

## Housing With Services Emergency and Disaster Planning Requirements – Optional Checklist

Name of HWS establishment and MDH provided registration number \_\_\_\_\_

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### Written Emergency/Disaster Plan

1. Each registered HWS establishment must have a written emergency disaster plan that contains:
  - a.  Plan for evacuation of the HWS residents
  - b.  Addresses elements of sheltering in-place for each HWS resident
  - c.  Identifies temporary relocation sites for each HWS resident
  - d.  Details HWS staff assignments in the event of a disaster or an emergency
  - e.  Posts emergency disaster plan prominently in the HWS establishment
  - f.  Provides building emergency exit diagrams to all tenants upon signing a lease
  - g.  Posts emergency exit diagrams on each floor
  - h.  Has a written policy and procedure regarding missing tenants

### Emergency and Disaster Training to all HWS Staff and Tenants

2.  During the initial staff orientation, each HWS provides to all HWS staff emergency and disaster training. Staff who have not received emergency and disaster training are allowed to work only when trained HWS staff are also working on site.
3.  Annually after the initial orientation, each HWS must provide to all HWS staff emergency and disaster training
4.  Annually, each HWS must make emergency and disaster training available to all HWS tenants.

### Fire Drill/Emergency Drill

5.  Each registered HWS location (identified by a separate address) must conduct and document a fire drill or other emergency drill at least every six months. To the extent possible, drills must be coordinated with local fire departments or other community emergency resources.