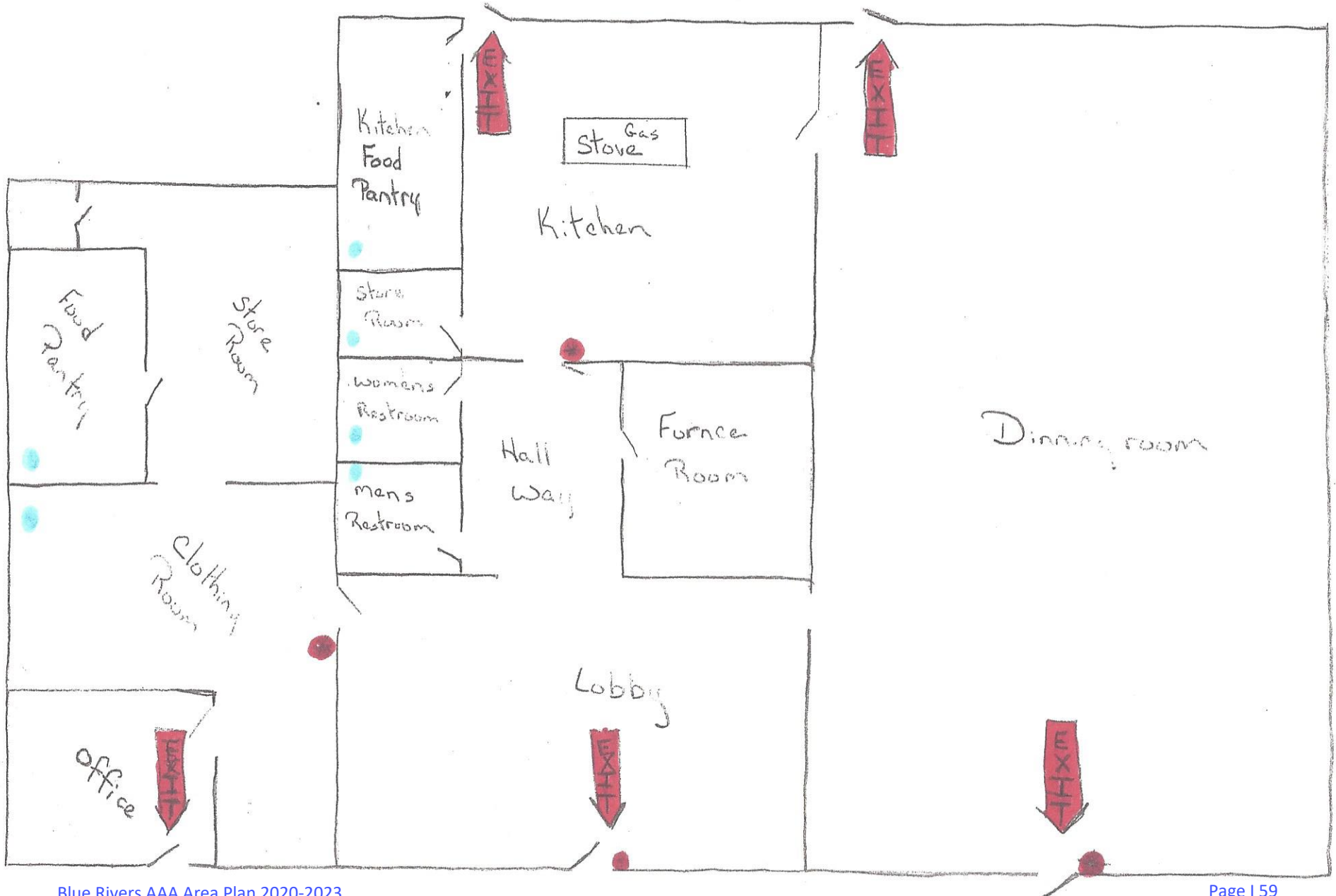
Fire Evacuation Plan

Exit

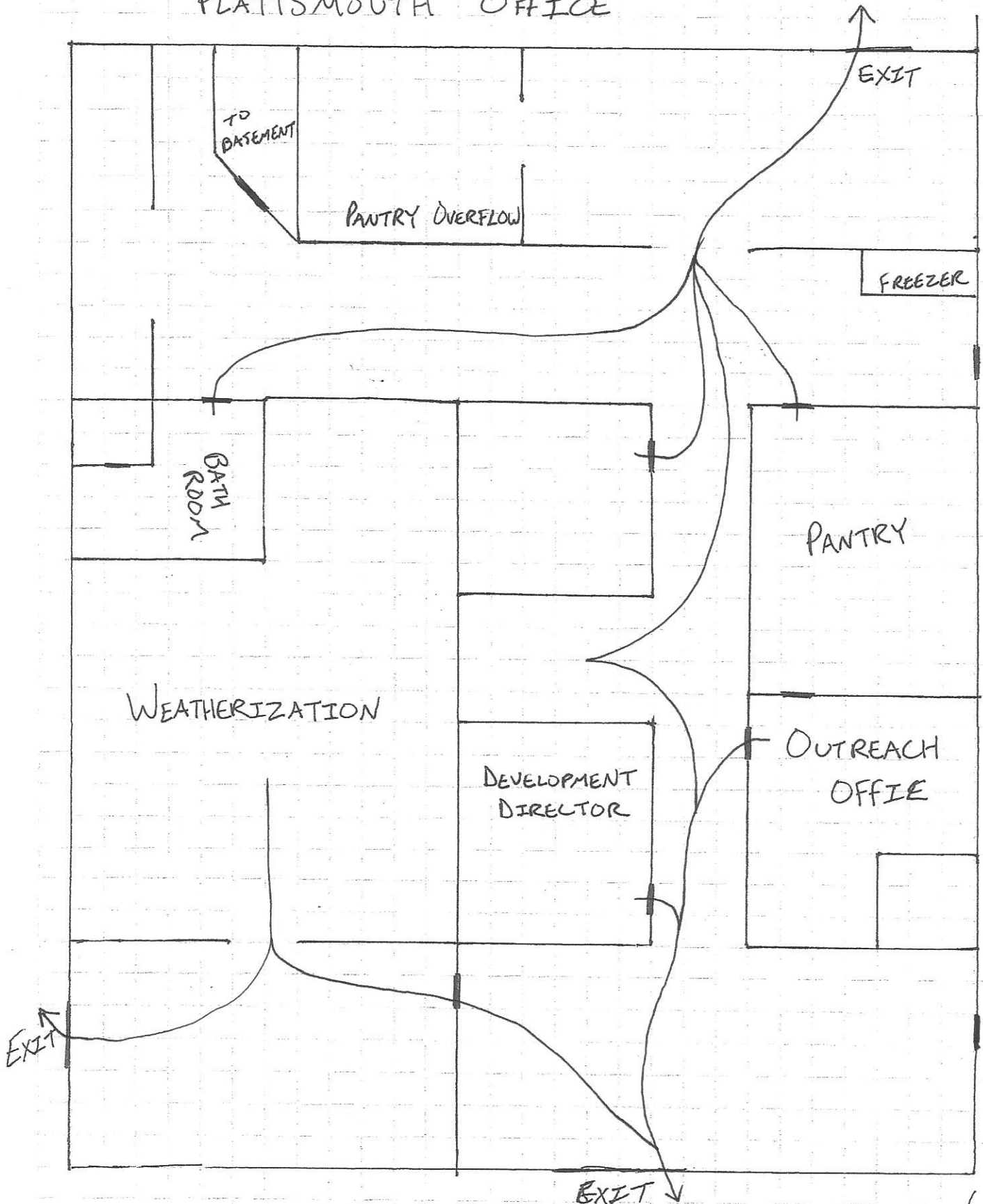


- Fire Extinguisher
- Tornado Shelter

Fire Evacuation Plan

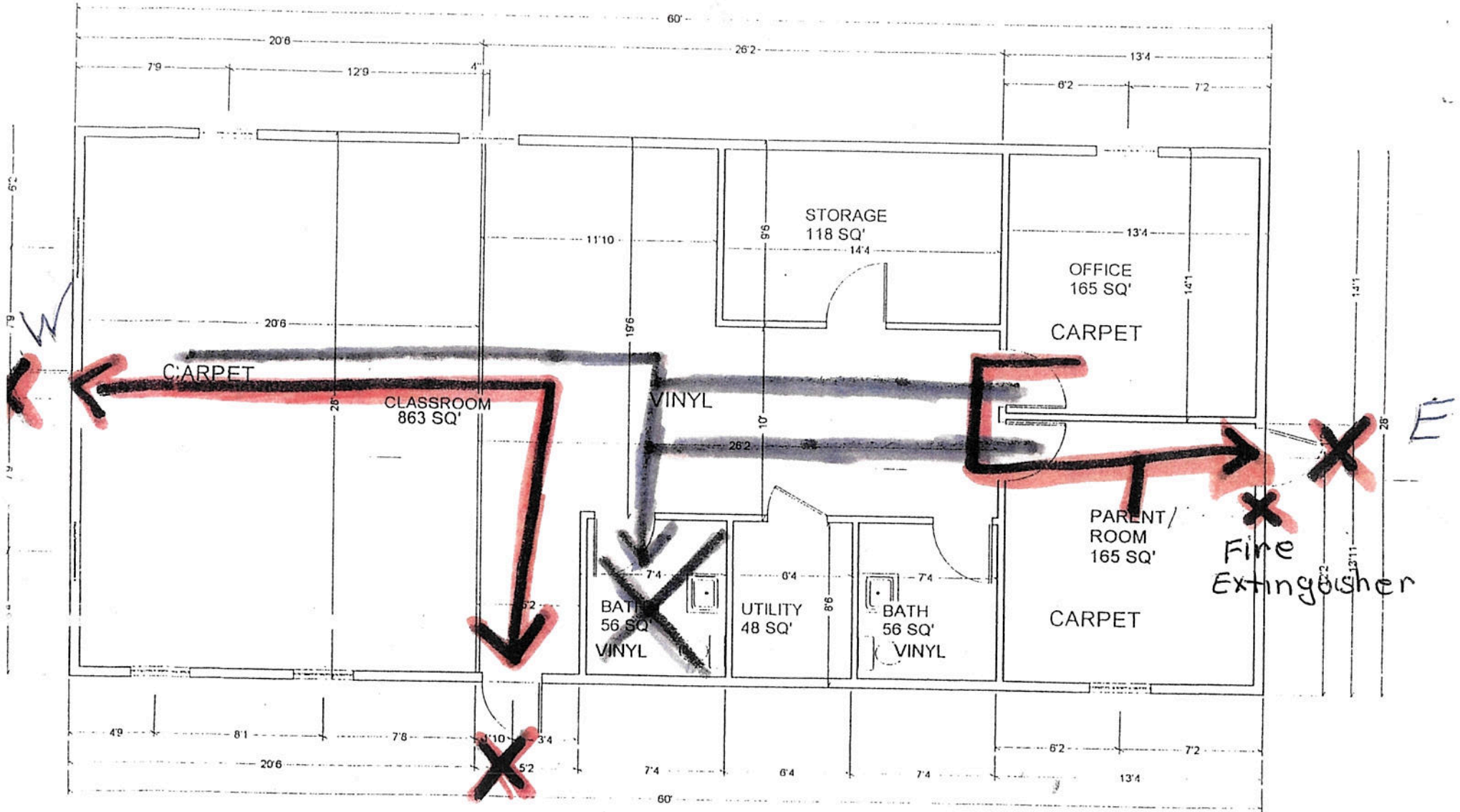


PLATTSMOUTH OFFICE

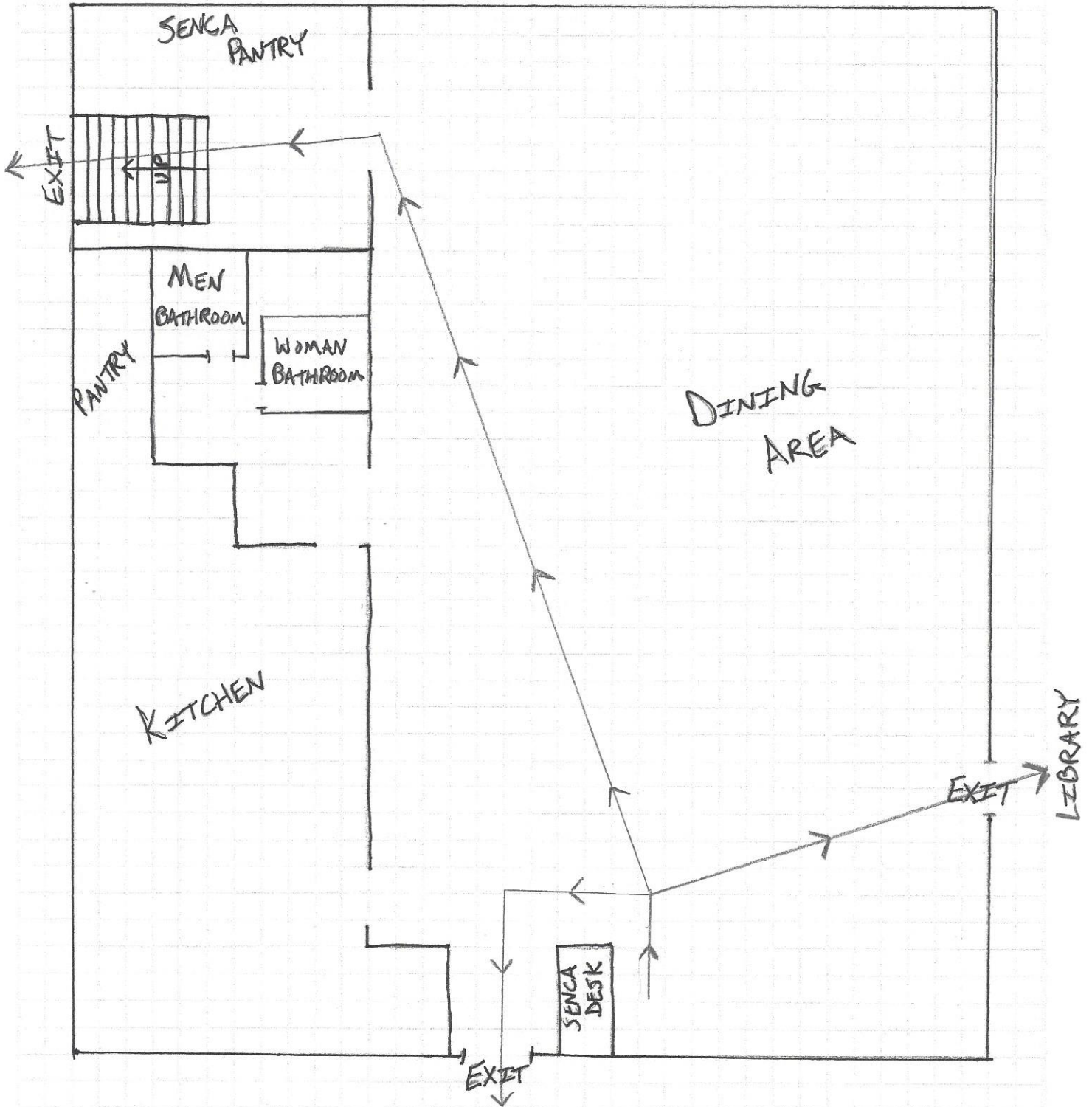


Fire
Tornado

N



WEEPING WATER EVACUATION PLAN



STANDARD LEGAL SERVICES PROVIDER CONTRACT

This contract by and between The Blue Rivers Area Agency on Aging (BRAAA) and Legal Aid of Nebraska located at 209 S. 19th St. Omaha, NE 68102 (hereinafter referred to as "Contractor").

