

Shelter in Place Planning Checklist

COMMUNICATIONS PLANNING TASK	STATUS (CHECK ONE)	PERSON(S) RESPONSIBLE	DEADLINE	NOTES
<i>Shelter In Place 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			
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>Emergency Power Plan</i>				
Facility has generator adequate to its specific power needs	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
If no generator, facility is "quick connect" ready	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has 4-5 day fuel supply for generator	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Procedures established for regular checking and maintenance of generator	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has back-up manual versions of important medical equipment	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility leaders have met with local emergency management to discuss power needs of the facility	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility leaders have met with power company to discuss power needs of the facility	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
<i>Emergency Food & Water Supplies</i>				
Facility has 5-7 days food stockpile for max number of residents and staff	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has adequate supply of potable water	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Emergency food supplies are inspected and rotated as needed	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has active contracts with multiple food suppliers, incl. one located out of area	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
<i>Medications and Medical Supplies Stockpile</i>				
Facility has 5-7 day stockpile of common medications	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has 5-7 day supply of medications for each resident	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			

Facility has 5-7 day stockpile of medical supplies needed to care for residents	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has extra supplies of IV fluids	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has active contracts with multiple pharmacy suppliers, incl. one located out of area	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has active contracts with multiple vendors of medical supplies, incl. one located out of area	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
<i>Security Plan</i>				
Facility Leaders have discussed emergency security	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Discussions held with local law enforcement re: facility security	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Lockdown procedure established	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has access to cash in event of money supply disruption	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility has on hand basic tools and materials to make emergency repairs/shore up structure	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			