

HEALTH CARE FACILITY CHECKLIST FOR EFFECTIVE EMERGENCY PLANNING

Not Started	In Progress	Completed	Tasks
			<p>individuals receiving care, staff and others using the location, with at least one facility being 50 miles away. A back-up may be necessary if the first one is unable to accept evacuees.</p> <ul style="list-style-type: none"> ✓ Evacuation routes and alternative routes have been identified, and the proper authorities have been notified ✓ Maps are available and specified travel time has been established ✓ Adequate food supply and logistical support for transporting food is described. ✓ The amounts of water to be transported and logistical support is described. ✓ The logistics to transport medications is described, including ensuring their protection under the control of a registered nurse. ✓ Procedures for protecting and transporting resident/patient medical records. ✓ The list of items to accompany residents/patients is described. ✓ Identify how persons receiving care, their families, staff and others will be notified of the evacuation and communication methods that will be used during and after the evacuation ✓ Identify staff responsibilities and how individuals will be cared for during evacuation, and the back-up plan if there isn't sufficient staff. ✓ Procedures are described to ensure residents/patients dependent on wheelchairs and/or other assistive devices are transported so their equipment will be protected and their personal needs met during transit (e.g., incontinent supplies for long periods, transfer boards and other assistive devices). ✓ A description of how other critical supplies and equipment will be transported is included. ✓ Determine a method to account for all individuals during and after the evacuation ✓ Procedures are described to ensure staff accompany evacuating residents. ✓ Procedures are described if a patient/resident becomes ill or dies in route. ✓ Mental health and grief counselors are available at reception points to talk with and counsel evacuees. ✓ It is described whether staff family can shelter at the facility and evacuate.
			<ul style="list-style-type: none"> • Transportation & Other Vendors: Establish transportation arrangements that are adequate for the type of individuals being served. Ensure that transportation vendors and other suppliers/contractors identified in the facility emergency plan have the ability to fulfill their commitments in case of disaster affecting an entire area (e.g., their staff, vehicles and other vital equipment are not "overbooked," and vehicles/equipment are kept in good operating condition and with ample fuel.). Ensure the right type of transportation has been obtained (e.g., ambulances, buses, helicopters, etc).