

Evacuation Planning Checklist

COMMUNICATIONS PLANNING TASK	STATUS (CHECK ONE)	PERSON(S) RESPONSIBLE	DEADLINE	NOTES
<i>Evacuation Decision</i>				
Criteria for making shelter-in-place vs. evacuation decision established	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Procedure established for consulting with local emergency management re: shelter-in-place decision	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Reliable channels established for receipt of evacuation orders	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Policy established re: whether staff families can shelter at facility	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
<i>Alternate Facility</i>				
An alternate "like" facility(s) to which residents can relocate has been identified	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Memorandum of Understanding signed with alternate facility(s)	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Procedures established for discharging some (lower acuity) patients to their families if feasible	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
<i>Transportation</i>				
Multiple transportation resources have been identified, considered and listed with contact information	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Transportation contracts have been signed with more than one transportation vendor	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Fallback transportation plans made, e.g. staff vehicles, church vans	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Evacuation route (and secondary route) to alternate facility has been identified	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Maps and mobile communication devices are available to go with each vehicle	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
<i>Evacuation Procedures</i>				
Staging and loading areas identified	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Procedures established for readying residents for journey—informing, attaching ID info, packing	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Patients identified who will need most assistance, or are most complicated to move	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Procedures established for orderly, systematic loading of residents onto vehicles	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			

Number and types of staff to accompany residents in evacuation vehicles specified	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Procedures established to account for all residents and staff (no one left behind)	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Procedures established to communicate with residents' families re: the evacuation	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Resident Specific Information				
Method for transferring identifying info and essential health info with each patient is specified (e.g. bracelet, triage tag)	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Plan describes procedures for transporting/transferring patient medical records	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Evacuation Supplies				
Plan describes types and amount of food to take for the journey	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Plan describes procedures for packing food and distributing it among transport vehicles	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Plan describes amount of drinking water to bring on journey	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Plan describes logistics for carrying water and distributing it among transport vehicles	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Plan describes amounts and types of medications to bring along with procedures for transporting them	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Plan describes other critical supplies (e.g. oxygen, incontinent supplies) and equipment to bring	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Plan considers provisions to be brought or ordered and delivered to the host facility	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has adequate equipment to move people (e.g. stretchers, portable ramps)	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Training and Practice				
Staff have been trained in evacuation procedures	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Drills/exercises have been held with staff to practice evacuation procedures	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			