I. GENERAL TERMS

A. Provision of Service:

- a. Legal Assistance – provision of legal advice/ counseling, brief service and representation by an attorney.
- b. Legal Education – provision of education on issues of concern to older individuals.

B. Eligible individual/client: A person 60 years of age or older and in greatest economic or social need within the BRAAA service area.

C. Service area: Thayer, Jefferson, Gage, Otoe, Johnson, Nemaha, Pawnee, and Richardson Counties

D. Contract Dates: July 1, 2020 – June 30, 2021

E. Contract amount: The maximum dollar amount payable under this contract is \$16,500 subject to actual expenses and availability.

BRAAA and the Contractor therefore enter into the following:

II. SCOPE OF SERVICE

A. This contract provides for a legal assistance program (and includes legal education services).

B. Services will be delivered in the following designated counties:

C. Thayer, Jefferson, Gage, Otoe, Johnson, Nemaha, Pawnee, and Richardson Counties

D. The Contractor will give priority to legal assistance related to income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, and neglect and age discrimination. (As stated in the Older Americans Act).

E. The Contractor will give priority for legal assistance services to those older individuals who are: rural, in greatest economic or social need, severely disabled, limited in English proficiency, suffering from Alzheimer's disease or related disorders, at risk of institutionalization, at risk of homelessness or at risk of or under guardianship. (Older Americans Act target groups).

- F. All legal services provided will be delivered in a manner which conforms to Legal Services Statewide Standards of the Nebraska Department of Health and Human Services, State Unit on Aging.

III. CONTRACTOR DUTIES

- A. Provide clients in greatest social and economic need legal assistance, legal advice, counseling and representation, in the priority legal issue areas outlined in this contract.
- B. Provide targeting and outreach to identify older individuals eligible for assistance under this contract with special emphasis on individuals who are: rural, in greatest economic or social need, severely disabled, limited in English proficiency, suffering from Alzheimer's disease or related disorders, at risk of institutionalization, at risk of homelessness or at risk of or under guardianship. The outreach will not only identify but will inform these older individuals and their caregivers of the availability of legal assistance under this contract.
- C. Provide legal services in the following descending order of priority:
- a. Protective Services, including but not limited to abuse, prevention, financial exploitation, defense of guardianship and conservatorship proceedings, durable powers of attorney, and nursing home rights.
 - b. Public benefits, including but not limited to social security, veterans benefits, food stamps, Medicaid (except spousal impoverishment), supplemental security income, and Medicare.
 - c. Housing and essential services, including but not limited to tenant rights, utilities, and public housing.
 - d. Health care, including patient rights, health care powers of attorney, and living wills.
 - e. Debt collection when there is a meritorious defense, when a repayment agreement is possible, or when assets are subject to attachment or garnishment.
 - f. Consumer fraud.
 - g. Spousal impoverishment.
 - h. Dissolution of marriage, where income is affected.
 - i. Wills.
- D. Means testing shall not be used for providing services under this contract. Services shall not be denied to older individuals who do not contribute to the cost of the service.
- E. Not subcontract any interest or obligation arising under this contract without written agreement of BRAAA.
- F. Demonstrate to BRAAA the capacity to provide legal assistance in the principal language spoken by clients in areas where a significant number of clients do not speak English as their principal language.
- G. Coordinate services with BRAAA staff on programs including but not limited to Long Term Care Ombudsman, Senior Medicare Patrol, Caregiver, Nutrition and Medicaid Waiver in developing and utilizing a procedure for case acceptance and referrals.

- H. Submit programmatic and fiscal reports to the BRAAA as per an established schedule including the quarterly and annual reports.
- I. Provide community education services to include, speaking engagements, preparation of bulletins and inclusion of articles in the Contractor and BRAAA newsletters.
- J. Abide by the Code of Professional Responsibility adopted by the Supreme Court of Nebraska to regulate the practice of law.
- K. Develop and follow a protocol for referral of fee generating cases by referring the client to the Nebraska State Bar, or the Omaha Bar Association.
- L. Work with BRAAA to develop a program policy on conflict of interest.
- M. Obtain and keep in force a commercial general liability insurance as well as a professional liability insurance policy.
- N. Attend at least one training annually relevant to the Title IIIB contract.
- O. Work with BRAAA to develop and utilize a method of surveying client satisfaction without breaching client confidentiality.
- P. Work with BRAAA to develop and utilize a plan for coordination of services with the Legal Services Corporation.

IV. BRAAA Duties

- A. Reimburse the Contractor for services provided under this contract.
- B. Provide the Contractor with forms for reporting units of service and expenditures of services provided under this contract.
- C. Ensure that the attorneys, paralegals and other non-lawyers involved in providing Title IIIB legal assistance under this contract can demonstrate their expertise in the priority issue areas necessary to provide effective administrative and judicial representation to older persons in social or economic need.
- D. Work with the Contractor to assure that all paralegals/legal assistants who provide client services are supervised directly by an attorney, and that all paralegals/legal assistants adhere to the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc.
- E. Work with the Contractor to develop local program plans annually for reaching the target populations and addressing the priority issue areas.

- F. Provide to the Contractor copies of written monitoring reports, monitoring checklists and onsite assessment reports pursuant to services under this contract.
- G. BRAAA shall not require the Contractor to reveal any information that is protected by attorney client privilege.
- H. BRAAA shall indemnify and hold harmless Contractor for claims arising by reason of any act or omission of BRAAA under this contract.

V. TERMINATION OR SUSPENSION

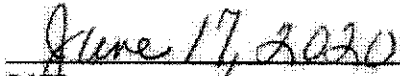
- A. This contract is contingent upon the availability of funds. In the event funds for this service are not available to BRAAA, BRAAA may terminate the contract by written notice of 60 working days and no further services or payment for services shall be rendered.
- B. If either the Contractor or BRAAA abandons, non-performs, or before completing, discontinues services; or if the commencement or timely completion of the service by either party is rendered improbably, infeasible or illegal, the other party may, by written notice of 30 days, terminate or suspend any or all of this obligation under this contract until such time as the events or conditions resulting in such suspension has ceased or been corrected.
- C. Either party may terminate this contract by providing 60 days written notice of the termination to the other party.

IN WITNESS THEREOF, BRAAA and Contractor, by and through their authorized officers, have duly executed this contract.

FOR Blue Rivers Area Agency on Aging




 Carla Frase

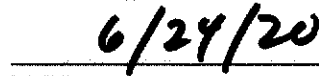


 DATE

FOR Legal Aid of Nebraska



 Milo Mumgaard



 DATE



103 Eastside Boulevard
Beatrice, Nebraska 68310

(402) 223-1376 toll free (888) 989-9417
FAX (402) 223-2143

 Follow us on Facebook: www.BlueRiversAAA.org

www.BlueRiversAAA.org

Serving Gage, Jefferson, Johnson, Nemaha, Otoe, Pawnee, Richardson and Thayer Counties

SERVICES TO ASSIST WITH INDEPENDENT LIVING

PUBLIC TRANSPORTATION — Leave the driving to us! Whether you need transportation for medical appointments, shopping, visiting friends and relatives, hair appointments or just to go for a ride, call us to arrange your trip. In-town and out-of-town schedules available.

MEALS — Delicious hot noon meals are served in Senior Centers plus we provide social, recreational, wellness and educational programming. Home-delivered meals are available for those unable to come to a center.

HANDYMAN/HOUSEKEEPER — Lawn mowing, minor in-home repairs, assistance with cleaning, laundry and shopping, are just some of the services we can provide.

LEGAL SERVICES — Coordinated referral and information when you need it.

INFORMATION & ASSISTANCE — Information and connection to services available in your area.

OUTREACH — Providing awareness of services available through public interaction and our speakers bureau.

