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3. Nursing Staff
 - a. Initiate preparations by closing doors, blinds, and drapes, and filling up tubs and sinks with water.
 - b. Assist in moving residents to the Area of Refuge and frequently monitor their conditions.
 - c. Close all doors and windows.
 - d. Connect O₂ concentrators to all residents requiring oxygen.
 - e. Shut off oxygen or other medical gasses.
 - f. Remain calm to not upset the residents.
 - g. Be prepared to assist where needed at the direction of the Incident Commander.
 4. Certified Nursing Assistants
 - a. Initiate preparations by closing doors, blinds, and drapes and filling up tubs and sinks with water.
 - b. Prepare to move residents to Area of Refuge.
 - c. Remain calm to not upset the residents.
 - d. Be prepared to assist where needed at the direction of the Incident Commander.
 5. Medical Records
 - a. Protect and gather resident records to relocate to centralized area of refuge if necessary.
 - b. Ensure complete data backup.
 - c. Remain calm to not upset the residents.
 - d. Be prepared to assist where needed at the direction of the Incident Commander.
 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.