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- I. Contact family members/responsible parties to notify them of potential threat of a storm in order to determine if they wish to take residents home during the storm and compile a list.
  - J. Medical Records should begin preparation to transport medical records if Evacuation Procedures are activated.
  - K. Medications, medication carts, and emergency drug boxes should be prepared for transport, as well as first aid supplies, medical equipment, etc.
  - L. Disaster supplies should be ready for transport if necessary. Assure at least one-week supplies of pharmaceuticals, oxygen, and disposable supplies.
  - M. Disaster food and water for at least a week must be ready for transport if necessary.
  - N. Alert transportation providers.
  - O. Assign tasks to the designated driver(s) to ensure facility transportation is ready for usage.
  - P. Alert food and emergency water vendors, medical supply vendors, and pharmacy that an Evacuation or Shelter-in-Place situation might occur.
  - Q. Prepare residents in designated groups according to acuity for transport to alternate care facilities if Evacuation Procedures are activated. Ensure the residents:
    - Are properly attired for the weather with shoes, coats, hats, etc.
    - Are wearing Evacuation ID bands
    - Have Emergency Packets with face sheets, identification, DNR orders, insurance information, etc.
    - Have Emergency “Go Bags” with personal clothing, gowns/pajamas, shoes, slippers, socks, underclothes for three to four days, incontinence supplies, personal grooming items, dental supplies, dentures, hearing aides, eyeglasses, falls and skin breakdown preventative aids, and other medical supplies.
    - Have pillows, blankets, bed linens, (mattresses may be transported as well)
    - Ensure all adaptive aids, such as hearing aids and dentures are packed and properly labeled
  - R. Cancel all outside activities and restrict admissions as storm approaches.
  - S. Stockpiling of water in tubs, trash cans, buckets, etc. should begin 12 hours before the predicted arrival of the hurricane.
  - T. Continue to monitor updates regarding the storm and check with Emergency Management Office for updates and recommendations.
  - U. Administrator or Designee must decide whether to Evacuate or Shelter-in-Place, depending on the prediction of the storm conditions.
  - V. All evacuation procedures must be completed before the onset of tropical storm winds in the area. Facility must determine how long it will take to complete a full-scale facility evacuation. The amount of time it takes to evacuate then travel to the sheltering facility should be multiplied times three to account for evacuation traffic, as well as other factors.<sup>1</sup>
  - W. It is essential that all internal emergency operations are coordinated with the local authorities. They will be able to quickly assist in controlling the situation provided that a good line of communication is established between them and the Incident Commander.

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<sup>1</sup> Florida Health Care Association Disaster Guide, 2005 page 24.