

VVH Emergency Communications Planning

SHELTER IN PLACE Planning Task	Status (Check One)	Person (s) Responsible	Deadline	Notes
<i>Establish and maintain contact lists</i>				
Contact list established for all staff	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>	All Departments		
Contact list established for families and Veterans/members	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>	All Departments		
Contact list established for local emergency responders-emergency management, police, fire, EMTs, Hospitals	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			
Contact list established for state agencies, VEM, DOH, DAIL, DLP	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			
Contact list established for health care provider partners	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			
Contact list established for critical vendors and suppliers; transportation, pharmacy, food, lab	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			
Staff call tree established for use in emergencies	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			Updated continuously

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<i>Plan for Situational Awareness</i>				
Have weather radio	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>	Environmental Director		
Have battery powered radio and batteries	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>	Environmental Director		
Facility is part of VT Emergency Alert Network	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>	Department Heads		Vermont Alert http://vtalert.gov
Protocol established for communicating with local emergency management	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			
Protocol established for communicating with VEM	<input type="checkbox"/> Not started <input type="checkbox"/> <u>In progress</u> <input type="checkbox"/> done			
Protocol established for communicating with VDH and DLP	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			
<i>Plan for back-up communications methods/equipment are inventoried</i>				
Facility's back-up communications methods/equipment obtained/established if necessary	<input type="checkbox"/> Not started <input type="checkbox"/> <u>In progress</u> <input type="checkbox"/> done	Environmental Director		Updating radio license FRS Radios charged in Environmental Director Offices
Facility's back-up communications methods have been tested	<input type="checkbox"/> Not started <input type="checkbox"/> <u>In progress</u> <input type="checkbox"/> done			
Facility's back-up communications additional assets	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>			Cell Phones

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Evacuation Planning Task	Status (Check One)	Person (s) Responsible	Deadline	Notes
<i>Plan for managing communications during an emergency</i>				
Liaison Officer designated	<input type="checkbox"/> Not started <input type="checkbox"/> <u>In progress</u> <input type="checkbox"/> done			To be designated by event
Public Information Officer designated	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> <u>done</u>	Marketing Admissions Coordinator		Social Services Director b/u
Set up a dedicated number for key contacts to access recorded status messages in an emergency	<input type="checkbox"/> <u>Not started</u> <input type="checkbox"/> In progress <input type="checkbox"/> done			Dedicated # to Call for updates.
Discussion exercises to test emergency communications	<input type="checkbox"/> <u>Not started</u> <input type="checkbox"/> In progress <input type="checkbox"/> done			