CARE MANAGEMENT — Promoting independent living through a coordinated balance of family and community care resources.

HEALTH PROMOTION AND EDUCATION — Providing information on health and nutrition related topics. Presentations at Senior Centers and evidence-based falls prevention and caregiving support programs available.

ADRC NEBRASKA — The Aging and Disability Resource Center provides information, assistance and education on community services and long-term care options for Seniors (age 60+), people of all ages with a disability, as well as family members, caregivers and advocates.

FOR MORE INFORMATION:

CONTACT US AT THE ADDRESS AND PHONE ABOVE,

**VISIT OR CALL ANY SENIOR CENTER OR PUBLIC TRANSPORTATION OFFICE LISTED ON THE REVERSE SIDE,
OR CHECK OUT OUR WEBSITE OR FACEBOOK PAGE!**



BLUE RIVERS AREA AGENCY ON AGING
BLUE RIVERS PUBLIC TRANSPORTATION and ADRC NEBRASKA

GAGE COUNTY

Beatrice Senior Center
101 N 25th St
Beatrice, NE 68310
(402) 223-3055

Blue Rivers Public Transportation - Beatrice
103 Eastside Blvd
Beatrice, NE 68310
(402) 223-1357

Cortland Senior Center
W 5th St (Community Building)
Cortland, NE 68331
(402) 223-1376

Wymore Senior Center & Blue Rivers Public Transportation
815 D St
Wymore, NE 68466
(402) 645-3525

JEFFERSON COUNTY

Fairbury Senior Center
601 City Park Rd
Fairbury, NE 68352
(402) 729-5258

Blue Rivers Public Transportation
(402) 729-6475

JOHNSON COUNTY

SENCA Senior Center
172 S 4th St
Tecumseh, NE 68450
(402) 335-2134

Sterling Senior Center
130 Broadway
Sterling, NE 68443
(402) 866-2050

NEMAHA COUNTY

Auburn Senior Center
1101 J St
Auburn, NE 68305
(402) 274-4677

Blue Rivers Public Transportation
(402) 274-5365

OTOE COUNTY

Douglas Senior Center
200 Main St
Douglas, NE 68344
(402) 799-2300

Palmyra Senior Center
425 C St
Palmyra, NE 68418
(402) 780-5606

OTOE COUNTY (continued)

Syracuse Senior Center
303 Railroad Ave
Syracuse, NE 68446
(402) 269-2957

Blue Rivers Public Transportation - Syracuse
(402) 269-5129

Nebraska City Senior Center
200 N 3rd St
Nebraska City, NE 68410
(402) 873-1525

Blue Rivers Public Transportation - Nebraska City
109 S 9th St
Nebraska City, NE 68410
(402) 873-3055

PAWNEE COUNTY

SENCA Senior Center
549 F Commercial St
Pawnee City, NE 68420
(402) 852-2208

Table Rock Senior Center
402 Luzerne St
Table Rock, NE 68447
(402) 839-2060

RICHARDSON COUNTY

Falls City Senior Center
221 W 16th St
Falls City, NE 68355
(402) 245-3871

THAYER COUNTY

Alexandria Senior Center
208 Harbine St
Alexandria, NE 68303
(402) 749-3890

Davenport Senior Center
110 S Linden Ave
Davenport, NE 68335
(402) 364-2449

Deshler Senior Center
4th & Hebron St
Deshler, NE 68340
(402) 365-7698

Hebron Senior Center & Blue Rivers Public Transportation
425 Lincoln Avenue
Hebron, NE 68370
(402) 768-6052

**Home delivered meals may be available in
communities not served by a Senior Center.
Call 402-223-1376 for more information.**

We're only a phone call away!



Gather 'round for
places to go...
things to do...
people to see...

Table Talk

March 2019



This winter has been particularly harsh and at times, unrelenting. Due to unsafe conditions caused by severe winter storms, our Blue Rivers Area Agency on Aging Senior Centers and home-delivered meal programs have been closed several times for the safety of both our participants and our staff.

As we approach the entrance of Spring this month, we know only too well that the change of seasons can bring more severe weather of a different type: the possibility of tornados, straight-line winds, severe thunderstorms and flooding.

With this in mind, Blue Rivers Area Agency on Aging is pleased to announce our Emergency Food Program.

We are offering the opportunity to secure a seven day, shelf-stable meal kit. Ideal for those severe weather days or just as a supplemental meal for weekends and holidays, these shelf-stable meals offer a nutritious meal in minutes with minimal preparation. No refrigeration is necessary, are pre-packaged in easy-open containers and all items have at least a six-to-nine month shelf life.

Each meal meets all of the RDA and DRI standards required for the Older Americans' Act Title III-C nutrition programs. Ensuring good nutrition helps protect your health.

Spring/Summer Menu:

- Beef Stew with Whole Wheat Crackers (2-pack), Peanuts, Applesauce, and Granola Bar
- Red Beans and Rice with Cranberry Juice, Whole Wheat Tortillas, a Mixed Fruit Cup, and a Granola Bar
- Chicken Salad with Whole Wheat Crackers (2-pack), a packet of Seedless Raisins, and a nutritious Peach Cup
- Chili Mac served with Whole Wheat Tortillas (2-pack), seedless Raisins, and a bag of Sunflower Seed Kernels
- Chicken Stew with Pulp-Free Orange Juice, Mixed Fruit Cup, Peanut Butter, Jelly, Graham Crackers and Granola Bar
- Potatoes with Turkey Ham and Cheese with Sunflower Seed Kernels, Granola Berry Crunch, and Animal Crackers
- Beef Hash Breakfast with Applesauce cup, Instant Oatmeal packet, and Pulp-Free Orange Juice

All meals come with nonfat dry milk and juice.

For adults age 60 and older, the suggested contribution for the seven-meal pack is \$28.00

For all persons under age 60, the required fee for the seven-meal pack is \$28.00.

To place your order, simply inform the Site Manager at the Blue Rivers Area Agency on Aging Senior Center nearest to you.

All meal kits will be delivered in April. We will offer the program again in October for next year's winter season.

Type 2 Diabetes

Symptoms & Causes

<https://www.mayoclinic.org/diseases-conditions/type-2-diabetes/symptoms-causes/syc-20351193>

Type 2 diabetes is a chronic condition that affects the way your body metabolizes sugar (glucose) — an important source of fuel for your body.

With type 2 diabetes, your body either resists the effects of insulin — a hormone that regulates the movement of sugar into your cells — or doesn't produce enough insulin to maintain normal glucose levels.

Type 2 diabetes used to be known as adult-onset diabetes, but today more children are being diagnosed with the disorder, probably due to the rise in childhood obesity. There's no cure for type 2 diabetes, but losing weight, eating well and exercising can help manage the disease. If diet and exercise aren't enough to manage your blood sugar well, you may also need diabetes medications or insulin therapy.

Symptoms

Signs and symptoms of type 2 diabetes often develop slowly. In fact, you can have type 2 diabetes for years and not know it. Look for:

- Increased thirst
- Frequent urination
- Increased hunger
- Unintended weight loss
- Fatigue
- Blurred vision
- Slow-healing sores
- Frequent infections
- Areas of darkened skin, usually in the armpits and neck

When to see a doctor

See your doctor if you notice type 2 diabetes symptoms.

Causes

Type 2 diabetes develops when the body becomes resistant to insulin or when the pancreas is unable to produce enough insulin. Exactly why this happens is unknown, although genetics and environmental factors, such as being overweight and inactive, seem to be contributing factors.

How insulin works

Insulin is a hormone that comes from the gland situated behind and below the stomach (pancreas).

- The pancreas secretes insulin into the bloodstream.
- The insulin circulates, enabling sugar to enter your cells.
- Insulin lowers the amount of sugar in your bloodstream.
- As your blood sugar level drops, so does the secretion of insulin from your pancreas.

The role of glucose

Glucose — a sugar — is a main source of energy for the cells that make up muscles and other tissues.

