

Appendix H: Facility/Agency Shelter-in-Place Checklists and Response Items

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

RAPID RESPONSE CHECKLIST
Activate facility’s Emergency Operations Plan (EOP) and appoint a Facility Incident Commander (IC) if warranted.
Identify safe and unsafe areas of the facility relative to the specific threat.
Move residents from unsafe areas to safe areas. Be sure to include medications, important personal items, etc.
Increase the safety of “safe areas” by reducing hazards, e.g., close, lock and move away from windows (during extreme winds), exterior doors, and other openings that may create hazards.
Plan for limited availability of food, water and other essential disaster supplies for residents and staff during the time period anticipated for sheltering in place. In addition to non-perishable food and water and critical medications, consider battery-powered radios, first aid supplies, extra blankets, flashlights, batteries, duct tape, plastic sheeting, garbage bags, and eating utensils.
Comfort residents and assess for signs of distress.
Notify appropriate state survey agency to report an unusual occurrence and activation of facility’s EOP.
Continually reassess the safety of sheltering in place and prepare to activate the facility evacuation procedures if at any time the risk of sheltering in place is greater than the risk to evacuate. Keep the appropriate state survey agency notified of any change in status.

Administrative Items/Office Supplies

Item	Where to Get It (Location)	Notes
Additional ‘room clear’ labels (100)		
Evacuation tags		
Extension Cords		
Extra Batteries for flashlights/radios		
Extra Forms – HICS FORMS		
Flashlight/Headlamps (battery operated)		
Laptop and Charger (Portable Printer if available)		
Note Pad, Pencils, Pens, Permanent Markers		

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Item	Where to Get It (Location)	Notes
Scissors, Stapler, Tape, Rubber Bands		
Sheet protectors for transfer documentation to accompany patients		
Weather Radio (battery operated)		

Facilities/Engineering

Item	Where to Get It (Location)	Notes
Backup Generator		
Diesel fuel to supply generators for power and for cooling systems		
Backup supply of gasoline so staff can get to and from work		

Medical Records

Item	Where to Get It (Location)	Notes
Emergency placards		
Medical records		

Food/Water

Item	Where to Get It (Location)	Notes
Drinking water (one gallon per day per person)		
Food (nonperishable) (staff and residents)		

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Medical Items

Item	Where to Get It (Location)	Notes
Wheelchairs (WC)		
Walkers		
Crutches		
Latex Gloves (M, L)		
Crash/Code Cart		
Portable oxygen cylinders (D type)		
Medicines (Specific Lists could be made to indicate specific medications and needed quantity)		
Medical Supplies/equipment (Specific Lists could be made to indicate specific types of medical supplies/equipment needed.)		

First Aid Items

Item	Where to Get It (Location)	Notes
Blankets & Sheets		
Bleach/sterilizing cleaner		
Chux		
Diapers Adult		
Emesis bags		
Extra Batteries for Diabetic Pump		
Hand sanitizer		
Incontinence products		
Latex Gloves (medium, and large)		
Personal Wipes		
Plastic Bags		
Sanitizer wipes		

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Personal Items

Item	Where to Get It (Location)	Notes
Combs/brushes		
Deodorant		
Denture Holders/Cleaners		
Extra Batteries for Hearing Aids		
Facial tissues and Toilet Paper		
Lotion		
Non-Skid Socks for Ambulatory Patients without Shoes		
Razors/Shaving Cream		
Soap		
Toothbrush/Toothpaste, Mouthwash		

Janitorial Items

Item	Where to Get It (Location)	Notes
Disposable Cups, Forks, Knives, Plates, Spoons, Straws		
Duct Tape		
Flashlight		
Fluorescent Vest		
Garbage bags, plastic		
Hammer and Nails		
Lighters/matches		
Paper towels		
Plastic sheeting for covering broken windows, etc.		
Screws and Screwdriver		
Zip close plastic bag – gallon		

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Response

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

Item	Assigned	Completed
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 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.		

***For reference *if needed** Pharmacy Evacuation Cache**

Medication	Strength/Concentration	Quantity
Acetaminophen	375 mg tab	500
ASA	81 mg chewable	30
Albuterol	MDI	5
Furosemide (lasix)	40 mg injectable	5
Furosemide (lasix)	40 mg tab	20
Oxycodone elixir	10 mg/5 ml tubs	20
Ibuprofen	200 mg tabs	100
Acetaminophen	160 mg/5 ml	1 bottle
Diphenhydramine	50 mg/2 ml injectable	10
Diphenhydramine	25 mg tab	50
Enoxaparin	100 mg/syringe	15
Droperidol	5 mg/2 ml	15
Haloperidol	10 mg tab	25
Olanzapine	10 mg tab	25
Lorazepam	2 mg/2 ml injectable	15
Ativan	1 mg tab	25
Insulin	Regular	2 bottles
Insulin	70/30	2 bottles
Marcaine	0.25% with epinephrine	2 bottles
Hydromorphone	1 mg/2 ml	20
Saline lock	5 ml	50
Syringe tuberculin with needle	N/A	20
Syringe 12 ml	Luer lock	20
Syringe	3 ml with 1 inch 23 gauge needle	20
Needle	18 gauge 1.5 inch	20
Needle	25 gauge 1.5 inch	10

This is only an example of what an Evacuation Pharmacy Cache could look like