

Vermont Veterans' Home Critical Resources

Essential Functions		Critical Resources				
		Human Resources		Vital records	Equipment	Supplies
		Number Of staff who could perform function	Cross training of staff needed (√)	Vital records necessary for this function Circle those not accessible in an emergency	Equipment necessary for this function Circle equipment that may not be useable in an emergency and equipment we do not have	Supplies necessary for this function Circle those most difficult to obtain in an emergency
Veteran and member Care	Example: Preparing Veteran's meals (3 Days 200 people)	2	√	<i>Dietary orders for each Veteran/member</i>	<i>Kitchen Facilities Fridge, stove, oven, sink</i>	<i>Fresh foods, canned and dried foods, water</i>
	Preparing & Serving meals	16	√	Diet Tickets	Fridge, freezer, stove, oven, dishwasher	Produce, meat, eggs, juice, milk, water,
					Sink, utensils, dishes, cups	Canned vegetables/fruit processed meals, bakery items, breads
					Cups/plates Napkins/utensils	Paper products Plastic products
	Respiratory status	1/unit	√	O2 pulse oxygenating vs flow- MD orders	Oxygen	O2 tubing O2 Tank Mask cannula
	Durable Medical Equipment	1/unit	√	MD orders	CPAP/BIPAP	CPAP/BIPAP machines
	Incontinent Products	2	√		Disposable briefs wipes, briefs, hand sanitizer	Disposable briefs wipes, briefs, hand sanitizer Barrier creams

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	Medications	1	√	MD Orders Backup Paper MAR MAR-PCC	Med Carts, fluids thickener, PYXIS	Water, juice, apple sauce Medication
	Personal Care		√ Activity Aids that are LNAS	LNA Sheets/ Assignments PCC electronic	Wash basins Soap Shampoo Razors Shaving equip Lotions	Wipes Wash cloths towels Bath blankets Linens blankets
	Treatments	2	√	MD Orders TAR Backup paper TAR	Treatment Cart & supplies	Treatment supplies
	Feeding		√	Dietary orders	Adaptive equipment	Clothing Protection
	Family notifications	1	√	Clinical records, demographics		Remote EMR access & in house
	Emotional support	1-2	√	Clinical records, internal communication	Clinical record	Remote EMR access & in house
	Provide Support to Veterans/Members	SS -3	√	Chaplain		
	Mobility	1-2	√	Clinical reconcile w/mobility status	Wheel chairs Walkers, canes, gait belts Hoyer	Wheel chairs Walkers, canes, gait belts Hoyer slings
Facility Operations	Electrical Issues	1	√	Operating Manuals	Tools of Electrical Trade	
	System Operations (Facility)	10	√	All manuals, codes, policies	See individual System requirements	Parts, fuel
	Transportation	10		N/A	3 Vans/Autos Key location	Fuel-gasoline
	Water Supply	N/A		N/A	Carts	Backup Supply 3 Days
	Heat	4	√	Operating Manuals	Boilers, Geothermal	Fuel 3 Days plus
	Power	2	√	Operating Manuals	Generators	Fuel 3 Days plus

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Administrative Operations	Example: Preparing Veteran's meals	2	√	<i>Dietary orders for each Veteran/member</i>	<i>Kitchen Facilities Fridge, stove, oven, sink</i>	<i>Fresh foods, canned and dried foods, water</i>
	Computers for data	4 (finance)	√	3 days on-hand	Computers Internet access	Cash, admin supplies
	Banking	4 (finance)			Computer Printer Copier Scanner Internet access	Cash Supplies Paper
	Administrative Supplies	Executive Assistant				Basic Admin supplies/bundled.
Emergency Response	System Operations (Facility)	10	√	All manuals, codes, policies	See individual System requirements	Parts, fuel

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