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11. Transportation
    - a. Check fuel, oil, and water levels for each vehicle.
    - b. Move vehicles away from trees.
    - c. Remain calm to not upset the residents.
    - d. Be prepared to assist where needed at the direction of the Incident Commander.
  12. Medical Director
    - a. Will be notified and will assist if available

## 14. Sheltering-in-Place Procedures

\_\_\_\_\_ (facility name)  
*Emergency Procedure*  
**SHELTER-IN-PLACE (SIP)**

The following procedure shall be utilized when the facility is Sheltering-in-Place due to a disaster situation

- A. Meet with management team to activate Incident Command System (ICS) and discuss preparations for the storm.
- B. Notify ownership, Corporate Contact, Division of Facility Services, Emergency Management Office, and Medical Director of the decision to Shelter-in-Place.
- 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 telephone numbers/emergency telephone 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 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.