

Vermont Veterans' Home Shelter in Place Checklist

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

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

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