



## LONG TERM CARE FACILITY DISASTER PLAN/PREPARATION CHECKLIST (Weather, Fire, Chemical, Civil, etc.)

**NOTE: THIS TOOL IS FOR GUIDANCE ONLY! EACH FACILITY IS RESPONSIBLE FOR DEVELOPING AND UPDATING THEIR OWN DISASTER PLAN!**

### **FACILITY READINESS**

- Outdoor furniture secured or brought indoors?
- Hurricane shutters (if applicable) closed?
- Parking lots cleared in close proximity to building for loading and unloading of supplies/staff
- At least 2 staff person knowledgeable about water and irrigation system cutoff for facility if necessary
- Generator tested weekly for one hour
  - Test monthly under 80% load for minimum of 4 hours
- Yearly generator maintenance completed by reputable firm
- Adequate supply of fuel for generator
- 2-3 staff persons thoroughly trained in generator hook-up, use and refueling
- Housing built around generator for protection from flying debris
- What equipment will generator power? Lights, fans, refrigerators, other equipment in patient areas?  
Are staff inserviced on what equipment generator can run?
- Routinely check filters and drains for retaining ponds
- Computers, other equipment covered to prevent water damage
- Agreement with trash company to empty dumpsters prior to storm
- Staff member's name who is assigned the responsibility of contacting trash company  
and approximate time of notification prior to storm
- Adequate supply of batteries and flashlights
- If available, has emergency lighting been tested routinely?
- Battery powered TV and radio to keep abreast of weather/road conditions
- Battery powered door alarms, if applicable, in the event of power outage

- Adequate number of cellular phones and fax is on generator backup in the event of power outage
  - Ensure line-powered phone – no electricity attached
- Protective clothing or shoes for staff if needed

Isolation:

- What is your plan for residents who may be on limited or full isolation?
- How will you continue infection control measures?
- Are there adequate gowns, gloves, masks and other equipment?
- What about disposal of contaminated supplies?
- How will this be taken care of when medical waste vendors may be unavailable?
- Are there adequate numbers of containers for disposal of linen, gowns, trash, etc for isolated residents?

**STAFF READINESS**

- Disaster training is completed with each new staff person during orientation
- All staff including physical plant personnel, kitchen, housekeeping, personal care and administrative staff are inserviced on their duties and responsibilities during disaster. How often is this completed in your facility?
- Have staff members had training on their roles and how to work under emergency conditions?
- What is your facility's plan for staffing for a hurricane? Is this pre-determined by means of a "lottery" or all staff expected to be at facility? Is there a team assigned to facility pre-event and during event, and another post-event?
- How do you plan to transport staff pre-event and post-event to facility?
- Do you have access to the most up-dated information on road closings?
- Does all staff have a letter on official facility letterhead stating they are necessary employees to show during times of curfew? Does staff have proper identification badges?
- Is there a rest/sleep area for staff? Are cots available?
- Does the facility have accommodations for families of staff? If so, are there adequate areas for children to play, sleep? Who will be responsible for oversight of children of staff?
- Does your facility accept pets of staff? If so, are they crated or allowed in certain areas? Does staff know to bring pet food and supplies? What about pet waste? Who is responsible?
- Storms are stressful! Do you have a means for allowing for de-stressing for your staff?
- Have you discussed domestic violence situations with staff and who should be informed of potential situations?
- Does staff understand your facility's policy on paying staff for storm duty? Is it only the hours they work? Or are they paid for the entire time they are at facility?

- Do you have plans for a staff meeting after a disaster event to discuss what went right, what went wrong, areas to improve, and to praise those who went beyond the call to duty? Is there a special event for staff post disaster to show appreciation for their dedication and work?
- Have staff members' ideas for improvement been incorporated into disaster plan to make it a more workable plan?
- Have staff been trained in safety issues such as not driving through moving water, how to protect themselves from downed power lines or trees?
- Have staff been encouraged to develop their own personal emergency plan for themselves and families? Have they been provided information on how to do this? Remind them to get supplies of necessary medications, and other personal supplies for use at facility.
- Has your facility gone through a mock drill of your emergency plan?

