

# Nursing Home Hurricane Planning Checklist

(Revised May 2011)

| ✓ | NH-ICS Function | Assigned To Person | 120 Hours -- Readiness Checklist                                                                                                                          |
|---|-----------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                 | CED                | Review contingency plan with key staff members                                                                                                            |
|   |                 | CED                | Meet with management staff: Review of plan, supplies, and disaster related contracts (water, food, medical supplies, etc.)                                |
|   |                 | CED                | Conduct hazard vulnerability analysis & risk assessment (situational awareness)                                                                           |
|   |                 | CED/Maint          | Property hazards review: Dangerous trees, unsecured outside storage, easily lifted in high winds items such as newspaper machines, rooftop analysis, etc. |
|   |                 | N/A                | Update facility's record in the AHCA Emergency Status System (ESS) website                                                                                |
|   |                 | Maint              | Maintenance checks: structure, electrical, equipment, related readiness supplies                                                                          |
|   |                 | Team               | Verify essential supplies for minimum of 7, preferably 10 days                                                                                            |
|   |                 | Team               | Create management schedule for next 10 days unless stand down                                                                                             |
|   |                 | Maint              | Ensure utility co. has current info.; account #s; contact information (keep copy)                                                                         |
|   |                 | CED                | Call EOC to confirm telephone # and establish facility contact                                                                                            |
|   |                 | Maint              | Test run (full load) generator; arrange fuel top off; confirm fuel supplier & backup                                                                      |
|   |                 | CED                | Monitor weather conditions for cone of impact updates                                                                                                     |
|   |                 | Tina               | Appoint historian and public relations as well as other management command                                                                                |
|   |                 | CED                | Confirm contract staff participation through stand down                                                                                                   |
|   |                 | BOS                | Business readiness: Cash, accounts, contracts, secure records, etc.                                                                                       |
|   |                 | Team               | Confirm management staff families and personal plans                                                                                                      |
|   |                 | Team               | Participate in FHCA 11am and PRN Conference Call as appropriate                                                                                           |

| ✓ | NH-ICS Function | Assigned To Person | 96 Hours -- Readiness Checklist                                                                                                                   |
|---|-----------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                 | CED                | Maintain contact with local EOC no less than daily until stand-down                                                                               |
|   |                 | CED / CNE          | Meet with management staff for assignment updates and plan oversight: Ongoing at intermittent intervals no less than twice daily until stand down |
|   |                 | CED / CNE          | Meet with staff to discuss personal readiness plans and preparation time with their loved ones; review facility plan and expectations             |
|   |                 | CNE                | Acuity updates and assessment of needs: Electronically update CMS forms 672/802 and print copy for daily manual update                            |
|   |                 | CNE                | Identify potential early transfers/discharges                                                                                                     |
|   |                 | IDT                | Confirm supply levels are adequate per department, stored appropriately, and labeled for transport if needed                                      |
|   |                 | CED / CNE / Driver | Top-off facility vehicles, encourage staff to do same                                                                                             |
|   |                 | AP / Unit Clerk    | Follow-up with vendors and transportation providers                                                                                               |
|   |                 | Staff              | Establish voluntary car pools to assist gasoline conservation                                                                                     |
|   |                 | N/A                | Confirm projected evacuation routes                                                                                                               |
|   |                 | CNE / Asst CNE     | Complete medication and treatment cart audits to ensure that routine, PRN, and narcotic orders are ready to be filled                             |
|   |                 | Team               | Participate in the FHCA daily 11am briefing (or other PRN calls)                                                                                  |

*This planning tool resulted from a series of discussion-based exercises for FHCA members, funded by FPL and conducted in partnership with the Florida Department of Health. The tool was further refined by the FHCA Emergency Preparedness Council and made available to FHCA members. For additional resources on Emergency Preparedness for Health Care Facilities, please visit [www.fhca.org](http://www.fhca.org), or contact the association at (850) 224-3907.*

