

Disaster Preparedness Checklist

Ensuring your long-term care facility is ready

Community Information

Community Name	Contact
Location	Phone
Date of Visit	Email

When disaster strikes, long-term care facilities must ensure the safety of hundreds of frail elderly residents. Make sure your loved one's care facility is ready for the unexpected. Ask the administrator of the facility these questions to ensure the safety of your loved one during an emergency.

General Emergency Planning	Notes
<p>Evacuation When is evacuation mandated (i.e. hurricane, flood, etc.)?</p> <p>What is the facility's emergency plan for evacuation?</p>	
<p>Sheltering in Place What is the emergency plan when evacuation is not necessary?</p> <p>What events start these procedures (tornado warning, terrorist attack, etc.)</p>	
<p>How are these plans coordinated with community resources, and city/county/state emergency management?</p>	

Staff Training	Notes
<p>What are the emergency training procedures for staff?</p>	
<p>Are evacuation drills practiced with staff and residents?</p>	
<p>Is there sufficient staff to carry out emergency plans during all shifts? (consider fire emergency in the middle of the night)</p>	

Family Communication	Notes
How does the facility discuss the emergency plan with the residents?	
How and when will family members be notified about their loved one's status and whereabouts?	
Is there a phone number for out-of-town family members to call for information?	
Do family members have the right to evacuate their loved one on their own and move them to a special needs shelter if they choose?	

On-Site Resources	Notes
Does the facility have a backup power system or generators? How long will it provide power, and what parts of the facility will have power?	
Are extra supplies of medications (at least a two-week supply for each resident) stored on-site?	
How much emergency oxygen is available in portable cylinders?	
Do residents have emergency and first aid kits in their rooms? (Kits should contain clothing, toiletries, flashlight, ID and other critical supplies.)	
If the building is multi-level and the elevators cannot be used, what is the procedure for evacuating physically impaired residents quickly and safely down the stairs?	

Evacuation Procedures	Notes
Are there contracts in place with other facilities to provide housing for displaced residents?	
Are there contracts in place with transportation services to safely transport evacuated residents?	
Will the transportation company have enough vehicles to transport the residents (especially if the transportation is contracted through other facilities)?	

How are elders who are on life-support or receiving hospice care transported?	
If the building must be evacuated quickly, what procedures are in place to ensure that no resident wanders away while caregivers are rounding up and helping other residents?	
How will residents be identified in an evacuation? What permanent identification will residents wear?	
If the residence is evacuated, how are resident's charts, medical information and supplies transported?	
Can family members meet residents at a designated location? Can they assist loved ones at the facility to prepare for evacuation?	
How, and to where, will residents be moved?	
Will a trained employee ride with residents on each vehicle to administer medications as necessary?	

Notes and References