
Emergency “Go Box”

_____ (*facility name*) shall establish an Emergency “Go Box” and place it in secure locations throughout the facility, so that the Administrator and/or Incident Commander can grab it in an emergency situation. The “go-box” should contain at least the following items:

Emergency Go Box Items for Facility	
Boxes are located: _____	
<input checked="" type="checkbox"/>	Item
<input type="checkbox"/>	Cell phone
<input type="checkbox"/>	Cell phone charger
<input type="checkbox"/>	Cash/credit cards
<input type="checkbox"/>	Additional keys for the facility
<input type="checkbox"/>	Emergency key contacts list
<input type="checkbox"/>	List of employees with information for payroll purposes
<input type="checkbox"/>	List of employees contact/emergency numbers
<input type="checkbox"/>	Copies of facility floor plans (enlarged)
<input type="checkbox"/>	Badges for visitors/Pens/Pads/Blank Avery labels/ Colored Sharpe Markers
<input type="checkbox"/>	Incident Command Structure (ICS) Facility Action Cards (See Appendix U)
<input type="checkbox"/>	N95 Masks/Latex gloves
<input type="checkbox"/>	Working gloves/duct tape
<input type="checkbox"/>	Colored t-shirts or reflective vests/incident commander vest
<input type="checkbox"/>	Restraints for emergency purposes ONLY

3. Alternate Facility (Relocation Site) Assessment

_____ (*facility name*) shall establish at least two alternate facility sites when a complete evacuation of the facility is required. In some cases and depending on the situation, relocation may occur to a suitable facility within the same region for a short-term basis.

In the event however, that a disastrous situation strikes an entire geographical area, an alternate facility must be located at least 50 miles away from the facility. (CMS proposed guidelines require at least two relocation sites with one being 50 miles away from the facility.) NC Division of Facility Services must approve alternate care facilities in order for the facility to receive public funds during a relocation of residents.

It is essential that the alternate facilities meet basic requirements for safety and security of the residents and staff members. An alternate facility must provide the same level of care or higher to the residents, whether it be another nursing facility or hospital. A thorough evaluation of an Alternate Facility should be conducted to ensure that the facility meets the appropriate needs of the residents.

It will be assured that the alternate facility providers are trained to the needs of the chronic, cognitively impaired and frail population, as well as knowledgeable of methods to minimize transfer trauma (CMS proposed guidelines.)