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- b. Protect and gather for transport vital resident nutritional and department records.
 - c. Collect and prepare for transport needed food, water, cooking utensils, and disposal materials based on the available facilities at the evacuation site.
 - d. Alert vendors that supplies may need to be delivered to alternate care facility.
 - e. Be prepared to activate Evacuation Procedures or Shelter-in-Place Procedures.
10. Housekeeping/Laundry
- 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. Ensure an adequate supply of personal clothing and linens for Evacuation or Sheltering-in-Place.
 - c. Gather and prepare all linens for transport if necessary.
 - d. Establish distribution and collection systems for linens at alternate care facility.
 - e. Housekeeping is responsible for maintaining a healthy and sanitary environment.
11. Transportation
- a. Move facility vehicles away from trees and utility poles.
 - b. Check fuel, oil, and water levels for each vehicle.
 - c. Prepare maps with evacuation routes and alternate routes.
12. Medical Director
- a. Will assist facility with resident transfer decisions and emergency orders if attending physician is unavailable.
13. Family Members and Loved Ones of Staff and Residents
- a. May accompany staff members and residents during Sheltering-in-Place or Evacuation to an alternate care site. Family members are not to provide any resident care.
 - b. Employees will wear name tags. Family Members will wear visitor tags.
 - c. Meals will be provided. (The Dietary Department should be advised of how many family members will be joining the facility).

See Appendix Y for Information Sheets pertaining to flooding, flash floods, heat wave, hurricanes and tropical storms, severe thunderstorms, and winter storms.