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6. Office Staff
 - a. Protect and gather vital employee and facility records for transport if necessary.
 - b. Ensure complete data backup.
 - c. Unplug all computers and equipment.
 - d. As directed by Incident Commander, continue to notify families/responsible parties of decision to shelter-in-place.
 - e. Document all emergency actions taken and notifications.
 - f. Ensure telephone/emergency phone coverage for facility.
 - g. Remain calm to not upset the residents.
 - h. Be prepared to assist where needed at the direction of the Incident Commander.
 7. Social Services/Activities
 - a. Notify families/responsible parties of decision of shelter-in-place.
 - b. Remain calm to not upset the residents.
 - c. Work closely with nursing staff to meet the needs of the residents.
 - d. Be prepared to assist where needed at the direction of the Incident Commander.
 8. Maintenance
 - a. Make final rounds of the facility and grounds.
 - b. Make emergency repairs of the facility.
 - c. Secure windows and other building openings.
 - d. Ensure that all windows are closed. Pull shades and close all drapes.
 - e. Check equipment for functionality.
 - f. Secure the facility and ensure all electronics and computers have been turned off and unplugged.
 - g. Activate shut-down procedures.
 - h. Secure all potential flying debris (above, below, around, and in the facility).
 - i. Secure supplies, such as radios, flashlights, batteries, etc. for transport.
 - j. Remain calm to not upset the residents.
 - k. Be prepared to assist where needed at the direction of the Incident Commander.
 9. Food Services
 - a. Set refrigerator and freezers on the coldest setting.
 - b. Unplug non-essential equipment.
 - c. Secure emergency food, water, cooking utensils, and food disposal supplies for transport.
 - d. Secure vital resident and departmental records.
 - e. Fill zip top bags with ice and place in freezers.
 - f. Notify vendors to deliver supplies, including ice and water.
 - g. Determine the number of residents, visitors, volunteers, employees, and their family members for whom food service will be provided.
 - h. Remain calm to not upset the residents.
 - i. Be prepared to assist where needed at the direction of the Incident Commander.
 10. Housekeeping/Laundry
 - a. Secure an adequate supply of linens.
 - b. Unplug all equipment.
 - c. Notify vendors to deliver supplies.
 - d. Secure supplies, such as linens, blankets, trash can liners, mops, rags, buckets, trash cans, cleaning supplies, toilet paper, etc.
 - e. Create water supply.
 - f. Assist in moving residents to Area of Refuge.
 - g. Remain calm to not upset the residents.
 - h. Be prepared to assist where needed at the direction of the Incident Commander.