

# Vermont Veterans' Home Evacuation Planning Checklist

Evacuation Planning Task	Status (Check One)	Person (s) Responsible	Deadline	Notes
<b><i>Evacuation Decision</i></b>				
Criteria for making shelter in place vs. evacuation decision established	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <b><u>done</u></b>	CEO		
Procedures established for consulting with local emergency management Regarding evacuation	<input type="checkbox"/> Not started <input type="checkbox"/> <b><u>In progress</u></b> <input type="checkbox"/> done	CEO/COO		
Reliable channels Established for receipt of evacuation orders	<input type="checkbox"/> Not started <input type="checkbox"/> <b><u>In progress</u></b> <input type="checkbox"/> done			Internal ok External not set.
Plan takes into account staff families	<input type="checkbox"/> <b><u>Not started</u></b> <input type="checkbox"/> In progress <input type="checkbox"/> done			
<b><i>Alternate Facility</i></b>				
An alternate facility has been identified	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <b><u>done</u></b>	CEO		
Memorandum of Understanding signed with alternate facility(s)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <b><u>done</u></b>	CEO		
Procedures established to discharge lower acuity Veterans to families if feasible	<input type="checkbox"/> <b><u>Not started</u></b> <input type="checkbox"/> In progress <input type="checkbox"/> done			
<b><i>Transportation</i></b>				
Multiple transportation have been identified with contact information	<input type="checkbox"/> <b><u>Not started</u></b> <input type="checkbox"/> In progress <input type="checkbox"/> done			

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<b>Transportation (cont.)</b>				
Transportation contracts have been signed w/multiple vendors	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> In progress <input type="checkbox"/> done	ENVIRONMENTAL SERVICES DIRECTOR		Self-transport?
Fallback transportation plans made; buses, church vehicles etc.	<input type="checkbox"/> Not started <input type="checkbox"/> <b>In progress</b> <input type="checkbox"/> done			
Evacuation route (and secondary) to alternate facility established.	<input type="checkbox"/> Not started <input type="checkbox"/> <b>In progress</b> <input type="checkbox"/> done	ENVIRONMENTAL SERVICES DIRECTOR		Identify Alternate facility
Maps and mobile communication assigned to each vehicle	<input type="checkbox"/> Not started <input type="checkbox"/> <b>In progress</b> <input type="checkbox"/> done	ENVIRONMENTAL SERVICES DIRECTOR		Cell Phones
<b>Evacuation Procedures</b>				
Staging and loading areas identified	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <b>done</b>			Evac Policy
Procedures established to ready Veterans for move-informing, attaching ID info, packing, etc.	<input type="checkbox"/> Not started <input type="checkbox"/> <b>In progress</b> <input type="checkbox"/> done	ENVIRONMENTAL SERVICES DIRECTOR		PCC
Veterans identified who will require most assistance, or most complicated	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <b>done</b>	DNS		Nursing responsibility
Procedures established for orderly, systematic loading of Veterans into vehicles	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> In progress <input type="checkbox"/> done			
Number and types of staff to accompany to accompany Veterans in evacuation vehicles	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> In progress <input type="checkbox"/> done			
Procedures established to account for all Veterans and staff	<input type="checkbox"/> Not started <input type="checkbox"/> <b>In progress</b> <input type="checkbox"/> done	DNS		Nursing for residents
Procedures established to communicate with Veteran's families	<input type="checkbox"/> Not started <input type="checkbox"/> <b>In progress</b> <input type="checkbox"/> done	DNS/Director of Social Services		DNS/Director of Social Services

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<b><i>Veteran Specific Information</i></b>				
Method for transferring ID info and essential health info with each Veteran specified (tag, bracelet, etc.)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <b><u>done</u></b>	IT Scott Betit		PCC ability to print hard copy  EMR Back-up computer
Plan describes procedures for transporting/transferring medical records	<input type="checkbox"/> Not started <input type="checkbox"/> <b><u>In progress</u></b> <input type="checkbox"/> done			
<b><i>Evacuation Supplies</i></b>				
Plan describes types and amount of food to take on evacuation	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <b><u>done</u></b>	Dietary		Menu in Dietary Office
Plan describes procedures for packing food and distributing among transport vehicles	<input type="checkbox"/> <b><u>Not started</u></b> <input type="checkbox"/> In progress <input type="checkbox"/> done	Dietary		Need to meet with Administration regarding process
Plan describes amount of drinking water to bring on evacuation	<input type="checkbox"/> <b><u>Not started</u></b> <input type="checkbox"/> In progress <input type="checkbox"/> done	Dietary/Environmental Services Director		We have 400(+)-5 gallon bottles
Plan describes logistics for carrying water and distributing it among transport	<input type="checkbox"/> Not started <input type="checkbox"/> <b><u>In progress</u></b> <input type="checkbox"/> done	Dietary/Environmental Services Director		Currently transport a number of 5 gallon bottles
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"/> <b><u>done</u></b>			Evacuation Policy
Plan describes other critical supplies (e.g. oxygen, incontinent supplies) and equipment to bring	<input type="checkbox"/> <b><u>Not started</u></b> <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"/> <b><u>Not started</u></b> <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"/> <b><u>In progress</u></b> <input type="checkbox"/> done			

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<b><i>Training and Practice</i></b>				
Staff have been trained in evacuation procedures	<input type="checkbox"/> <b><u>Not started</u></b> <input type="checkbox"/> In progress <input type="checkbox"/> Done			Requires education
Drills/exercises have been held with staff to practice evacuation procedures	<input type="checkbox"/> <b><u>Not started</u></b> <input type="checkbox"/> In progress <input type="checkbox"/> Done			Requires education