| ✓ | NH-ICS Function | Assigned To Person           | 72 Hours --Readiness Checklist                                                                                                                                                                                                              |
|---|-----------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                 | CED                          | Identify out-of-facility resources: Local, state, out of state (including corporate affiliations, EOC contacts, staffing resources)                                                                                                         |
|   |                 | Maint                        | Secure building; check shutters                                                                                                                                                                                                             |
|   |                 | CED                          | Analyze readiness costs; log expenditures, save receipts; photograph or video site                                                                                                                                                          |
|   |                 | CNE                          | Continue clinical triage; discuss protocols & needs with med. director & physicians                                                                                                                                                         |
|   |                 | Soc Svcs / Admissions        | Align with external resources (e.g., hospital, hospice, dialysis, home health, pharmacy)                                                                                                                                                    |
|   |                 | Social Services / Admissions | Prepare for a safe and orderly discharge; oversight of discharge with family/other to ensure adequacy of the responsible party's disaster plan                                                                                              |
|   |                 | Management Team              | Meet with residents/families/staff for updates                                                                                                                                                                                              |
|   |                 | N/A                          | Secure U-Hauls: Suggest best done at 72-96 hour mark                                                                                                                                                                                        |
|   |                 | CED / Maint                  | Create a situational report and email/fax to off-hour staff, if needed (include date and time prepared and note person authorizing the report)                                                                                              |
|   |                 | CNE / HIM                    | Ensure resident identification is in place & hand-held resident books with current resident picture IDs, copy of advance directives & most recent POS, & copy of all MARs/TARs/CNA flow sheets are included separated by A-Z tabs for ease. |
|   |                 | Team                         | Participate in the FHCA daily 11am briefing (or other PRN calls)                                                                                                                                                                            |
| ✓ | NH-ICS Function | Assigned To Person           | 48 Hours -- Readiness Checklist                                                                                                                                                                                                             |
|   |                 | CED / Maint                  | Ready property                                                                                                                                                                                                                              |
|   |                 | Unit Clerk / Maint           | Confirm transportation arrangements                                                                                                                                                                                                         |
|   |                 | CNE                          | Monitor acuity and special needs                                                                                                                                                                                                            |
|   |                 | Central Supply / Dietary     | Re-check supplies                                                                                                                                                                                                                           |
|   |                 | N/A                          | Call phone company to arrange a roll-over number after evacuation                                                                                                                                                                           |
|   |                 | CNE / Scheduler              | Reconfirm staff working before, during, and after the event and until stand-down                                                                                                                                                            |
|   |                 | Team                         | Participate in the FHCA daily 11am briefing (or other PRN calls)                                                                                                                                                                            |
| ✓ | NH-ICS Function | Assigned To Person           | 24 Hours -- Readiness Checklist                                                                                                                                                                                                             |
|   |                 | Maint                        | Identify electrical/fuel needs                                                                                                                                                                                                              |
|   |                 | Central Supply / Dietary     | Re-confirm supplies                                                                                                                                                                                                                         |
|   |                 | Maint                        | Secure site                                                                                                                                                                                                                                 |
|   |                 | CNE / Scheduler              | Coordinate staffing plan: Relief schedules and chain of command                                                                                                                                                                             |
|   |                 | Team                         | Determine sleeping accommodations: Residents, staff, families                                                                                                                                                                               |
|   |                 | Team                         | Coordinate space allocations: special need populations, staff, visitors, children, pets (for both on and off-site contingencies)                                                                                                            |
|   |                 | CED                          | Contingency review                                                                                                                                                                                                                          |
|   |                 | CED                          | Maintain contacts with external resources                                                                                                                                                                                                   |
|   |                 | CED                          | Continually review plan and contingencies                                                                                                                                                                                                   |
|   |                 | Employee Cell Phones         | Locate phones to replace facility phone system (place in clear view in medication room with flashlights, batteries, etc.)                                                                                                                   |
|   |                 | Team                         | Participate in the FHCA daily 11am briefing (or other PRN calls)                                                                                                                                                                            |

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| ✓ | NH-ICS Function | Assigned To Person           | Post-Storm Checklist                                                                                                                                         |
|---|-----------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                 | CED                          | Contact with EOC, County Health Dept, the Agency (AHCA)                                                                                                      |
|   |                 | Maint                        | Monitor external environment: Water boil, sewage/sanitation, health needs                                                                                    |
|   |                 | Maint                        | Update on road status and external conditions                                                                                                                |
|   |                 | CED / IDT                    | Resource management: Establish supply levels/needs (food, water, fuel, etc.)                                                                                 |
|   |                 | Maint                        | Identify fuel status/needs                                                                                                                                   |
|   |                 | Maint                        | Quick connects/electricity restoration projection                                                                                                            |
|   |                 | CNE                          | Clinical assessment of resident status/needs                                                                                                                 |
|   |                 | CED                          | Communicate updates/status via 800 number, public announcements, other; have prepared media information and designated spokesperson                          |
|   |                 | CNE / Scheduler              | Staffing plan update and review of status and current and projected needs                                                                                    |
|   |                 | Staff / Drivers              | Transportation for staff (consider carpools/fuel stations or provisions)                                                                                     |
|   |                 | Social Services              | Housing assessment for staff/visitors                                                                                                                        |
|   |                 | Human Resources / Admissions | Assess employee needs, including employee support with housing, transportation, crisis management/counseling; support for personal disaster-related concerns |
|   |                 | CED / Maint                  | Review plan for sustained power outages                                                                                                                      |
|   |                 | CED / IDT                    | Maslow for Disaster: Basic needs review for air, water, food, rest, elimination, shelter, medication, and overall safety                                     |
|   |                 | CED                          | Contact insurance companies                                                                                                                                  |
|   |                 | Tina                         | Post disaster pictures/video/historian review/risk analysis and retrospective QA/QI                                                                          |
|   |                 | CED                          | Expense reconciliation                                                                                                                                       |
|   |                 | CED                          | Contact FEMA as appropriate                                                                                                                                  |
|   |                 | BOS                          | Review cash resources                                                                                                                                        |
|   |                 | Maint                        | Communication networks: Phone, radio, ham radio, other; provide informational updates                                                                        |
|   |                 | Team                         | Participate in the FHCA daily 11am briefing (or other PRN calls)                                                                                             |

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