

HEALTH CARE FACILITY CHECKLIST FOR EFFECTIVE EMERGENCY PLANNING			
Not Started	In Progress	Completed	Tasks
			<ul style="list-style-type: none"> • Check for needed provisions being delivered to the facility/residents—power, flashlights, food, water, ice, oxygen, medications—and urgent action is taken to obtain the resources and assistance they need.
			<ul style="list-style-type: none"> • Determine the location of evacuated residents, document and report this information to the clearing house established by the state or partnering agency.
			<ul style="list-style-type: none"> • Review Emergency Plan: Complete an internal review of the emergency plan on an annual basis to ensure the plan reflects the most accurate and up-to-date information. Updates may be warranted under the following conditions: <ul style="list-style-type: none"> ✓ Regulatory change ✓ New hazards are identified or existing hazards change ✓ After tests, drills, or exercises when problems have been identified ✓ After actual disasters/emergency responses ✓ Infrastructure changes ✓ Funding or budget-level changes
			<ul style="list-style-type: none"> • Conduct Exercises & Drills: Conduct exercises that are designed to test individual essential elements, interrelated elements, or the entire plan: <ul style="list-style-type: none"> ✓ Exercises or drills must be conducted at least semi-annually ✓ Corrective actions should be taken on any deficiency identified
			<ul style="list-style-type: none"> • Contact Ombudsman Program: Contact the local ombudsman program to assign a representative to check on each facility covered by the ombudsman program. <i>Exception: when the ombudsman lives in an area under mandatory evacuation.</i> • Prior to an anticipated disaster, Ombudsman representatives are reminded to <ul style="list-style-type: none"> ✓ Check on their facilities, both before and immediately after the emergency ✓ Maintain at home and office contact information for facilities, other ombudsmen and appropriate agencies ✓ Be familiar with local emergency plans and the roles of agencies in a disaster
			<ul style="list-style-type: none"> • Loss of Resident's Personal Effects: Establish a process for the emergency management agency representative (FEMA or other agency) to visit the facility to which residents have been evacuated, so residents can report loss of personal effects.