

HEALTH CARE FACILITY CHECKLIST FOR EFFECTIVE EMERGENCY PLANNING			
Not Started	In Progress	Completed	Tasks
			<ul style="list-style-type: none"> • Train Transportation Vendors/Volunteers: Ensure that the vendors or volunteers who will help transport residents and those who receive them at shelters and other facilities are trained on the needs of the chronic, cognitively impaired and frail population and are knowledgeable on the methods to help minimize transfer trauma.
			<ul style="list-style-type: none"> • Facility Reentry Plan: Describe who will authorize reentry to the facility after an evacuation, the procedures for inspecting the facility, and how it will be determined when it is safe to return to the facility after an evacuation. The plan should also describe the appropriate considerations for return travel back to the facility.
			<ul style="list-style-type: none"> • Residents & Family Members: Determine how residents and their families/guardians will be informed of the evacuation, helped to pack, have their possessions protected and be kept informed during and following the emergency, including information on where they will be/go, for how long and how they can contact each other.
			<ul style="list-style-type: none"> • Resident Identification: Determine how residents will be identified in an evacuation; and ensure the following identifying information will be transferred with each resident: <ul style="list-style-type: none"> ✓ Name ✓ Social security number ✓ Photograph ✓ Medicaid or other health insurer number ✓ Date of birth, diagnosis ✓ Current drug/prescription and diet regimens ✓ Name and contact information for next of kin/responsible person/Power of Attorney) Determine how this information will be secured (e.g., laminated documents, water proof pouch around resident's neck, water proof wrist tag, etc.) and how medical records and medications will be transported so they can be matched with the resident to whom they belong.
			<ul style="list-style-type: none"> • Trained Facility Staff Members: Ensure that all facility staff members are trained to be knowledgeable and follow all details of the plan. Hold periodic reviews and appropriate drills and other demonstrations with sufficient frequency to ensure new members are fully trained.
			<ul style="list-style-type: none"> • Informed Residents & Patients: Ensure residents, patients and family members are aware of and knowledgeable about the facility plan, including: <ul style="list-style-type: none"> ✓ Families know how and when they will be notified about evacuation plans, how they can be helpful in an emergency (example, should they come to the facility to assist?) and how/where they can plan to meet their loved ones. ✓ Out-of-town family members are given a number they can call for information. Residents who are able to participate in their own evacuation are aware of their roles and responsibilities in the event of a disaster.