- Glucose comes from two major sources: food and your liver.
- Sugar is absorbed into the bloodstream, where it enters cells with the help of insulin.
- Your liver stores and makes glucose.
- When your glucose levels are low, such as when you haven't eaten in a while, the liver breaks down stored glycogen into glucose to keep your glucose level within a normal range.

In type 2 diabetes, this process doesn't work well. Instead of moving into your cells, sugar builds up in your bloodstream. As blood sugar levels increase, the insulin-producing beta cells in the pancreas release more insulin, but eventually these cells become impaired and can't make enough insulin to meet the body's demands.

In the much less common type 1 diabetes, the immune system mistakenly destroys the beta cells, leaving the body with little to no insulin.

Risk factors

Factors that may increase your risk of type 2 diabetes include:

- **Weight.** Being overweight is a main risk factor for type 2 diabetes. However, you don't have to be overweight to develop type 2 diabetes.
- **Fat distribution.** If you store fat mainly in the abdomen, you have a greater risk of type 2 diabetes than if you store fat elsewhere, such as in your hips and thighs. Your risk of type 2 diabetes rises if you're a man with a waist circumference above 40 inches (101.6 centimeters) or a woman with a waist that's greater than 35 inches (88.9 centimeters).

- **Inactivity.** The less active you are, the greater your risk of type 2 diabetes. Physical activity helps you control your weight, uses up glucose as energy and makes your cells more sensitive to insulin.
- **Family history.** The risk of type 2 diabetes increases if your parent or sibling has type 2 diabetes.
- **Race.** Although it's unclear why, people of certain races — including black, Hispanic, American Indian and Asian-American people — are more likely to develop type 2 diabetes than white people are.
- **Age.** The risk of type 2 diabetes increases as you get older, especially after age 45. That's probably because people tend to exercise less, lose muscle mass and gain weight as they age. But type 2 diabetes is also increasing dramatically among children, adolescents and younger adults.
- **Prediabetes.** Prediabetes is a condition in which your blood sugar level is higher than normal, but not high enough to be classified as diabetes. Left untreated, prediabetes often progresses to type 2 diabetes.
- **Gestational diabetes.** If you developed gestational diabetes when you were pregnant, your risk of developing type 2 diabetes increases. If you gave birth to a baby weighing more than 9 pounds (4 kilograms), you're also at risk of type 2 diabetes.
- **Polycystic ovarian syndrome.** For women, having polycystic ovarian syndrome — a common condition characterized by irregular menstrual periods, excess hair growth and obesity — increases the risk of diabetes.
- **Areas of darkened skin, usually in the armpits and neck.** This condition often indicates insulin resistance.

Complications

Type 2 diabetes can be easy to ignore, especially in the early stages when you're feeling fine. But diabetes affects many major organs, including your heart, blood vessels, nerves, eyes and kidneys. Controlling your blood sugar levels can help prevent these complications.

Although long-term complications of diabetes develop gradually, they can eventually be disabling or even life-threatening. Some of the potential complications of diabetes include:

- **Heart and blood vessel disease.** Diabetes dramatically increases the risk of heart disease, stroke, high blood pressure and narrowing of blood vessels (atherosclerosis).
- **Nerve damage (neuropathy).** Excess sugar can cause tingling, numbness, burning or pain that usually begins at the tips of the toes or fingers and gradually spreads upward. Eventually, you may lose all sense of feeling in the affected limbs. Damage to the nerves that control digestion can cause problems with nausea, vomiting, diarrhea or constipation. For men, erectile dysfunction may be an issue.
- **Kidney damage.** Diabetes can sometimes lead to kidney failure or irreversible end-stage kidney disease, which may require dialysis or a kidney transplant.
- **Eye damage.** Diabetes increases the risk of serious eye diseases, such as cataracts and glaucoma, and may damage the blood vessels of the retina, potentially leading to blindness.
- **Slow healing.** Left untreated, cuts and blisters can become serious infections, which may heal poorly. Severe damage might require toe, foot or leg amputation.

SEVERE WEATHER CLOSING INFORMATION

In the event of severe weather or dangerous road conditions, Blue Rivers Area Agency on Aging Centers may be closed. Public Transportation Services may be inoperable. If the schools in your community are closed, Blue Rivers AAA Centers will also close.

Please check your local radio and television stations for the most accurate and up-to-date closing information.

- **Hearing impairment.** Hearing problems are more common in people with diabetes.
- **Skin conditions.** Diabetes may leave you more susceptible to skin problems, including bacterial and fungal infections.
- **Sleep apnea.** Obstructive sleep apnea is common in people with type 2 diabetes. Obesity may be the main contributing factor to both conditions. Treating sleep apnea may lower your blood pressure and make you feel more rested, but it's not clear whether it helps improve blood sugar control.
- **Alzheimer's disease.** Type 2 diabetes seems to increase the risk of Alzheimer's disease, though it's not clear why. The worse your blood sugar control, the greater the risk appears to be.

Prevention

Healthy lifestyle choices can help prevent type 2 diabetes, and that's true even if you have diabetes in your family. If you've already received a diagnosis of diabetes, you can use healthy lifestyle choices to help prevent complications. If you have prediabetes, lifestyle changes can slow or stop the progression to diabetes.

A healthy lifestyle includes:

- **Eating healthy foods.** Choose foods lower in fat and calories and higher in fiber. Focus on fruits, vegetables and whole grains.
- **Getting active.** Aim for a minimum of 30 to 60 minutes of moderate physical activity — or 15 to 30 minutes of vigorous aerobic activity — on most days. Take a brisk daily walk. Ride a bike. Swim laps. If you can't fit in a long workout, spread your activity throughout the day.
- **Losing weight.** If you're overweight, losing 5 to 10 percent of your body weight can reduce the risk of diabetes. To keep your weight in a healthy range, focus on permanent changes to your eating and exercise habits. Motivate yourself by remembering the benefits of losing weight, such as a healthier heart, more energy and improved self-esteem.
- **Avoiding being sedentary for long periods.** Sitting still for long periods can increase your risk of type 2 diabetes. Try to get up every 30 minutes and move around for at least a few minutes.

Sometimes medication is an option as well. Metformin (Glucophage, Glumetza, others), an oral diabetes medication, may reduce the risk of type 2 diabetes.

But even if you take medication, healthy lifestyle choices remain essential for preventing or managing diabetes.

SIMPLE WAYS TO BE MORE ACTIVE:

AT HOME

Walk your dog and play fetch
Work in your garden
Clean your house
Lift weights, march in place or walk around the room while watching TV



AT WORK

Walk at lunch
Exercise in your chair
Take the stairs
Stand while on the phone, reading or eating
Talk face-to-face with your coworkers



WHEN YOU'RE OUT

Go dancing
Do tai chi
Take a walk after dinner
Park far away from the door
Wear a pedometer



Blue Rivers Area Agency on Aging is one of seven sites hosting the Aging & Disability Resource Center, ADRCNebraska, a new pilot project benefitting:

- Seniors (age 60 and older)
- People with disabilities of all ages; and
- Family members, caregivers & advocates

Our Options Counselor is available over the phone or through face-to-face meetings to assist eligible people and/or their representatives in making informed choices about the services or setting that best meet the person's needs.



ARE YOU 60 YEARS OF AGE OR OLDER?



Legal Aid of Nebraska provides legal advice and assistance to Nebraska residents 60 years of age and older through our ElderAccessLine®

Phone calls to the ElderAccessLine® are answered by an experienced attorney or paralegal who will ask you questions about your situation.

We can help you with...

