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- c. Ensure Resident Emergency Packets of Information and Evacuation Identification bracelets are updated.
 - d. Prepare disaster supplies for transport if necessary. Assure at least one-week supplies of pharmaceuticals, oxygen, and disposable supplies.
 - e. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures
4. Certified Nursing Assistants
- a. Prepare Emergency "Go Bags" for residents with:
 - i. 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.
 - ii. Have pillows, blankets, bed linens, (mattresses may be transported as well).
 - iii. Ensure all adaptive aids, such as hearing aids and dentures are packed and properly labeled.
 - b. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
5. Office Staff/
- a. Gather essential resident, employee, and facility records.
 - b. As directed by Incident Commander, continue to notify families/responsible parties of discharge plans and/or plan to Evacuate/Shelter-in-Place.
 - c. Document all emergency actions taken and notifications.
 - d. As directed by Incident Commander, continue to notify staff members to report to the facility as soon as possible.
 - e. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
6. Medical Records
- a. Protect and gather resident records for transport if necessary.
 - b. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
7. Social Services/Activities
- a. Notify families/responsible parties who have requested their loved ones be discharged to their care. Make list and forward to nursing department, so discharge orders can be obtained from attending physicians.
 - b. Ensure DNR orders are accurate.
 - c. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
8. Maintenance
- a. Monitor fuel supply for generator and ensure all equipment and utilities are functioning properly.
 - b. Ensure supplies, such as radios, flashlights, batteries, etc. are organized for usage and ready for transport if necessary.
 - c. Tape windows and glass doors in an "X" pattern.
 - d. Clear gutters, drains, and storm sewers.
 - e. Secure outside furniture, planters, awnings, and trash cans.
 - f. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
9. Food Service
- 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