This checklist is intended to help guide and evaluate systems and processes to prepare for a hurricane, mitigate the associated risks, and ultimately improve patient safety, and potentially reduce professional liability risk.

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| **HURRICANE RISK MITIGATION and PREPAREDNESS CHECKLIST** | | | **Yes** |
| 1. | Review hurricane evacuation and shelter in place plan | |  |
| 2. | Conduct hurricane evacuation and shelter in place drills | |  |
| 3. | Determine how many days the facility can shelter in place | |  |
| 5. | Know the names of your local FEMA/Emergency Operation Center’s (EOC) contacts, and ensure you have a seat at the table during disaster planning, disaster and post-disaster recovery, and de-briefs | |  |
| 6. | Maintain contact with your local Emergency Operation Center (EOC) for critical communications and ongoing communications throughout the disaster | |  |
| 7. | Review transfer agreements | |  |
| 8. | Review the transportation plan for evacuating residents to non-evacuation facilities | |  |
| 9. | Review established vendor contracts by priority such as pharmacy, transportation, food delivery, security, oxygen, DME, etc. | |  |
| 10. | Verify essential supplies (food, water, linen, medications) for a minimum of 7-10 days | |  |
| 11. | Identify potential early discharges or transfer of residents to offsite facilities | |  |
| 12. | Perform clinical triage based on resident’s needs, and discuss with the medical director and physicians on an ongoing bases | |  |
| 13. | Determine residents who can be evacuated and determine if they can be discharged, or transferred to an accepting location | |  |
| 14. | Assess resident needs, update and print residents plan of care, advanced directives, photo identification, and armbands | |  |
| 15. | Assess medication needs and treatment cart needs | |  |
| 16. | Contingency plan for staffing assignments | |  |
| 17. | Communicate with residents and resident’s family regarding hurricane plan for evacuation or shelter in place | |  |
| 18. | Provide disaster situation updates to residents/families/staff especially at critical decision junctures | |  |
| 19. | Determine steps to preserve residents’ medical records while maintaining HIPAA compliance | |  |
| 20. | Prepare “Go Bags” for each resident and determine contents such as medications, medical record, resident’s photo, and other necessary supplies | |  |
| 21. | Continue ongoing clinical triage for residents medical needs with the involvement of medical director and physicians | |  |
| 22. | Communicate resident’s status and evacuation location(s) with previously arranged resident’s point of contact | |  |
| **PROPERTY/MAINTENANCE/TRANSPORTATION** | | | |
| 1. | Conduct hazard vulnerability of building and physical surrounding | |  |
| 2. | Perform generator tests weekly for one hour. Test monthly under 80% load for a minimum of 4 hours | |  |
| 3. | Take current pictures of the property and building(s) | |  |
| 4. | Inventory supply of batteries, flashlights, and test emergency lighting | |  |
| 5. | Confirm projected evacuation routes and top off fuel for vehicles | |  |
| 6. | Secure transportation to move supplies to a predetermined non-evacuation facility(ies) | |  |
| 7. | Secure two-way radios and message board for a communication method for staff and families | |  |
| 8. | | Secure property, check shutters, secure outside furniture, trash cans, etc. |  |
| 9. | | Ensure designated employees know the location of gas and water cut-offs, and generator hook-up, use, and refueling |  |
| 10. | | Monitor emergency supply for medications, food, and potable water |  |
| 11. | | Coordinate space for special needs residents, employees, visitors, families, and pets |  |

Resources:

National Oceanic Atmospheric Administration

<https://www.ahcancal.org/facility_operations/disaster_planning/Documents/Hurricane_Summit_May2007.pdf>

<https://www.fhca.org/-> FHCA-

<https://www.fema.gov/media-library-data/1409933369110-5d82e4e75ba272f6cefd656ff190c422/prepareathon_playbook_hurricane_final_090414_508.pdf>

<https://www.ready.gov/hurricanes>

<https://www.osha.gov/SLTC/etools/evacuation/shelterinplace.html>

<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Downloads/All-Hazards-FAQs.pdf>

<https://asprtracie.hhs.gov/>

https://www.acep.org/globalassets/uploads/uploaded-files/acep/by-medical-focus/disaster/lessons-learned-from-hurricane-sandy-webpage.pdf