- Collections
- Medicare/Medicaid
- Consumer Protection
- Advanced Directives/Living Wills
- Simple Wills
- Power of Attorney
- Homestead Exemption
- Tenant Issues
- And other legal concerns

ELDERACCESSLINE®
 Toll-free: 1-800-527-7249
 In Omaha: 402-827-5656

HOURS OF OPERATION:
 Monday - Thursday
 9 a.m. to Noon CST
 1 p.m. to 3 p.m. CST
 Friday
 9 a.m. to Noon CST

Serving Nebraska's seniors in all 93 counties

VISIT US AT LEGALAIIDOFNEBRASKA.COM



nebraska
SENIOR
 VOLUNTEER
PROGRAM

"To Have A Friend; To Be A Friend"
 Blue Rivers Area Agency on Aging
 402-223-1376
 www.BlueRiversAAA.org



You shop. Amazon gives.

Blue Rivers Area Agency on Aging is registered as a participating charity for AmazonSmile! Shopping on Amazon is an easy way to help support our mission. Simply log on to www.smile.amazon.com in your internet browser and choose Blue Rivers Area Agency on Aging as your charity of choice. We will receive a 5% donation of all eligible purchases and you will be helping seniors in our eight-county service area. Thank you for your support!

ALEXANDRIA SENIOR CENTER

504 Mercy St, Alexandria, NE 68303
Open: Monday - Friday, 10 a.m. - 1 p.m.
Lunch Served: Noon
Manager: Linda Raney, 402-749-3890

Meal reservations due one business day in advance.

Mondays

- Word Search/Crossword Puzzles

Tuesdays

- Cards

Wednesdays

- BINGO/Popcorn

Thursdays

- Show and Share

Fridays

- Picture Day

March 1

- Nebraska State

March 4

- Dominos

March 5

- Poems for March

March 6

- National Oreo Cookie Day

March 7

- Humor Day

March 8

- Checkers

March 11

- Let's go walking in the gym!

March 12

- National Girl Scout Day

March 13

- National Good Samaritan Day

March 14

- National Potato Chip Day

March 15

- St. Patrick's Day Party

March 18

- Name that song

March 19

- Name your favorite season

March 20

- Spring begins! Name your favorite flower

March 21

- Name your favorite magazine



ALEXANDRIA SENIOR CENTER (CON'T)

March 22

- National Puppy Day

March 25

- Invite a friend to eat a meal

March 26

- National American Diabetes Association Alert Day

March 27

- A helpful hint

March 28

- Birthday Dinner

- BINGO

March 29

- Movie Trivia



We work on puzzles every day! The gym is open!

Bring a friend and enjoy a delicious meal at any Blue Rivers Area Agency on Aging Senior Center! We LOVE meeting new people and we think you will, too!

BEATRICE SENIOR CENTER

101 N 25th St, Beatrice, NE 68310

Open: Monday - Friday, 7:30 a.m. - 4 p.m.

Lunch Served: Noon (except evening meal days)

Manager: Chelsea Guiffre, 402-223-3055

Meal reservations due one business day in advance.

Coffee & Rolls Every Morning

Evening Meals - 2nd Thursday, 3rd Tuesday, and 4th Monday each Month

Card Groups on many afternoons

Jam Session - 1st and 3rd Thursday, 5 - 9 p.m.

Foot & Blood Pressure Clinic - 2nd Wednesday, 11 a.m.

Birthday Dinner - 3rd Friday

if your birthday is this month your meal is free

Thursdays

- BINGO at 12:45 p.m.

Fridays

- Tai Chi at 10:30 a.m.

CORTLAND SENIOR CENTER

W 5th St, Cortland, NE 68331

Open: Wednesday 10 a.m. - 2 p.m.

Lunch Served: 11:30 a.m.

Manager: Beth Williams, 402-798-0517

Meal reservations due one business day in advance.

Wednesdays

- BINGO at 12:30 p.m.

March 6

- March Birthday Party
- Blood Pressure Clinic
- Community Classroom



Health Topic Discussion presented by
Angels Home Health

DAVENPORT SENIOR CENTER

110 S Linden Ave, Davenport, NE 68335

Open: Monday - Friday, 10 a.m. - 2 p.m.

Lunch Served: Noon

Manager: Sharon Littrel, 402-364-2449

Meal reservations due one business day in advance.

Wednesdays

- Scrabble

March 1, 14, 25

- Kings in the Corner

March 4, 12, 22

- Tri-ominos

March 5, 19

- Trivia

March 7, 15, 18, 29

- Mexican Train Dominoes

March 8, 11, 21, 26

- Rummikub

March 29

- Join us for our Birthday Dinner celebrating all
March birthdays!



*Birthday cake and birthday meals are compliments of
Cornerstone Bank. Thank YOU!!!*

DESHLER SENIOR CENTER

507 4th St, Deshler, NE 68340

Open: Monday - Friday, 9:30 a.m. - 1:30 p.m.

Lunch Served: Noon

Manager: Nicole Pavelka, 402-365-7698

Meal reservations due one business day in advance.

March 4, 14

- Cards

March 6

- Who? What? Where? When?

March 8

- Word search

March 12

- Crosswords

March 18

- Guess who?

March 20

- Poems

March 22

- Remember when...

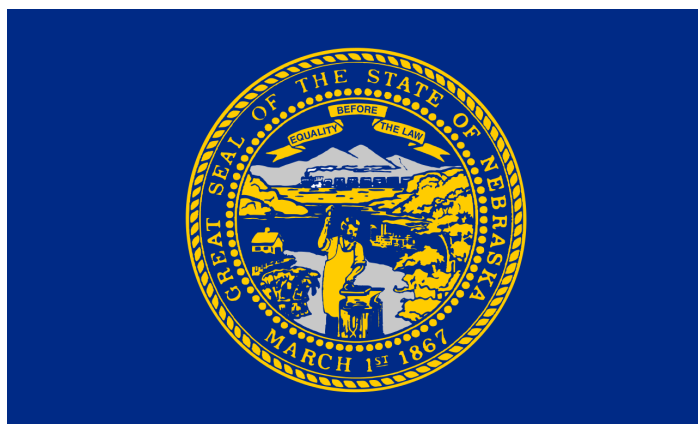
March 26

- Music

March 28

- BINGO

We do puzzles and play cards every day!



March 6, 2019

DOUGLAS SENIOR CENTER

200 Main St, Douglas, NE 68344

Open: Monday - Friday, 10:30 a.m. - 1 p.m.

Lunch Served: Noon

Manager: Roxanne Laschanky, 402-799-2300

Meal reservations due one business day in advance.

Mondays

- Jokes

Fridays

- Laps in the Gym

March 5, 7

- Stories

March 6

- Remember to Spring Forward on Sunday

March 12

- Cats or Dogs or Both

March 13

- Birthday Party
with cake & ice cream



March 14

- Family Pets

March 19

- Last job you had

March 20

- Pictures of grandchildren

March 21

- Puzzles

March 26

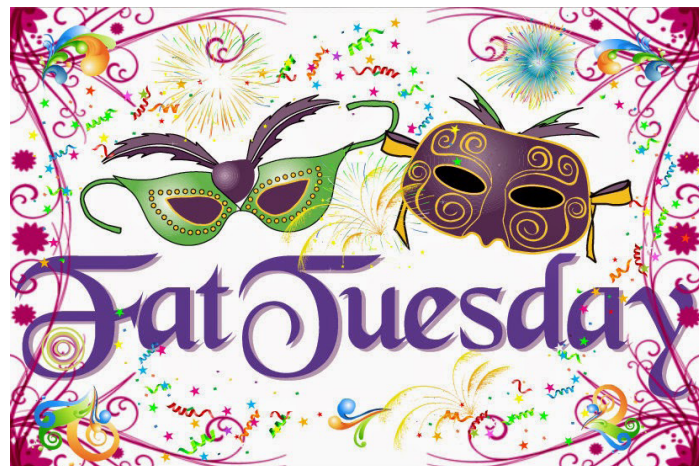
- Cards

March 27

- The strangest thing you ever ate

March 28

- Name that tune



FAIRBURY SENIOR CENTER

601 City Park Rd, Fairbury, NE 68352

Open: Monday - Friday, 8 a.m. - 2 p.m.

