

HEALTH CARE FACILITY CHECKLIST FOR EFFECTIVE EMERGENCY PLANNING			
Not Started	In Progress	Completed	Tasks
			<ul style="list-style-type: none"> <li>• <b>Decision Criteria for Executing Plan:</b> Include factors to consider when deciding to evacuate or shelter in place. Determine who at the facility level will be in authority to make the decision to execute the plan to evacuate or shelter in place (even if no outside evacuation order is given) and what will be the chain of command.</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>Communication Infrastructure Contingency:</b> Establish contingencies for facility communication infrastructure in the event of telephone failures (e.g., walkie-talkies, ham radios, text messaging systems, etc.).</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>Develop Shelter-in-Place Plan:</b> Due to the risks in transporting vulnerable patients and residents, evacuation should only be undertaken if sheltering-in-place results in greater risk. Develop an effective plan for sheltering-in-place, by ensuring provisions for the following are specified: <ul style="list-style-type: none"> <li>✓ Procedures to assess whether the facility is strong enough to withstand strong winds, flooding, etc.</li> <li>✓ Measures to secure the building against damage (plywood for windows, sandbags and plastic for flooding, safest areas of the facility identified.</li> <li>✓ Procedures for collaborating with local emergency management agency, fire, police and EMS agencies regarding the decision to shelter-in-place.</li> <li>✓ Sufficient resources are in supply for sheltering-in-place for a minimum of 72 hours, including: <ul style="list-style-type: none"> <li>▪ Ensuring emergency power, including back-up generators and accounts for maintaining a supply of fuel</li> <li>▪ An adequate supply of potable water (recommended amounts vary by population and location)</li> <li>▪ A description of the amounts and types of food in supply</li> <li>▪ Maintaining extra pharmacy stocks of common medications</li> <li>▪ Maintaining extra medical supplies and equipment (e.g., oxygen, linens, vital equipment)</li> </ul> </li> <li>✓ Identifying and assigning staff who are responsible for each task</li> <li>✓ Description of hosting procedures, with details ensuring 24-hour operations for minimum of 72 hours</li> <li>✓ Contract established with multiple vendors for supplies and transportation</li> <li>✓ Develop a plan for addressing emergency financial needs and providing security</li> </ul> </li> </ul>
			<ul style="list-style-type: none"> <li>• <b>Develop Evacuation Plan:</b> Develop an effective plan for evacuation, by ensuring provisions for the following are specified: <ul style="list-style-type: none"> <li>✓ Identification of person responsible for implementing the facility evacuation plan (even if no outside evacuation order is given)</li> <li>✓ Multiple pre-determined evacuation locations (contract or agreement) with a "like" facility have been established, with suitable space, utilities, security and sanitary facilities for</li> </ul> </li> </ul>