

February 2, 2007

**To:** Senior Services Advisory Council

**From:** Kay Metzger

**Subject:** S&DS Emergency Response Coordination Procedure

At the December Senior Services Advisory Council meeting, the 2005-06 S&DS Program Highlights were shared with the Council. During the discussion, SSAC members inquired whether S&DS had an Emergency Response Plan in place. Staff responded that there is an S&DS Emergency Response Coordination Procedure; however it is in the process of being evaluated for improvement and update. Staff volunteered to share a copy of the current procedure for review and discussion at the February SSAC meeting.

Please see attached for the S&DS Emergency Response Coordination Procedure.