Lunch Served: Noon

Manager: Harley Duis, 402-729-5258

Meal reservations due one business day in advance.

Mondays, Wednesdays, Fridays

- Walking Club at 10 a.m.
- Arm Chair at 11 a.m.

Mondays, Thursdays

- Tai Chi at 11:30 a.m.
- Canasta at 12:30 p.m.

Tuesdays

- Sr. Songsters at 11 a.m.
- BINGO at 12:30 p.m.

Wednesdays

- Pinochle at 12:30 p.m.

Fridays

- Card Club at 12:30 p.m.

March 14

- JCHCLProgram at 12:15 p.m.

March 21

- March Birthday Dinner



March 28

- Foot Care Clinic 9 - 11 a.m.

Spring Forward!
Daylight
Savings
Begins

SUNDAY, MARCH 10th



FALLS CITY SENIOR CENTER

221 West 16th St, Falls City, NE 68355

Open: Monday - Friday, 8 a.m. - 2 p.m.

Lunch Served: Noon

Manager: Linda Hardenberger, 402-245-3871

Meal reservations due one business day in advance.

March 1

- Peanut Butter Lover's Day

March 4

- National Pound Cake Day

March 5

- Mardi Gras/Fat Tuesday

March 6

- Ash Wednesday

March 7, 21

- Kathy Vice Guitar & Sing Along

March 8

- Word Search

March 11

- Johnny Appleseed Day

March 12

- Plant a Flower Day

March 13

- Crossword Puzzle

March 14

- Popcorn Lover's Day

March 15

- Ides of March

March 18

- St. Patrick's After Party

March 19

- Blood Pressure Clinic

March 20

- Kick Butt Day

March 22

- Goof Off Day

March 25

- This was the year 1958

March 26

- Puzzles

March 27

- Jeopardy Game

March 28

- Card Games

March 29

- Smoke and Mirrors



HEBRON SENIOR CENTER

425 Lincoln Ave, Hebron, NE 68370

Open: Monday - Friday, 8 a.m. - 4:30 p.m.

Lunch Served: Noon

Manager: Jami Knerl, 402-768-6052

Meal reservations due one business day in advance.

Mondays & Thursdays

- Wonderword

Tuesdays & Thursdays

- Tai Chi at 8:30 a.m.

Wednesdays

- See You Lighter at 8:45 a.m.

March 1, 4, 11, 15, 18, 25, 29

- BINGO at 12:30 p.m.

March 5, 19

- Fairbury Trip



NEBRASKA CITY SENIOR CENTER

200 N 3rd St, Nebraska City, NE 68410

Open: Monday - Friday, 8 a.m. - 2 p.m.

Lunch Served: Noon

Manager: Mary Wilson, 402-873-1525

Meal reservations due one business day in advance.

Everyday

- News & Game Show 10 - 11:30 a.m.

Thursdays

- BINGO at 1:30 p.m.

March 6

- Tabitha Foot Care Clinic 10:30 - 11 a.m.

March 28

- Birthday Party



PALMYRA SENIOR CENTER

425 C St, Palmyra, NE 68418

Open: Monday - Friday, 8:30 a.m. - 1 p.m.

Lunch Served: Noon

Manager: Connie Coffey, 402-780-5606

STERLING SENIOR CENTER

130 Broadway, Sterling, NE 68443

Open: Monday - Friday, 8 a.m. - 1 p.m.

Lunch Served: 11:15 a.m.

Manager: Doris Behrens, 402-866-2050

Meal reservations due one business day in advance.

March 1, 4, 5, 11, 19, 25, 27

- Cards

March 6

- Ash Wednesday Discussion

March 7

- Coffee & Donuts at 9:30 a.m.

March 8

- Remember to Spring Forward on Sunday
- Daylight Savings Time Discussion

March 12, 18, 28

- Puzzle

March 13, 22, 26

- Trivia

March 14, 15

- Jokes

March 15

- Celebrate St. Patrick's Day



March 20, 21, 29

- BINGO

March 20

- Birthday Party with BINGO and Music
- Spring Begins



Meal reservations due one business day in advance.

Everyday

- Date to Remember or Tell a Joke
- Telecare Calls

March 1

- Favorite Movie

March 4, 14, 21

- Puzzle

March 5, 7, 19

- Cards at 12:30 p.m.

March 6

- Exercise

March 8

- Favorite Book

March 11

- Screamo

March 12

- Favorite TV Show

March 13

- Origin of Months' Names

March 15

- Wear Green

March 18

- Left & Right

March 20

- Read to Kindergarteners at 12:30 p.m.

March 22

- Joke Day

March 25

- Gardening Tips

March 26

- Show & Tell

March 27

- Birthday Party with Chad on Piano



March 28

- Favorite Spring Flower

March 29

- Favorite Magazine

SYRACUSE SENIOR CENTER

303 Railroad Ave, Syracuse, NE 68446

Open: Monday - Friday, 8 a.m. - 2 p.m.

Lunch Served: 11:30 a.m.

Manager: Christie Brehm, 402-269-2957

Meal reservations due one business day in advance.

Mondays, Wednesdays, Fridays

- Card Playing at 9:30 a.m.

Tuesdays, Thursdays

- Exercises at 10 a.m.

Thursdays

- Study Group at 9 a.m.

March 5

- Mardi Gras Celebration



March 5, 28

- L-R-C Game at 11 a.m.

March 6

- What's your favorite cereal?

March 7

- Birthday Party at 11 a.m.



March 7, 21

- BINGO at 11 a.m.

March 12

- SUDOKU Puzzles

March 14

- Word Games

- Pi Day

March 19

- Music by the Johnson Family at 11 a.m.

March 20

- What is the first sign of Spring for you?

March 21

- Blood Pressure Clinic at 11 a.m.

March 25

- Knock-Knock Jokes Day

March 26

- Movie Morning at 9:30 a.m.

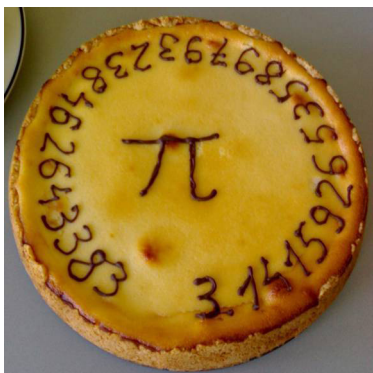


TABLE ROCK SENIOR CENTER

402 Luzerne St, Table Rock, NE 68447

Open: Monday - Friday, 8 a.m. - 2 p.m.

Lunch Served: Noon

Manager: Roberta Turnbull, 402-839-2060

Meal reservations due one business day in advance.

Mondays

- Bake Bread

Thursdays

- Kolaches

- Make Salads

Fridays

- Ice Cream

March 1, 8

- Crafts

March 4, 5, 6, 12, 13, 19, 26, 27

- Peel Potatoes

March 5

- Mardi Gras Party



March 5, 12, 18, 20, 25

- Word Search

March 13

- BINGO with Colonial Acres

March 15

- St. Patrick's Day Party



March 19, 26

- Boggle

March 21

- Dulcimers

March 27

- BINGO with WFLA

March 28

- Foot Care Clinic 9 - 11 a.m.

- Rotary

March 29

- Birthday Celebration



- New Bulletin Board



WYMORE SENIOR CENTER

815 West D St, Wymore, NE 68466
Open: Monday - Friday, 8:30 a.m. - 4 p.m.
Lunch Served: 11:30 a.m.
Manager: Debra Kier, 402-645-3525

Meal reservations due one business day in advance.

