

---

8. Maintenance

- a. Work with responding emergency agencies on items such as utility controls and elevator operations. Support responding emergency agencies with building security and traffic control.
- b. Make final rounds of the facility and grounds.
- c. Make emergency repairs of the facility.
- d. Secure windows and other building openings.
- e. Ensure that all windows are closed. Pull shades and close all drapes.
- f. Check equipment for functionality.
- g. Secure the facility and ensure all electronic devices and computers have been turned off and unplugged.
- h. Activate shut-down procedures.
- i. Secure all potential flying debris (above, below, around, and in the facility).
- j. Gather supplies, such as radios, flashlights, batteries, etc. for transport.
- k. Remain calm to not upset the residents.

9. Food Services

- a. Ensure refrigerators and freezers are set on the lowest setting prior to exiting the facility.
- b. Ensure non-essential equipment is unplugged.
- c. Gather emergency food, water, cooking utensils, and food disposal supplies for transport. Assign someone to accompany food items during transportation to the alternate care facility.
- d. Protect and gather for transport vital resident and department records.
- e. Notify vendors to deliver supplies, including ice and water to alternate care facility.
- f. Determine the number of residents, visitors, volunteers, employees, and their family members for whom food service will be provided.
- g. Prepare to assist in resident evacuation and report to the alternate care facility.
- h. Remain calm to not upset the residents.

10. Housekeeping/Laundry

- a. Protect and gather an adequate supply of linens to be transported to the evacuation site.
- b. Ensure all equipment is unplugged.
- c. Notify vendors to deliver supplies to the alternate care facility if necessary.
- d. Determine the number of residents, visitors, volunteers, employees, and their family members who will need supplies and linens.
- e. Gather supplies such as linens, blankets, trash can liners, mops, rags, buckets, trash cans, cleaning supplies, toilet paper, etc.
- f. Prepare to assist in resident evacuation and report to the alternate care facility.
- g. Remain calm to not upset the residents.

11. Transportation

- a. Check fuel, oil, and water levels for each vehicle.
- b. Prepare maps with evacuation routes and alternate routes.
- c. Remain calm to not upset the residents.

12. Medical Director

- a. Will assist facility with transfer decisions and emergency orders if attending physician cannot be reached.