

This sample form can assist you in creating a unique form for your organization since its general format does not account for varying state laws. Consult your state laws to ensure compliance with any state-specific rules and regulations.

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.

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:

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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-](https://www.fema.gov/media-library-data/1409933369110-5d82e4e75ba272f6cefd656ff190c422/prepareathon_playbook_hurricane_final_090414_508.pdf)

[5d82e4e75ba272f6cefd656ff190c422/prepareathon_playbook_hurricane_final_090414_508.pdf](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>