

## ASSISTED LIVING EMERGENCY PREPAREDNESS CHECKLIST

Prepared October 2009

\*\*\* This checklist is being circulated as an education and resource tool by LifeSpan to help you prepare your emergency and disaster plan for surveys. It follows the emergency preparedness regulations as well as incorporates several items for consideration. The items for consideration are suggestions by assisted living facilities as well as those items surveyors have examined during surveys in LifeSpan member facilities. Please review these regulations in their entirety.

You can locate the regulations on the LifeSpan website. \*\*\*

QUESTION	COMAR SECTION	YES	NO
1. Is the facility in compliance with all local fire and building codes and the Life Safety Code?	.46A		
2. Are fire extinguishers located on each floor and adjacent to or in special hazard areas?	.46B		
3. Is the staff instructed initially and at least annually on the use of fire extinguishers?  <ul style="list-style-type: none"> <li>• Other items to consider:               <ul style="list-style-type: none"> <li>a. Are fire extinguishers checked monthly and signed off on the tags?</li> <li>b. Are smoke detectors tested regularly, and batteries changed regularly, if applicable?</li> </ul> </li> </ul>	.46B		
4. Does the facility have an emergency and disaster plan to evacuate, transport or shelter-in-place residents?  <ul style="list-style-type: none"> <li>• Other items to consider:               <ul style="list-style-type: none"> <li>a. Does the facility have a NOAA weather radio?</li> <li>b. Does the facility have a process in place to secure the building if visiting is not allowed?</li> <li>c. Can the facility obtain extra medicine from its pharmacy provider?</li> <li>d. Has the facility identified and maintained needed tools and equipment (i.e., flashlight, batteries, etc.)</li> <li>e. Does the facility maintain an extra supply of linens?</li> <li>f. Does the facility have a process to</li> </ul> </li> </ul>	.46C(1)		

<p>handle trash, waste material and soil linens?</p> <p>g. Can the facility provide an alternative means for hand washing?</p> <p>h. Is there someone trained on every shift that can turn off the ventilator system?</p> <p>i. If there are no emergency outlets, how is the facility planning to provide illumination?</p> <p>j. Does the facility have oxygen tanks available on premises? If so, who is the supplier?</p>			
<p>5. Does the facility have a policy for notifying family members on what actions will be taken during an emergency?</p>	.46C(1)		
<p>6. Can the facility obtain extra medicines from their pharmacy provider?</p>	.46C(1)		
<p>7. Does the facility maintain a 3 day supply of food and water?</p> <p>Item to consider: Does the facility have a method for rotating the emergency food and water supply for freshness, etc.?</p>	.46C(1)		
<p>8. Who is the contractor for food and water?</p>	.46C(1)		
<p>9. Does the facility have a tracking system to identify the resident in the event of displacement that includes: 1) resident's name, 2) time the resident was moved; and 3) location with address of where resident was moved?</p>	.46C(2)		
<p>10. Does the facility have a brief medical fact sheet on each resident that includes: (a) Name; (b) Medical condition or diagnosis; (c) Medications; (d) Allergies; (e) Special diets or dietary restrictions; and (f) Family or legal representative contact</p>	.46C(3)		

information?			
11. Does the facility have a process for reviewing the brief medical fact sheet upon the occurrence of any changes and reviewed at least monthly?	.46C(4)		
12. Is the brief medical fact sheet maintained in a central location readily accessible and available to accompany residents in case of an emergency?  Item to consider: Does the facility have photographs of all residents for identification purposes during an emergency?	.46C(4)		
13. Is the emergency and disaster plan reviewed and updated annually?	.46C(5)		
14. Has the facility identified an alternative location to house the residents if necessary or documented efforts to secure an alternative location?	.46C(6)		
15. Has the facility identified a transportation source to transport residents if necessary or documented efforts to secure transportation?	.46C(7)		
16. Has the facility conducted training and supplied information on emergency preparedness to staff? NOTE: Check the OHCQ training chart for training requirements. Training must be done within 24 hours of employment and evidenced by the employee's signature in the personnel file.  Item to consider: Does the emergency plan or other document contain instructions for the responsible for each staff person during an emergency, i.e., person responsible for getting the brief medical fact sheets, etc.	.46E		
17. Has the facility prepared an executive	.46C(10)		

summary of its emergency plan to provide to family members upon request?			
18. Does the facility have an emergency generator? NOTE: As of October 1, 2009, required for communities with more than 50 beds.	.46F		
19. What is the fuel source and who is the supplier of the fuel? NOTE: State regulations require fuel for 48 hours. This requirement will most likely be changed to parallel the 72 hour food and water requirement.	.46F		
20. Has the facility made contact with their local emergency management planners and provided them with the name of the emergency preparedness liaison for the facility? NOTE: Local numbers available under the LifeSpan website under AL, Other Initiatives.	.46C(9)		
21. Has the facility posted evacuation plans on each floor of the facility?	.46D		
22. Are fire drills conducted at least quarterly on all shifts and appropriately documented?	.46E(2)		
23. Are semiannual emergency and disaster drills conducted on all shifts during which it practices evacuating residents or sheltering in place so that each is practiced at least one time a year and appropriately documented? NOTE: The drills may be conducted via table-top exercise if the program can demonstrate that moving will be harmful to the residents.	.46E(3)		
24. Item to consider: Have the resident's been instructed on what to do during an emergency, evacuation or disaster (prior to participating in a drill)?			

CHECKLIST REVIEWED BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_