
Emergency Job Tasks

Hurricane and Tropical Storm Threat and Watch

1. Administrator/Incident Commander
 - a. Meet with the management team to activate Incident Command System (ICS) and discuss preparations for the storm.
 - b. Contact ownership, Corporate Contact, and emergency management office for updates and further instructions.
 - c. Notify staff members and the Medical Director.
 - d. Alert alternate care facilities and transportation providers of potential storm.
 - e. Ensure Resident Information and Emergency Information Packets and Travel Bags are updated.
 - f. Ensure families/responsible parties are notified.
 - g. Continue to monitor updates regarding the storm and check with Emergency Management Office for updates and recommendations.
 - h. Contact ownership, Corporate Contact, Division of Facility Services, and Emergency Management Office of decision to Evacuate or Shelter-in-Place.
 - i. Shall be responsible for activating Evacuation Procedures or Shelter-in-Place Procedures.
 - j. Keep in mind that 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 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.²
 - k. 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.
2. Director of Nursing
 - a. Contact 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:
 - Before the storm strikes
 - During the storm
 - After the storm
 - b. Update Resident Acuity Sheet for Evacuation Purposes to determine transportation needs based on acuity and special needs
 - c. Determine all special transportation needs for residents who will require higher levels of care.
 - d. Ensure resident Emergency Information Packets are updated.
 - e. Ensure resident Emergency "Go Bags" are packed.
 - f. Notify medical supply vendors and pharmacy.
 - g. Ensure disaster supplies are packed and ready for transport if necessary.
 - h. Ensure family members/responsible parties are notified of potential threat of a storm. Determine if they wish to take residents home during the storm.
 - i. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
3. Nursing Staff
 - a. Contact attending physicians to receive discharge orders for those residents being discharged to their families, as well as securing updated orders for all residents.
 - b. Prepare medications/medication carts/emergency drug boxes for transport.

² Florida Health Care Association Disaster Guide, 2005 page 24.