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- d. Prepare equipment, medical supplies, first aid supplies, treatment carts, crash cart, emergency medication boxes, oxygen, and medication carts for transport.
 - e. Ensure residents are properly prepared for evacuation.
 - f. Assist in resident transfers.
 - g. Remain calm to not upset the residents.
4. Certified Nursing Assistants
- a. Remove all residents from bed if possible and place in wheelchairs, Geri-chairs, etc.
 - b. Prepare residents in designated groups according to acuity for transport to alternate care facilities. Ensure the residents:
 - i. Are properly attired for the weather with shoes, coats, hats, etc.
 - ii. Are wearing ID bands.
 - iii. Have Emergency Packets with face sheet, identification, DNR orders, insurance information, etc.
 - iv. Have Emergency “Go Bags” with personal clothing, gowns/pajamas, shoes, slippers, socks, underclothes for three to four days.
 - v. Have incontinence supplies, personal grooming items, and other medical supplies.
 - vi. Have dental supplies, dentures, hearing aides, eyeglasses, etc.
 - vii. Have pillows, blankets, bed linens, (mattress maybe transported as well).
 - viii. Ensure all adaptive aids, such as hearing aids and dentures are packed and properly labeled.
 - c. Designate staff members to accompany each group.
 - d. Remain calm not to upset the residents.
5. Medical Records
- a. Protect and gather resident records for transport. Send each record with the Phase I resident to his/her receiving location.
 - b. Send resident records for Phase II residents to the receiving facility.
 - b. Ensure resident records are safeguarded at the receiving facility.
 - c. Ensure complete data backup prior to the storm’s onset.
 - d. Remain calm to not upset the residents.
6. Office Staff
- a. Protect and gather vital employee and facility records for transport if necessary.
 - b. Ensure complete data backup prior to the storm’s onset.
 - c. Ensure all computers and computers have been turned off and unplugged.
 - d. Ensure specific departments are maintaining time sheets for employees who will be working at the alternate care sites.
 - e. As directed by Incident Commander, continue to notify families/responsible parties of the plan to evacuate.
 - f. Document all emergency actions taken and notifications.
 - g. Ensure telephone/emergency phone coverage for the facility.
 - h. As directed by Incident Commander, continue to notify staff members to report to the facility as soon as possible.
 - i. Remain calm to not upset the residents.
7. Social Services/Activities
- a. Notify families/responsible parties who have requested their loved ones be discharged to their care. Make a list and forward to the nursing department, so discharge orders can be obtained from attending physicians.
 - b. Remain calm to not upset the residents.
 - c. Monitor volunteers.
 - d. Work closely with nursing staff to meet the needs of the residents.