

# Plant Operations Hurricane Planning Checklist

Developed by the FHCA Emergency Preparedness Council, Plant Operations Workgroup (Rev. Jan. 2018)

| ✓ | Assigned To<br>(Person) | <b>120 Hours -- Readiness Checklist</b>   |
|---|-------------------------|---|
|   |                         | Review your copy of the facility's Emergency Management approved disaster plan.   |
|   |                         | Meet with the NHA to review the facility's Hurricane Checklist and confirm plant operations responsibilities.   |
|   |                         | Ensure that the facility's engineer is listed as one of the facility's emergency contacts in the State's online emergency communication database, along with the NHA.   |
|   |                         | Update the plant operations' vendor list with names, contacts, and phone numbers; contact vendors to confirm your ability to make purchases on a facility credit account (for example, to purchase supplies for glass replacement and generator repairs).                       |
|   |                         | Have the facility's insurance adjustor's name and phone number readily available, including a backup insurance contact.   |
|   |                         | Perform required generator checks: top-off fuel, check generator and fuel tank tie-downs; ensure that outlets connected to the generator are working properly; check generator lubricant levels.  |
|   |                         | Check the facility's Plant Operations Emergency Kit and restock as needed (see attached List).  |
|   |                         | Check grounds & inspect roof (take it down or tie it down). Anything unsecured must be tied down (blowers, conduits, pipes, etc.). Ensure there are no roof defects (flashing, pitch pans, drains, etc.).   |
|   |                         | Ensure that kitchen equipment and generators have adequate fuel. Check to see if the ice machine can be powered by a temporary generator to ensure ice supply.  |
|   |                         | Essential supplies: It is recommended that the facility has a recommended 7 to 10 days of essential supplies on hand (AHCA requirement is a minimum of 72 hours of essential supplies).   |
|   |                         | Ensure that there is physical space for locating additional generators that may be needed for <i>building</i> restoration.  |
|   |                         | Arrange for a post-storm storage pod should extensive disaster restoration be required.<br>Note: Porous items such as mattresses and upholstered furniture should be stored in air-conditioned units to help prevent mold development.  |
|   |                         | Purchase plywood and supplies as much in advance as possible and prepare it for placement on windows (bolt anchors, etc.).  |
|   |                         | Purchase sandbags and plastic sheeting; store bags or have sand delivered and bag as needed.  |
|   |                         | Ensure that all drains and gutters are clog-free; check building downspouts.  |
|   |                         | Contact your city/county public works departments and request that nearby street drains be checked for debris to ensure water flows away from the facility.   |
|   |                         | Clean out retention ponds before the storm to ensure proper drainage.   |
|   |                         | Palm tree maintenance: trim coconuts from palm trees so that they do not become missiles during high winds.   |
|   |                         | Prepare to harden the area around the kitchen to achieve a 35 sq. ft. per resident area of refuge. Solid wood core resident doors and smoke doors can be utilized in the process of hardening an area (refer to regulation). Harden exterior glass doors in the area of refuge. |
|   |                         | Ensure there is a protected place to store building plans and keys to everything that will need to be opened. Protect key access by posting a sign in plant-operations locations (e.g., phone room) that lists the names and phone numbers of key holders.                      |
|   |                         | Ensure there is a direct analog phone in the phone room so that at least one land line analog phone will be available if the power is lost.   |
|   |                         | Determine where emergency and equipment vehicles will be parked.  |

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## Plant Operations Hurricane Planning Checklist

| ✓ | Assigned To<br>(Person) | <b>96 Hours -- Readiness Checklist</b>  |
|---|-------------------------|---|
|   |                         | Again -- review your copy of the facility's EM-approved Disaster Plan.  |
|   |                         | Again – check to be sure kitchen equipment and generators have adequate fuel.   |
|   |                         | Recheck to be sure the facility has the recommended 7 to 10 days of essential supplies on hand (AHCA requirement is a minimum of 72 hours of essential supplies). |
|   |                         | Recheck all drains and gutters to be sure they are clog-free and free flowing; check building downspouts.   |
|   |                         | Meet with the NH administrator to review plant operations' progress and any areas of concern.   |

| ✓ | Assigned To<br>(Person) | <b>72 Hours -- Readiness Checklist</b>   |
|---|-------------------------|--|
|   |                         | Perform required generator checks: top-off fuel, check generator and fuel tank tie-downs; ensure that outlets connected to the generator are working properly; check generator lubricant levels. |
|   |                         | Recheck grounds and roof. Remember – take it down or tie it down.  |
|   |                         | Meet with the NH administrator to review plant operations' progress and any areas of concern.  |

