



**TOWN OF COHASSET**  
**Cohasset Elder Affairs**  
Willcutt Commons – 91 Sohier Street  
Cohasset, MA 02025  
(781) 383-9112

**DISASTER RECOVERY/BUSINESS CONTINUITY PLAN PROCEDURE**

In the event of a disaster and Willcutt Commons (Senior Center) is unable to operate, the following is an outline procedure for day-to-day operation. The following information is standard procedure for any and all emergency for Cohasset Seniors 60+. Cohasset Emergency Management (CEMA) is in charge if there is a weather-related or other disaster and executes Willcutt Commons as a warming/cooling center for the entire community. CEMA is a town agency responsible for coordinating federal, state, local, volunteer, and private resources during emergency and disaster events in Cohasset. Emergency Management is dedicated to protecting the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate, prepare, and respond to local emergency and disaster situations. CEMA is responsible to generate, maintain, and implement the “Cohasset Comprehensive Emergency Management Agency and provides information required for Emergency Management and other Public Safety agencies to handle major emergency incidents ie, fires, traffic accidents, hazardous materials incidents, or major weather conditions such as hurricanes, tornadoes, or blizzards.

**Business Continuity Plan Procedure:**

Under the direction of the Town Manager the following procedure would be in place:

When Willcutt Commons is not habitable, another town building will be designated by the Town Manager and COA staff will be assigned to continue day-to-day operation. Our concerns would be the safety of the older adults, space for programs, and a working kitchen. If it is not possible to secure a building with those specifics, other space would be explored throughout the town.

**3C list calls:** the Cohasset Community contact list (3C) is an emergency preparedness list of Cohasset’s most vulnerable senior citizens. This list is used to call on individuals in the event of a severe weather emergency. This list is only shared between Public Health Nurse, Fire and Police departments. In the event that a senior cannot be reached by phone, the emergency contact listed is called. If we are unable to reach that person, a wellness check by police may be requested, to ensure the senior is safe.

**Meals on Wheels (MOW)** Our MOW program is conducted by South Shore Elder Services (SSES) and provides home-delivered meals five days per week. Meals come frozen and need to be packed and delivered. Space in another town department will be secured so MOW deliveries are not delayed beyond two days. Willcutt Commons will operate congregate food service as soon as they are able. In the meantime, each MOW participant has a shelf-stable meal packet with 2 meals that can be used if delivery is unavailable.

**Elder Services Director:** the CEA Director is provided with a laptop computer and cell phone and participates in Emergency Management meetings communicating with Town officials and Emergency management leadership. The CEA Director will oversee and troubleshoot all work related issues. Fiscal responsibility would continue to secure running the business at Willcutt Commons.

**Outreach Program:** The Outreach Coordinator and Social worker will be set up in an area in town that is private with the use of a computer and phone. If necessary, the Outreach and Social Workers would make home visits to assist clients with any confidential issues or other needs.

**Services Coordinator:** The Services Coordinator, who oversees transportation and volunteers, would be provided with a space to conduct business. A phone and computer would be provided, and services would continue on as seamlessly as possible. With the assistance of the Services Assistant, activities and classes would be located in other suitable spaces throughout town. Our monthly VISTA newsletter would still be mailed to senior homeowners for information on locations.

*This is an overview and subject to change by the Cohasset Elder Affairs Board of Directors.*