



# Preparedness at a Glance

## **Emergency Preparedness Checklist**

# Preparedness at a Glance...

The Organization's Emergency plan should address each of these components:

- Direction and Control
- Warning
- Communication
- Training, Education, Awareness
- Sheltering Arrangements
- Evacuation
- Transportation
- Health and Medical Needs
- Repatriation and Recovery

The Organization's Emergency plan should be based on an **All-Hazards** structure

# ***Direction & Control***

- **The plan should contain a *Direction & Control* strategy:**
  - The plan should designate who makes critical decisions for the organization and staff
  - Decision makers should be designated by Job roles/Titles
  - Maintain list of key decision makers, their organizational role and contact information

# *Warning & Communication*

- **The plan should contain a *Warning & Communication* strategy that addresses the following:**
  - Notification of staff/caregivers of event or potential event
  - Staff/Organization provides list of phone numbers and alternate numbers for clients, client's family and staff
  - Organization has first call, second call process established for emergencies
    - Plan details who/how staff members are contacted based upon need and appropriate phone numbers for a first call, second call, etc.
  - Staff/Organization provide key contact data for use off-site (mobile information)
  - Staff/Organization have a process to contact family of clients to alert them if necessary

# ***Warning & Communication***

## ***(cont.)***

- Staff/Organization assist client/family of client to register with 211
- Staff/Organization perform status check on clientele before, during, after event (if
- Staff/Organization has process to notify partners of current status
- Staff/Organization has process to cyclically update critical contact lists and contact information

# ***Training & Education***

- **The plan includes basic *Training & Education* for clients to be prepared for emergency events and addresses the following:**
- Plan addresses assisting/training clientele/family members to care for themselves (if possible) during disruptive events
  - Plan addresses the keeping/storing of:
    - Medicine,
    - Non-perishable foods,
    - Water (includes boiling water),
    - Communications (television, radio, cell phone),
    - Batteries,
    - Pre-charging cell phones, wheelchairs and other electronic devices.
    - Includes blankets, towels, cleansers and other household items needed to survive disruptions of travel and power
    - Care of pets

# ***Shelter, Evacuation, Transportation***

- **The plan should contain a *Shelter, Evacuation and Transportation* strategy that addresses the following:**
  - Clientele should be registered with 211 to request assistance evacuating
  - Plan addresses notification/coordination with local Emergency Management Coordinator that client is pre-registered with 211
  - Plan addresses that care staff or organization will contact family members to notify of need to evacuate
  - Plan addresses what equipment must be transported to care for the client
  - Plan addresses what medical records are needed and how can they be safely transported and protected

# ***Shelter, Evacuation, Transportation (Cont.)***

- Plan addresses that the care staff or organization will monitor the circumstances as closely as possible to ensure safe transfer of clients to authorities (211 evacuees are typically taken to general or medical special needs shelters depending on health)
- Plan addresses that care staff or organization will monitor the event circumstances closely and resume care services to clients as quickly as possible following an event
- The Staff/Organization should help the client or family determine if the event requires the client to shelter in place or evacuate, for example:
  - Safe distance from impact of event
  - Does client have enough medicine and related supplies (oxygen etc.) to endure 7 – 10 days of isolation or power outage
  - Does client have adequate backup power to keep vital equipment running and medicines and foods refrigerated (including fuel for generators)
  - Does the client have necessary laundry capabilities for linens and clothing
  - Is client mentally/physically able to care for themselves
  - Is client able to drive if necessary
  - Is vehicle maintained

# ***Health and Medical Needs***

- **The plan should contain a *Health and Medical Needs* strategy that addresses the following:**
  - Plan addresses care requirements for each client for cases where emergency event disrupts primary care person's schedule
  - Plan addresses specific clients essential health and medical needs for example:
    - Medicines
    - Dosages
    - Medical supplies
    - Equipment
    - Treatments
    - Special needs
    - Medical Records
    - Risks caregivers must be aware of to provide appropriate care (client specific)
  
- Plan addresses how client medical records will be maintained, transported and protected during an event.
  - The plan should indicate who is responsible for the maintenance, protection and transport of medical records in emergencies

# ***Repatriation***

- **The plan should contain a *Repatriation* strategy that addresses the following:**
  - Plan addresses process for determining when it is safe to return to area after an emergency
  - Plan addresses communicating the restoration process to staff and clients, clients' family and other partners involved in the care process
  - Plan addresses process for determining:
    - Power availability in your specific area
    - Damage to homes/offices
    - Livability of homes
    - Availability of potable water
    - Road accessibility for returning to the area
    - Food and supplies availability
    - Hospital availability
    - Medical Supplies availability

# *Contact Information*

## ■ **Glen Bason**

- Texas Department of Aging and Disability Services
- Disaster Coordinator/Business Continuity
- [glen.bason@dads.state.tx.us](mailto:glen.bason@dads.state.tx.us)
- 512.438.5744