

# Appendix J: Recovery Checklists

## Recovery Checklist: Prior to Re-opening

Date Completed	Initials	Item
		Recovery operations coordinated with county emergency management agency.
		Recovery operations coordinated with local jurisdictions/agencies to restore normal operations.
		Recovery operations coordinated with authorities to perform search and rescue if necessary
		Recovery operations coordinated with applicable jurisdiction to reestablish essential services.
		Crisis counseling for provided residents/families as needed.
		Local and state authorities provided with a master list of displaced, injured or deceased residents.
		Next-of-kin notified of displaced, injured or deceased residents.
		Insurance agent contacted.
		Hazard evaluation conducted prior to re-entry, to include potential structural damage, environmental concerns and items that can affect staff, volunteers, residents and appropriate personnel.
		Inventory taken of damaged goods.
		Protective measures taken for undamaged property, supplies and equipment.
		Access- safe access and egress assured for staff, deliveries, and ambulances.
		Building declared safe for occupancy by appropriate regulatory agency.
		Building- Fire-fighting services available including sprinklers, standpipes, alarms, etc.
		Building- Pest control/containment procedures in effect.
		Building- Adequate environmental control systems in place.
		Internal communication system functional and adequate.
		Internal Communications- Emergency call system functional and adequate.
		Internal Communications- Fire alarms system(s) functional and adequate.
		Internal Communications- Notifications made to staff regarding status of communication system(s).
		External Communications- functional to call for assistance (to fire, police, etc.).
		External Communications- Notifications made to staff regarding status of communication system(s).
		Dialysis Patients- water supply and other system components adequate and functional.
		Dietary- adequate facilities, personnel & supplies onsite.

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Date Completed	Initials	Item
		Dietary- adequate refrigeration for storage of food and dietary supplies.
		Dietary- food approved for re-use by appropriate agency if applicable
		Electrical Systems- Main switchboard, utility transfer switches, fuses and breakers operational.
		Electrical Systems- transformers reviewed.
		Electrical Systems- emergency generators, backup batteries and fuel available where needed. Transfer switches in working order. Sufficient fuel available for generators.
		Equipment & supplies located in flooded or damaged areas approved or not approved for reuse.
		Equipment & supplies- including oxygen- adequate available onsite.
		Equipment & supplies- plan in place to replenish.
		Equipment & supplies- equipment inspected and cleared prior to patient use.
		Equipment & supplies- ability to maintain patient care equipment that is in use.
		Equipment & supplies-flashlights and batteries (including radio and ventilator batteries) available.
		Facilities/Engineering- Cooling Plant operational
		Facilities/Engineering-Heating Plant operational
		Facilities/Engineering- Distribution System (ductwork, piping, valves and controls, filtration, etc) operational.
		Facilities/Engineering- Treatment Chemicals (Water treatment, boiler treatment) operational.
		Infection Control- Procedures in place to prevent, identify, and contain infections and communicable diseases.
		Infection Control-Procedures and mechanisms in place to isolate and prevent contamination from unused portions of facility .
		Infection Control- adequate staff and resources to maintain a sanitary environment.
		Infection Control- process in place to segregate discarded, contaminated supplies, medications, etc. prior to reopening of facility.
		Information Technology /Medical Records – systems or backup systems in place.
		Management- adequate management staff available
		Personnel- adequate types and numbers available.
		Security- adequate staff available.
		Security- adequate systems available.
		Waste Management- System in place for trash handling.
		Waste Management- System in place for handling hazardous and medical waste.
		Water systems- potable water for drinking, bathing, dietary service, patient services.
		Water systems- sewer system adequate
		Water systems- available and operational for fire suppression

## Recovery Checklist: Re-opening the Facility

Date Completed	Initials	Item
		Repairs and maintenance complete
		Emergency exits, fire extinguishers, carbon monoxide detectors, smoke alarms and other critical systems are working
		Back-up generator working
		Air conditioning/heat working
		Adequate, rested staff available
		Counselors available to staff and residents
		Adequate medical, clinical, personal care, food and water , and building supplies delivered and available
		Residents' families notified of re-opening
		Local authorities (police and fire) notified
		State authorities MDH – Compliance Monitoring notified
		Check to see if other services in community are up and running such as local hospital and pharmacy