

OFFICE OF CHILDREN AND FAMILY SERVICES

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| LOCAL COMMISSIONERS MEMORANDUM |
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OCFS-4616EL (Rev. 11/98)

Transmittal No: 99 OCFS LCM-22

Date: July 29, 1999

Division: Development and
Prevention Services

TO: Local District Commissioners

SUBJECT: Y2K Preparation

ATTACHMENTS: Attachment 1: Guide For Staff In Planning
For Community Based Clients (on-line)
Attachment 2: Recommendations For
Residential Programs (on-line)
Attachment 3: State Emergency Management
Office Emergency Operations Directory (not
available on-line)

The following is to remind you of the Y2K transition, which could be a minor inconvenience or a major disruption. This communication is intended to assist you with the identification of potential problem areas and to guide you in the planning of your emergency response. We encourage you to review your current local disaster and emergency plans, and to make any revisions as necessary.

As you may know, equipment manufacturers have used embedded computer systems for many years to operate essential building services such as elevators, heating/ventilation/air conditioning, security systems, and lighting systems. Embedded computer chips are also utilized in traffic control systems, major utility supply networks, communications systems, fax machines and numerous other business functions.

The Year 2000 problem is the recognition of the potential that equipment operated by embedded systems may not operate as expected when the date changes. This is due, in part, because the computer logic may incorrectly determine the day of the week. Specifically, January 1, 1900 was a Monday and January 1, 2000 will be a Saturday. An embedded chip may incorrectly determine which day it is and could cause a malfunction in automatic systems that are set differently for different days of the week, like traffic lights. In extreme cases, this could cause a system to not work at all.

While we do not expect major disruptions, it is important to have contingency plans ready in the event of unanticipated problems, particularly those that may originate beyond our immediate control. We urge you to carefully consider the development of contingency plans to be used in case of local malfunctions that could affect your staff, your clients or your operations.

We encourage you to provide planning information to your vulnerable community based client populations, such as adult protective, that would assist them in preparing for adequate alternate sources of shelter, heat, food, water, medications and communications. (See Attachment #1, Guide for Staff). This attachment may also be useful for foster families and in home child care providers.

For clients in your direct care or custody, you must ensure that safety and other basic needs will be guaranteed during this time. You may choose to provide assistance to foster families, agency operated group homes, adult facilities, etc. relative to disaster planning and preparation. (See Attachment #2, Recommendations for Residential Programs). You may also wish to review the disaster and emergency plans as developed by any agencies you currently contract with for services including domestic violence, day care and any other additional programs.

As you may know, Governor Pataki has made Y2K compliance a top priority. Assistance is available for this emergency planning effort (see Attachment #3). These individuals may be a resource in identifying concerns and developing locally responsive plans.

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Your cooperation in helping to ensure the safety of New York's vulnerable individuals is appreciated. For further information please contact your Regional Office representative.

<u>Office</u>	<u>Director</u>	<u>Phone Number</u>
Buffalo	Linda C. Brown	716-847-3145
Rochester	Linda Kurtz	716-238-8201
Syracuse	Jack Klump	315-423-1200
Albany	William McLaughlin	518-486-7078
Yonkers	Pat Sheehy	914-377-2080
NYC	Gail Hallerdin	212-383-1788

Thank you for your cooperation.

Donald K. Smith
Deputy Commissioner
Division of Development and
Prevention Services

ATTACHMENT #1

GUIDE FOR STAFF IN PLANNING FOR COMMUNITY BASED CLIENTS

Staff may consider notifying community based clients of the potential Y2K situation and assist them in planning as follows:

1. Encourage the client to make contingency plans prior to December 1, 1999. Encourage them to have access to a battery operated radio, a flashlight and extra batteries. Encourage the client also to obtain an extra 3 to 5 day supply of the following items to have on hand for the period of December 30, 1999 to January 3, 2000:
 - a. food
 - b. water
 - c. medications
 - d. diapers

2. Suggest the client know how to contact the following:

a. Utility company:	_____	Phone:	_____
b. Fire Company:	_____	Phone:	_____
c. Ambulance:	_____	Phone:	_____
d. Water supply:	_____	Phone:	_____
e. Police:	_____	Phone:	_____

3. Assist the client in identifying at least 2 people able to be contacted for assistance without using a telephone:

a. Who?:	_____	How?:	_____
b. Who?:	_____	How?:	_____

4. Assist the client in locating the nearest emergency shelter:

5. Assist the client in identifying alternate means of transportation:

6. Assist the client in identifying any unique local concerns:

ATTACHMENT #2

RECOMMENDATIONS FOR RESIDENTIAL PROGRAMS

1. Identify internal systems potentially subject to Y2K disruption:
 - a. security systems and cameras
 - b. heating/ventilation/air conditioning systems
 - c. burglar and fire alarms
 - d. lighting systems; both routine and emergency
 - e. door locks
 - f. fire control systems and sprinklers
 - g. elevators and lifts
 - h. water and sewage systems
 - i. refrigeration systems
2. Identify external systems potentially subject to Y2K disruption:
 - a. telephone systems including mobile phones pagers and fax machines
 - b. major utility suppliers
 - c. mass transit systems
3. Obtain an extra 3 to 5 day supply of the following:
 - a. food
 - b. water
 - c. medication
 - d. supplies
 - e. fuel
 - f. diapers
4. Obtain a battery operated radio, flashlights and extra batteries.
5. Know how to contact the following with or without telephone service:
 - a. utility company
 - b. fire company
 - c. ambulance
 - d. water supply
 - e. police
6. Know the location of the nearest emergency shelter.
7. Obtain supplemental home visitation plan information including:
 - a. at least 2 alternate emergency contact points for parent/guardian
 - b. at least 2 alternate transportation plans