Vermont Veterans' Home Shelter in Place Checklist

SHELTER IN PLACE	Status	Person (s)	Deadline	Notes
Planning Task	(Check One)	Responsible	Deadille	Notes
Shelter in Place Decision				
Criteria for making	☐ Not started	CEO		
shelter in place vs.	☐ In progress			
evacuation decision	□ <u>done</u>			
established				
Procedures established		CEO		
for consulting with local	☐ Not started			
emergency management	☐ In progress			
Regarding Shelter in	□ <u>done</u>			
Place Decision	□ Not started			
Policy established whether staff families can	□ Not started			
shelter at VVH	☐ In progress			
	□ done			
Emergency Power Plan		E. C	Consider	4000/ - 5
Facility has generator	☐ Not started	Environmental	Complete	100% of power available
adequate to VVH Power	☐ In progress	Dir.		available
needs	□ <u>done</u>			
VALL box 2 dov. final amount.	□ Not started	Environmental	Complete	3 min
VVH has 3 day fuel supply	□ In progress	Dir.		
for generator	□ <u>done</u>			
Procedures established	☐ Not started	Environmental		Weekly test
for regular checking and	☐ In progress	Dir.		Monthly Load test
maintenance of	□ done			Annual Maint
generator				
VVH has Back-up manual	□ Not started	Environmental		2 manual lifts,
versions of important	☐ In progress	Dir.		wheelchairs
medical equipment	□ done			
VVH has met with local	□ Not started	Environmental		Self-sufficient
emergency management	☐ In progress	Dir.		dependent on
to discuss power needs of	□ done			fuel supply
VVH				
VVH has met with local	☐ Not started	Environmental		Self sufficient
power company to	☐ In progress	Dir.		
discuss power needs of	□ Done			
VVH				

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Planning Task	(Check One)	Responsible	Deadillie	Notes
Emergency Food & Water Supplies				
VVH has 5-7 day food	☐ Not started	Dietary		3-4 Dry on-hand
stockpile or max number	☐ In progress	Supervisor		
of residents and staff	□ <u>done</u>			2-3 daily use
VVH has adequate supply of potable water	☐ Not started	Environmental		2000+ Gallons
	☐ In progress	Dir.		on hand in
	□ done			basement
Emergency Food	□ Not started	Dietary		US FOOD
supplies are inspected	☐ In progress	Supervisor		Reinhart Whorles
and rotated on schedule	□ <u>done</u>	D: 4		
VVH has active contracts with multiple food	□ Not started	Dietary		In Dietary office
suppliers in and out of	☐ In progress	Supervisor		
area	□ <u>done</u>			
Medications and				
Medical Supplies				
Stockpile				
VVH has 5-7 day	☐ Not started			
stockpile of common	☐ In progress			
medication	□ done			
VVH has 5-7 day supply	☐ Not started	DNS		
of medications for each	☐ In progress			
resident	□ <u>done</u>			
VVH has 5-7 day stockpile of medical supplies needed to care for residents	☐ Not started	DNS		
	☐ In progress			
	□ <u>done</u>			
Facility has extra supplies of IV fluids	☐ Not started	DNS		
	☐ In progress			
	□ <u>done</u>			
VVH has active contracts	□ Not started	DNS		
with multiple pharmacy	☐ In progress			
suppliers in and out of area	□ <u>done</u>			
VVH has active contracts	☐ Not started	DNS		
with multiple vendors of	☐ In progress			
medical supplies in and out of area	□ <u>done</u>			

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Evacuation Planning Task	Status (Check One)		Person (s) Responsible	Deadline	Notes
Security Plan					
		Not started	CEO	ASAP	Access &
VVH has discussed		In progress	COO		Security
emergency security		done	Environmental		
			Dir.		
Discussions held with		Not started	COO		Bring BPD into
local law enforcement		In progress	Environmental		Planning
regarding security		done	Dir.		
Lockdown procedure		Not started			Active Shooter
established		In progress			Policy
established		done			
VVH has access to cash		Not started	Finance Director		
in event money supply is		In progress			
disrupted		<u>done</u>			
VVH has basic tools on		Not started	Environmental		Basic materials
hand and materials to		In progress	Dir.		on hand
make emergency		<u>done</u>			
repairs/shore up					
structure					