1. **FACILITY PREPARATION (All conditions for evacuation)**

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| --- | --- | --- | --- |
|  | ADMIN | FACILITY STATUS. * Make a determination as to whether to close or keep the facility open for the event. If the weather event is over a weekend or after hours provide for a staff emergency recall for the event and notify partners and managers of plans for securing the facility and restoration of operation after the event.
 |  |
|  | BUS OFF | TELEPHONE MESSAGE * Program an emergency response message of the main facility message advising of the status of the facility.
* Put Notice on outside doors.
 |  |
|  | SPECIAL TEAM | INSPECT EXTERIOR / GROUNDS. * Move all loose material such as tables, chairs and construction material from the site or to a secure location.
* This includes all of the smoking areas ash urns and all trashcans.
* Biomedical waste containers and all outside trash containers.
 |  |
|  | ADMIN | CONSTRUCTION ONGOING * Advise all contractors to secure the construction site and materials and construction entrances or storage areas.
 |  |
|  | MAT MNGR | LAB SAMPLE BOXES * Take in all lab specimen boxes from outside to the interior of the facility.
 |  |
|  | ADMIN | PATIENTS AND MEDICAL STAFF * Determine closing times and notify patients and medical staff as necessary.
* Provide recall lists to key individuals specific for the event.
 |  |
|  | MAT MNGR | SUPPLIES / TRASH * Put up all supplies and remove all trash from the facility into proper containers.
* Close gates and covers on all receptacles or areas as equipped.
 |  |
|  | CALL VENDORS | ROOFTOP EQUIPMENT * Ensure that the equipment is properly secured and all panels are securely fastened.
* Install all screws on A/C equipment and make sure exhaust fan enclosures are securely fastened. (See prestorm checklists)
 |  |
|  | SPECIAL TEAM | INSPECT ROOF * Clear off all material on the roof that could be made airborne.
* Inspect all mechanical equipment and ensure all covers are in place and screwed tightly.
 |  |

1. **HIGH WIND PROTECTION**

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|  |  | EXTERIOR WINDOWS AND DOORS * Inspect all windows and doors for cracking or damage tape or board up as needed.
* Secure operable windows as necessary.
 |  |
|  |  | STOREFRONTS and AUTOMATIC DOORS * Lock and secure doors and operators.
* Tape all openings and cracks to avoid wind driven water intrusion.
 |  |
|  |  | INTERIOR PREPARATION * Move all furnishings from window areas to interior walls
 |  |
|  |  | INTERIOR PREPARATION * Move all medical equipment away form building exterior window walls to interior protected walls.
* As an added precaution cover computers and other equipment with plastic to protect from water damage or intrusion.
 |  |
|  |  | PATIENT RECORDS * Secure all patient records and charts in a secure location with in the records department as needed.
* As an added precaution cover computers and other equipment with plastic to protect from water damage or intrusion.
 |  |
|  |  | INTERIOR PREPARATION * + Place collection containers beneath all equipment penetrations roof drains and know leak areas.
 |  |

1. **ELECTRICAL PROTECTION**

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| **CONSIDERATION FOR MODERATE TO LOW PREVALENCE OF UTILITY DAMAGE Hurricane 2 and below** |
|  |  | * Unplug all non-essential medical equipment and bring to interior walls.
* Includes anesthesia machines patient monitors, X-ray and all connected equipment.
 |  |
|  |  | SEVERE HIGH WINDS * Cover all computers and electrical equipment / medical equipment with plastic as added protection from overhead water intrusion in the event of a building envelope failure.
 |  |
|  |  | TELEPHONE EQUIPMENT * If not protected by a surge suppressor or UPS disconnect and use emergency mailbox to leave message provided by Utility Carrier. ***(NOTE: If your telephone system is not on a battery backup it may lose all programming if shut down for 72 hours or more).***
 |  |
|  |  | COMPUTERS * Shut down all computers in all areas.
* Secure the server routers and microwave equipment.
 |  |
|  |  | HVAC EQUIPMENT * Secure and shut down all refrigeration section of unprotected rooftop equipment.
* Unprotected equipment is any equipment without separate phase monitors installed for Three phase electrical operated equipment.
 |  |
|  |  | LIGHTING * Secure all lighting except life safety lighting circuits.
 |  |
|  |  | EQUIPMENT * Secure all equipment prior to leaving the facility.
* Shut down air compressors, vacuum system equipment, sterilizers and boilers.
 |  |
|  |  | MEDICAL GAS * Secure all medical gas system services.
* Disconnect anesthesia machines and turn all equipment OFF.
 |  |
| **CONDITIONS FOR HIGH WIND AND SEVER DAMAGE LIKELY Hurricane 3 and above** |
|  |  | * Comply with all actions above and turn the generator control to OFF. (Emergency Power will not come on when left in this condition)
 |  |
|  |  | * Secure all mechanical equipment and roof top ventilation equipment.
 |  |
|  |  | * For duration of the storm log off fire alarm and security systems.
 |  |
|  |  | * Outage planned for 24 hours or less before restoration.
* Remove all frozen and refrigerated medications and cold pack in coolers within the facility.
* Place in isolated interior location and clearly label for restocking.
 |  |

1. **MISCELLANEOUS ALL CONDITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | VENDOR | * Notify security company to only report alarms with perimeter and motion sensor combined signals.
 |  |
|  | VENDOR | * Refuel and top off generators.
 |  |
|  | VENDOR | * Inspect areas for compliance exterior and interior.
 |  |
|  | VENDOR | * Ensure all trash is removed from facility.
 |  |

**TIPS**

***Remember whenever you call someone to leave a message or obtain a status advisory leave your numbers you desire them to return call you on.***

***As a KEY CONTACT make certain you have a telephone at home that will work without being plugged into an electrical circuit.***

***CHARGE ALL CELLULAR PHONES AND EXTRA BATTERIES.***

***If medications and tissues are cold packed have at least three to four knowledgeable people to respond on call back to replace these items in the refrigerators and freezers. In the event of a severe storm some people may not be able to communicate or get out of their homes for several days.***