
Planning Considerations for Hurricanes and Tropical Storms:

- Consult with _____ (*county name*) Emergency Management Office to determine your facility's flood zone and hurricane evacuation zone. Wind damage from a hurricane can necessitate evacuation even if there is no threat of flooding from the storm surge
- Purchase a National Oceanic and Atmospheric Administration (NOAA) Weather Radio with a warning alarm tone and battery backup
- Listen for hurricane watches and warnings
- Survey your facility. Make plans to protect outside equipment and structures
- Make plans to protect windows. Permanent storm shutters offer the best protection. Covering windows with 5/8-inch marine plywood is a second option
- Consider the need for backup systems:
 - Portable pumps to remove flood water
 - Alternate power sources, such as generators or gasoline-powered pumps

(*facility name*)

Emergency Procedure **HURRICANE AND TROPICAL STORM THREAT AND WATCH**

The following procedure shall be utilized when a Hurricane or Tropical Storm is predicted (threat) and when a **Watch** is issued.

A **Watch** is issued when a hurricane or tropical storm is expected to hit within 36 hours.

- A. Meet with management team to activate Incident Command System and discuss preparations for the storm. The most qualified staff member (in regard to the Incident Command System) on duty at the time will assume the Incident Commander position.
- B. Contact ownership, Corporate Contact, and emergency management office for updates and further instructions.
- C. Contact ownership, Corporate Contact, Division of Facility Services, Emergency Management Office, and Medical Director to notify them of the decision to Evacuate or Shelter-in-Place.
- D. Notify staff members.
- E. 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 a Shelter-in-Place or Evacuation scenario. Confirm expected availability, as well as the number of family members joining the staff members:
 1. Before the storm strikes
 2. During the storm
 3. After the storm
- F. Alert alternate care facilities and transportation providers of the potential storm.
- G. Update the Resident Acuity Levels for Evacuation Purposes sheet (**Refer to Appendix D**) to determine transportation needs according to acuity and special needs.
- H. Update and have ready resident Emergency Packet, Emergency "Go Bags," and Evacuation Identification Wristbands. **See Appendix X for Resident Evacuation Emergency Packets, "Go Bags," and Identification Bracelet Information.**