| ✓ | Assigned To<br>(Person) | <b>48 Hours -- Readiness Checklist</b>  |
|---|-------------------------|---|
|   |                         | Repeat the required generator checks: top-off fuel, check generator and fuel tank tie-downs; ensure that outlets connected to the generator are working properly; check generator lubricant levels. |
|   |                         | Recheck grounds and roof. Remember – take it down or tie it down, e.g. anything unsecured must be tied down (blowers, conduits, pipes, etc.); inspect the roof and ensure there are no defects.     |
|   |                         | Install plywood over windows and doors after go-ahead from the administrator.   |
|   |                         | Recheck the facility's Plant Operations Emergency Kit and restock as needed (see attached List).  |
|   |                         | Confirm completion of hardened area around kitchen (area of refuge).  |
|   |                         | Meet with the NH administrator to review plant operations' progress and any areas of concern.   |

| ✓ | Assigned To<br>(Person) | <b>24 Hours -- Readiness Checklist</b>  |
|---|-------------------------|---|
|   |                         | Repeat the required generator checks: top-off fuel, check generator and fuel tank tie-downs; ensure that outlets connected to the generator are working properly; check generator lubricant levels. |
|   |                         | Reconfirm that the kitchen has adequate equipment and generator fuel (propane, etc.).   |
|   |                         | Meet with the NH administrator to review plant operations' progress and any areas of concern  |
|   |                         | Coordinate with the administrator on status updates to the online emergency status database.  |

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## Plant Operations Hurricane Planning Checklist

| ✓ | Assigned To<br>(Person) | Post-Storm Checklist  |
|---|-------------------------|---|
|   |                         | Conduct facility and site inspections using your facility's preventive maintenance checklist as a guide.  |
|   |                         | Evaluate facility temperatures and follow your disaster plan protocol.  |
|   |                         | Meet with the NHA for a post-storm briefing with department heads; confirm physical plant needs and/or repairs. Designate responsibilities to staff and coordinate insurance adjustor visit.                            |
|   |                         | Review the EM-approved Disaster Plan with the department heads to determine the approved procedures of physical plant restoration.  |
|   |                         | Contact city/county for assistance on drainage issues, if necessary.  |
|   |                         | Restock the facility's Plant Operations Emergency Kit (see attached list).  |
|   |                         | Ensure kitchen has adequate equipment and generator fuel (propane, etc.).   |
|   |                         | Place cones/traffic guides to mark the area previously identified for parking emergency and equipment vehicles.   |
|   |                         | Complete arrangements for use of pods to storm porous items, assuming there is a damage restoration phase. Remember: do not store porous items such as mattresses in non-air conditioned units due to mold development. |
|   |                         | Meet with the NH administrator to review plant operations' progress and any areas of concern.   |

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## Plant Operations Emergency Kit List

Place the following items in a large bin with secure lid and label it: "Plant Operations Emergency Kit." Use this list to check supply levels and identify missing items.

| DESCRIPTION OF ITEM (alphabetical order)                                   | # required (if applicable) | Circle One: |      |
|--|----------------------------|-------------|------|
|  |                            | Have        | Need |
| 2-way radios   |                            | Have        | Need |
| Batteries for flashlights (your needs & requests from staff)               |                            | Have        | Need |
| Battery operated radios with police and weather band                       |                            | Have        | Need |
| Chain saw  |                            | Have        | Need |
| Duct tape, rope, gloves  |                            | Have        | Need |
| Dust pan, broom, trash bags  |                            | Have        | Need |
| Electrical cords for temporary use & a portable generator                  |                            | Have        | Need |
| Emergency first aid kit  |                            | Have        | Need |
| Eye protection & face masks w/ filtration system                           |                            | Have        | Need |
| Flashlights & battery powered lanterns (1 for each nurse's station)        |                            | Have        | Need |
| HVAC needs: floor fans & spot coolers                                      |                            | Have        | Need |
| Microbial/bacteria /sanitation cleaning supplies                           |                            | Have        | Need |
| Plumbing needs: drain snake; pumps   |                            | Have        | Need |
| Rain gear, high rubber boots   |                            | Have        | Need |
| Sand bags  |                            | Have        | Need |
| Self-tapping screws, driver, and rechargeable drill (ensure it is charged) |                            | Have        | Need |
| Small tools -- an assortment of tools needed for building repairs          |                            | Have        | Need |
| Spare fuses, breakers  |                            | Have        | Need |
| Tarps  |                            | Have        | Need |
| Wet vacuum   |                            | Have        | Need |
| Wipes / Kleenex / rags / Red Bags  |                            | Have        | Need |
| <b>ADDITIONAL ITEMS:</b>   |                            | Have        | Need |
|  |                            | Have        | Need |
|  |                            | Have        | Need |

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