## Recovery Checklists

## Prior to Re-opening

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| **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. |
|  |  | 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 |
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## Recovery: Re-opening the Facility

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| **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 |