

**Indiana WIC Program
Indiana State Department of Health
Disaster Response Policy**

Policy

The Local Agency (LA) will establish and maintain a Disaster Response Plan designed to manage the consequences of a man-made or natural disaster, public health emergency or pandemic that disrupts the clinic's ability to provide services to clients. During an event, the LA will work cooperatively with the State WIC office to arrange for minimal disruption of services.

Procedure

- I. The LA will take reasonable measures to continue providing food benefits to WIC participants in disaster situations.
 - A. The safety of WIC personnel, clients and equipment will be provided.
 - B. Records, equipment and supplies will be secured.
 - C. Services will be restored as soon as possible following such incidents.
 - D. Clients will be notified of disruption or relocation of services.
 - E. Contact will occur with the State WIC Office as soon as possible and will continue as needed until services are restored.
 - F. Communication will be established with local disaster relief partners.
 - G. Temporary facilities will be found until a permanent location is restored or becomes available.
 - H. Disaster victims applying for benefits will have their Certification requirements expedited through the use of the No Proof form (Letter C).
 - I. Disaster victims in a current Certification will have unredeemed WIC Checks and Cash Value Vouchers (CVV) replaced through the use of the Lost, Stolen, Destroyed Check form (Letter E/SF11-13).
 - J. Replacing lost or destroyed breastfeeding pumps and supplies

- II. In the event of a disaster that results in discontinuation of WIC services or unavailability of food in retail stores, the LA must refer clients to other emergency food programs such as food banks, emergency feeding sites, American Red Cross or other disaster relief agencies such as hospitals and local health departments. The county health department or local hospital Disaster Plan may also provide additional referral sources.

- III. The LA operating within its capacity to serve in a disaster situation will actively promote the WIC Program to potentially eligible individuals.

- IV. The LA will develop a Disaster Plan, to be updated annually, which will include:
 - A. A copy of the parent agency's disaster preparedness plan, if applicable.
 - B. Local governmental/community agency emergency contact information.
 - C. State and local WIC staff contact information and/or limitations of staff.
 - D. At least 2 alternative operating sites.
 - E. A plan for notifying clients of service disruption, relocation and availability of WIC services.

- V. The **IN WIC State Office Disaster Plan** will serve as a guide to the LA for continued WIC operations during a disaster. Alternate procedures, outlined in the Disaster **Plan** and instituted as necessary, may include the following:
 - A. Initial Disaster Alert and Activation
 - B. Emergency Response
 - C. Restoration and Recovery Procedures
 - D. Certification Procedures
 - E. Food Delivery Procedures
 - F. Benefit Replacement
 - G. Outreach Procedures

- VI. The LA will review with staff on an annual basis the contingency plans for delivery of services in a disaster.