Tuesdays

- BINGO

March 1

- National Pig Day

March 4

- Poem

March 6

- National Oreo Cookie Day

March 7

- Crossword

March 8

- Riddles

March 11

- Word Search

March 13

- Lucky Things

March 14, 28

- Penny BINGO

March 15

- Irish Word Games

March 18

- Animal Antics

March 20

- Birthday Dinner
- Blood Pressure Clinic



March 21

- National Bread Day

March 22

- My Room

March 25

- Possible Poisons

March 27

- Alaska

March 29

- Go On



AARP Foundation Volunteer Tax Aides

Providing Tax Preparation Assistance

Now through
April 13, 2019

Beatrice Public Library
South Conference Room
before entrance to Library

Wednesdays
and
Saturdays

12:30 p.m. - 5:00 p.m.



March Menu

Beatrice, Cortland



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><i>March 1 - Nebraska Statehood Day</i> <i>March 5 - Fat Tuesday</i> <i>March 6 - Ash Wednesday</i> <i>March 10 - Daylight Savings Time Begins</i> <i>March 14 - Pi Day</i> <i>March 20 - First Day of Spring</i></p>				<p>1 Ham & Beans Cornbread Garden Salad Cottage Cheese Fruit Fluff</p>
<p>4 Sloppy Joe on Bun Stuffed Spuds San Fran Vegetables Pineapple & Oranges</p>	<p>5 Hashbrown Sausage Egg Cheese Casserole Baked Apples Coffee Cake</p>	<p>6 Pollock Macaroni & Cheese Coleslaw Bread Pudding</p>	<p>7 Spaghetti Pie Green Beans Bread Stick Fruit</p>	<p>8 Chicken Broccoli Rice Casserole Fruit Cocktail Bread Cookie</p>
<p>11 Polish Dog on Bun Waffle Fries Sauerkraut Apricots</p>	<p>12 Chicken Noodle Soup Egg Salad Sandwich Carrot Raisin Salad Banana</p>	<p>13 Meatloaf Baked Potatoes Breaded Tomatoes Whole Wheat Roll Jello</p>	<p>14 Corned Beef Red Potatoes Cabbage Rye Bread Pudding Dessert</p>	<p>15 Breaded Pollock AuGratin Potatoes Peas & Carrots Bread Dessert</p>
<p>18 Chicken Lasagne Green Beans Garlic Bread Peaches</p>	<p>19 Chicken Fried Steak Mashed Potatoes/Gravy Corn Whole Wheat Roll Cake</p>	<p>20 Ham Scalloped Potatoes Mixed Vegetables Bread Ice Cream</p>	<p>21 Porkypine Meatball Mashed Potatoes/Gravy Carrots Bread Plums</p>	<p>22 Fish Sandwich Sour Cream & Chive Potatoes Fruited Coleslaw Tropical Fruit</p>
<p>25 BBQ Meatball Baby Bakers Garden Vegetables Whole Wheat Roll Pudding</p>	<p>26 Chicken Strips Baked Potatoes Cheesy Cauliflower Garlic Bread Strawberries & Bananas</p>	<p>27 Salisbury Steak Mashed Potatoes Peas & Pearl Onions Muffin Ambrosia</p>	<p>28 Grilled Ham & Cheese Sandwich Tomato Soup Cinnamon Applesauce</p>	<p>29 Potato Crusted Fish Hashbrown Casserole Pickled Beets Bread Pineapple Rings</p>

Menus are subject to change.

All meals include low-fat or fat-free milk and margarine.

\$4 Suggested Contribution for individuals age 60 and older

\$5 Suggested Contribution at Beatrice Senior Center only

\$6 Meal cost for individuals under age 60

\$6 Meal cost for all carryout meals





March Menu

Alexandria, Chester home-delivered, Cook home-delivered,
 Davenport, Deshler, Diller, Douglas, Fairbury,
 Falls City, Hebron, Nebraska City, Odell home-delivered,
 Palmyra, Sterling, Syracuse, Table Rock, Wymore



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
March 1 - Nebraska Statehood Day March 5 - Fat Tuesday March 6 - Ash Wednesday March 10 - Daylight Savings Time Begins March 14 - Pi Day March 20 - First Day of Spring				1 Beef Potatoes Vegetables Bread Fruit
4 Pork Potatoes Vegetables Bread Pudding	5 Liver & Onions or Hamburger Patty Mashed Potatoes/Gravy Vegetables Bread & Fruit	6 Chicken Potatoes Vegetables Bread Dessert	7 Beef Potatoes Vegetables Bread Fruit	8 Chicken Potatoes Vegetables Bread Fruit
11 Beef Potatoes Vegetables Bread Pudding	12 Beef Potatoes Vegetables Bread Fruit	13 Chicken Potatoes Vegetables Bread Dessert	14 Beef Potatoes Vegetables Bread Fruit	15 Fish Potatoes Vegetables Bread Fruit
18 Beef Potatoes Vegetables Bread Pudding	19 Pork Potatoes Vegetables Bread Fruit	20 Chicken Potatoes Vegetables Bread Dessert	21 Beef Potatoes Vegetables Bread Fruit	22 Chicken Potatoes Vegetables Bread Fruit
25 Cook's Choice Pudding	26 Beef Potatoes Vegetables Bread Pork	27 Chicken Potatoes Vegetables Bread Dessert	28 Pork Potatoes Vegetables Bread Fruit	29 Fish Potatoes Vegetables Bread Fruit

Menus are subject to change.

All meals include low-fat or fat-free milk, fruit or fruit juice, whole grain bread, and margarine.

\$4 Suggested Contribution for individuals age 60 and older
 \$6 Meal cost for individuals under age 60
 \$6 Meal cost for all carryout meals



HOW CAN I CONTACT ADRC NEBRASKA?

- ✓ Visit the ADRC website:
ADRCNebraska.org
- ✓ Call toll-free: 1-844-843-6364



103 EASTSIDE BLVD
BEATRICE, NE 68310

OFFICE: 402-223-1376

FAX: 402-223-2143

TOLL FREE: 888-989-9417

WWW.BLUERIVERSAAA.ORG

FACEBOOK: BLUERIVERSAAA

WHEN CAN I CONTACT ADRC NEBRASKA?

- ✓ Online resources are available 24 hours a day/7 days a week.
- ✓ Calls are answered Monday - Friday from 8 a.m. to 5 p.m. excluding holidays.



AGING & DISABILITY RESOURCE CENTERS

“Supporting Nebraskans by providing useful information, assistance and education on community services and long-term care options.”

WHAT IS ADRC NEBRASKA?

The Aging and Disability Resource Center (ADRC) is a pilot program established by the Nebraska Legislature in 2015.



The ADRC assists Nebraskans in accessing services and supports such as:

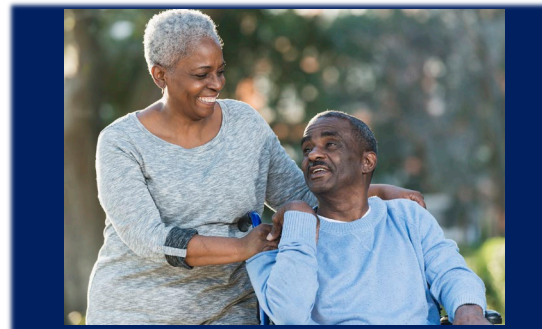
- In-Home Assistance
- Medicare/Medicaid
- Housing
- Financial Assistance
- Transportation
- Behavioral Health Services
- Legal Services
- Medical Care
- Developmental Disability Services
- Assistive Technology



WHO CAN BENEFIT FROM THE ADRC?

The ADRC provides information, assistance, and education on community services and long-term care options for:

- ✓ **Seniors (age 60+);**
- ✓ **People with disabilities of all ages; and**
- ✓ **Family members, caregivers & advocates for the above**



WHAT DOES THE ADRC PROVIDE?

The ADRC maintains a public website with descriptions and contact information of resources, supports, and services of value to seniors, people with disabilities and family members, caregivers and advocates. The website is available to the public at: ADRCNebraska.org



ADRC staff are available over the phone or through face-to-face meetings to assist eligible people and/or their representatives in making informed choices about the services and settings that best meet the person's needs.