### **RESIDENTS' READINESS**

- 2-4 week supply of medications, tube feeding solutions, IV's and other medically necessary pharmaceuticals and supplies on hand
- Is there an agreement with drug supplier for delivery of emergency drugs or when supplies run low? Is this a local vendor or out of town?
- Minimum of two weeks supply of bottled water
- Contract with food vendors for 5-7 day supply of food; non-perishable foods, beverages
- Adequate supply of disposable plates, cups, plastic ware, paper products
- Oxygen suppliers contacted prior to storm to ensure adequate supplies
- Agreement with durable medical equipment suppliers for delivery of back-up equipment
- Medical Director contacted to ensure communication during disaster; will he/she be available? If not, who will be the contact physician?
- Water containers to flush commodes if necessary
- Minimum of 2 weeks supply of diapers, wipes for clean up, gloves and other necessary equipment to continue infection control measures
- Plan for disposal of waste products such as diapers or hazardous materials
- Does plan include measures to be taken if a death occurs in facility during a disaster? What procedures are in place to properly handle body and to ensure infection control is not compromised?
- Have residents been prepared and relocated away from windows and other potential dangerous areas? Often residents can be incorporated into your plan of action and may reduce panic, thus minimizing the stress on residents, families, and staff.
- Have residents been reassured of continuing care? Are there efforts to make relocating residents to other parts of a building a positive thing? Have extra activities been developed to distract them?
- Each resident has current identification wrist band

- All staff have identification badges
- Disaster plans have been reviewed with family and resident councils several times during the year
- Families are informed of measures facility will take to ensure resident safety
- Staff members are assigned to contact families of residents on a routine basis prior to, during, and after storm event; it is recommended that families be given one or two staff members' names/numbers as contact persons should they have questions. However, adequate notification and contact may help to minimize calls to the facility.

### **EVACUATION READINESS**

- Who is responsible for setting arrangements in motion—administrator, DON, corporate personnel?
- Pre-arranged agreements for transportation for residents to receiving facility
- If using facility vans, fuel vehicles well in advance of storm
- Adequate time prior to landfall of storm to safely evacuate and transport residents before roadways become clogged with traffic leaving area
- Adequate number of handicapped equipped vans for transport
- Agreements regarding most critically ill residents—will they be hospitalized or transported out of area?
- Plans for order of evacuation---ambulatory, semi-ambulatory, bed-bound, and most critically ill. Who is responsible for making these decisions?
- Residents are informed of relocation and assured of proper care
- Adequate supplies of medication for evacuees, at least 2-4 weeks
- Adequate supplies such as diapers, bandages, syringes etc
- Adequate water for residents during transport
- Is staff trained in evacuation procedures; do they know their duties during transport to receiving facility? Duties at receiving facility?
- Medical Director notified of transport of residents? Who will provide physician coverage at receiving facility--Medical Director, residents' personal physicians?
- 3 day supply of personal items packed for each resident
- All residents are fully identified with wrist ID band and picture on medication/medical records
- Do staff persons have ID badges and a movement letter on letterhead from facility to validate movement during curfew?
- Who will determine which medical records of residents will be transported; who is responsible for organizing records and tracking at receiving facility?

- Is there a preliminary agreement for rental of vehicle to transport records, supplies, medications and other necessary items to maintain continuity of care in receiving facility?
- Have families been informed during the year of possible evacuation if a storm was to threaten and the procedure the facility would take to ensure resident safety? Are families informed of location if residents are evacuated? When?
- Have family members been notified of location of evacuees? Time of departure?
- Has a plan been developed for keeping families notified of residents' condition in temporary facility? Who will be responsible for delegating the duty of family notification?
- Staff members are fully aware of location of receiving facility, phone numbers and means for family members to contact them if necessary
- Staff have adequate personal items such as uniforms, toiletries, medications, etc.
- Will facility be responsible for assuring staff have access to contacting their personal families at least daily while at relocation facility?
- Is there an area in receiving facility for staff to sleep and take breaks?
- Who is responsible for contacting fire marshal and/ or building inspector, electricians or other professionals to determine safety of evacuated facility before returning residents?
- Have cash/credit cards on hand for purchases

## **THINGS TO REMEMBER**

**THE DISASTER CHECKLIST IS ONLY FOR GUIDANCE! EACH FACILITY IS RESPONSIBLE FOR THE DEVELOPMENT AND UPDATE OF THEIR DISASTER PLANS!!!**

- **Arrange for your emergency management director to visit your facility and review your disaster plan. Please complete this before the hurricane season begins!!!**
- **As to electrical power restoration—there will be many competing demands and crews are usually from out of state and doing the best they can.**
- **If you note there is power on next door or across the street, check to see if the electrical panel outside has been pulled out of the structure. If so, you will have to call an electrician. Otherwise, call your local electric company as there may be other causes.**
- **If you evacuate your facility, contact fire marshal, building inspector, electrician or other necessary personnel to determine safety and structural integrity of building prior to moving residents back into facility.**
- **Facilities can request assistance from the emergency operations center if you can define what you want to accomplish.**

**Are you ready??? Please review and update your disaster/Emergency plan at least annually. Also, train and re-train your staff on their roles, responsibilities, and personal safety. Encourage staff to activate their own personal emergency plan to ensure preparedness and safety of themselves and families.**

**Additional useful information may be obtaining on the following websites:**

[www.fema.gov](http://www.fema.gov)