## 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**

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| **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 meet. |
|  |  | 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

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| **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) |
|  | Medicines – Specific Lists could be made to indicate specific medications and needed quantity |
|  | Medical Supplies- 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 thinks 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**- Note that some actions are dependant upon nature of the disaster.

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| **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. |