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- C. Notify staff members, residents, and family members/responsible parties.
 - D. Each department needs to contact all employees and create a list of employees with phone numbers/emergency phone numbers who will be available to work during the Shelter-in-Place if time warrants such planning. Confirm expected availability, as well as the number of family members joining the staff members:
 - Before the storm strikes
 - During the storm
 - After the storm
 - E. All visitors, vendors, volunteers, etc. in the facility at the time that the Shelter-in-Place plan is initiated shall be instructed to stay for their safety. (When authorities provide directions to Shelter-in-Place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.)
 - F. Unless there is an imminent threat, provide staff, volunteers, visitors, vendors, etc. with the ability to communicate with their family members at an appropriate time.
 - G. Close and lock all windows, exterior doors, and any other openings to the outside.
 - H. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
 - I. Create water supply—rule of thumb is three gallons per person, per day for seven days.
 - Fill tubs, pitchers, and as many containers as possible with water
 - Bag up as much ice as possible and place in the freezers
 - Purchase ice and place in freezers (Gallon Ziploc bags are great for cooling individuals and then are ready for drinking, as ice melts.)
 - J. Turn off all fans, heating, and air conditioning systems. Activate other shut-down procedures if necessary.
 - K. Be prepared to access essential disaster supplies, such as nonperishable food, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
 - L. Select interior room(s) above the ground floor, with the fewest windows or vents available, for safe refuge and move residents there. The rooms should have adequate space for everyone to be able to sit in. (Referred to as Area of Refuge.)
 - Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows will work well
 - Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outside
 - It is ideal to have a hard-wired telephone in the area you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency
 - M. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the doors and any vents into the room.
 - N. Grab “Emergency Go Box” if necessary.
 - O. Bring everyone into the Area of Refuge. Shut and lock the doors.
 - P. Make staff assignments.
 - Q. Be alert for leaking water or gas, broken windows, fire hazards, and electrical wires.
 - R. Ensure accountability and keep track of all residents and staff members.
 - S. Evaluate resident status changes and needs, especially if power is lost. Activate hot or cold weather procedures if necessary.