

# Appendix H: Facility Shelter-in-Place Plan. Supply and Equipment Lists, and Checklists

## Shelter-in-Place Checklists

This checklist is not disaster-specific, so all items will not necessarily be applicable depending on the nature of the disaster

### Preparedness

Date Completed	Initials	Item
		Plan in place describing how three days of non-perishable meals are kept on hand for residents and staff. The Plan should include special diet requirements.
		Plan in place describing how 72 hours of potable water is stored and available to residents and staff.
		Plan in place identifying 72 hours of necessary medications that are stored at the facility and how necessary temperature control and security requirements will be met.
		Plan in place to identify staff that will care for the residents during the event and any transportation requirements that the staff might need and how the facility will meet those needs.
		Plan in place for an alternative power source to the facility such as an onsite generator and describe how 72 hours of fuel will be maintained and stored.
		Alternate power source plan provides for necessary testing of the generator.
		Plan in place describing how the facility will dispose of or store waste and biological waste until normal waste removal is restored.
		Emergency Communications Plan in place, such as for cell phones, hand held radios, pager, Blackberry, satellite phone, laptop computer for instant messaging, HAM radio, etc.
		Adequate planning considerations given to needs of residents, such as dialysis patients.
		Adequate planning considerations given to residents on oxygen.
		Adequate planning considerations given to residents using durable medical equipment such as masks, nasal cannulas, colostomy equipment, g-tube, etc.

### Shelter-in-Place Supply and Equipment Checklist

Check	Item
	Emergency Placards
	Non perishable food items- staff and residents
	Disposable plates, utensils, cups and straws
	Battery operated weather radio and extra batteries
	Hand sanitizer
	Drinking water (one gallon per day per person)
	Ice
	Backup generators
	Diesel fuel to supply generators for power and for cooling systems
	Backup supply of gasoline so staff can get to and from work
	Extra means for refrigeration
	Food (staff and residents)
	<u>Medicines</u> – Specific Lists could be made to indicate specific medications and needed quantity
	<u>Medical Supplies</u> - Specific Lists could be made to indicate specific types of medical supplies needed.
	Medical equipment-Specific Lists could be made to indicate specific type and quantity of medical equipment such as oxygen tanks.
	Battery operated weather radio, flashlights and battery operated lights
	Extra batteries, to include hearing aid batteries and diabetic pump batteries
	Toiletry items for staff and residents (comb, brush, shampoo, soap, toothpaste, toothbrush, lotion, mouthwash, deodorant, shaving cream, razors, tissues)
	Hand sanitizer
	Incontinence products
	Personal wipes
	Denture holders/cleansers
	Toilet paper
	Towels
	Latex gloves
	Plastic bags
	Bleach/sterilizing cleaner
	Plastic sheeting for covering broken windows, etc.
	Duct tape
	Hammers
	Nails
	Coolers
	Lighters
	Extension Cords
	Office supplies, such as markers, pens, pencils, tape, scissors, stapler, note pads, etc. – Think of the things you would need to do business – Office in a box
	Laptop computer with charger; Flash drives or CDs with medical records, portable printer if possible

## Response

Notes: Some actions are dependent upon the nature of the disaster.

Date / Time Completed	Initials	Item
		Condition of residents being monitored continuously, particularly those with respiratory problems, and provide oxygen or suitable assistance.
		Windows and exterior doors are closed
		Air intake vents and units in bathrooms, kitchen, laundry, and other rooms closed
		Heating, cooling, and ventilation systems that take in outside air, both central and individual room units turned off. (Units that only re-circulate inside air may have to be kept running during very cold or very hot weather to avoid harm to residents)
		Food, water, and medications covered and protected from airborne contamination and from contact with waste materials, including infectious waste.
		Contact with emergency authorities regarding the hazard and internal conditions.
		Contact public health authorities for advice regarding the need for decontamination, and the means for doing it.
		Standby vehicles with pre-filled fuel tanks stationed on the highest point of ground nearby. (Flooding or High Water)
		Trained staff available who can remain at the facility for at least 72 hours, especially to manage non-ambulatory residents or others with additional needs.
		Support teams available on standby with communications equipment in order to assist in getting additional supplies.
		Medical equipment, medicines, refrigerators, stoves, food and water, supplies, beds, desks and chairs moved to a second floor location or raised off the floor to ensure protection against possible flooding.