



Golden Gate Regional Center

STANDARD FOR DISASTER PREPAREDNESS SELF ASSESSMENT CHECKLIST

12/18/2007

STANDARD	ASSESSMENT						NOTES/ "To Do" LIST
	0	1	2	3	4	5	
1. Disaster Program							
Have you identified a program coordinator?							
Have you identified an advisory group?							
Do you have a written administrative plan?							
Do you have a written strategic plan?							
Do you have a program budget?							
2. Mitigation							
Have you identified the hazards that could affect your facility?							
Does your program include mitigation strategies for structural hazards?							
Does your program include mitigation strategies for non-structural hazards?							
Do you conduct a periodic walk-through of your facility to look for non-structural hazards?							
Does your budget include funding for low-cost non-structural mitigation supplies?							

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3. Preparedness							
Do you encourage your staff to develop personal preparedness plans?							
Do you encourage your staff to take preparedness training such as CERT?							
Do you encourage clients or their caregivers to develop personal preparedness plans?							
3.1 Disaster Plan							
Is your disaster plan written?							
Is a copy of your plan available onsite for review?							
Was your plan developed with the assistance of local emergency authorities?							
Is your plan written so it does not conflict with local disaster plans?							
Is your plan based on an assessment of hazards affecting your facility?							
Does your plan include procedures for assigning personnel?							
Do you have contingency plans for fires?							
Do you have contingency plans for floods?							
Do you have contingency plans for earthquakes?							
3.2 Notification Procedures							
Do you have written procedures for notifying your facility administrator about emergencies?							

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Do you have written procedures for recalling off-duty personnel?							
Do you have written procedures for notifying the Department of Human Services about an emergency?							
Have you identified alternate means of communications in case phones don't work?							
3.3 Personnel Assignments							
Have you designated administrative authority and staff assignments?							
Have you delegated authorities in writing for things like writing checks or allocating funds?							
Does your plan include a line of succession?							
Do you have written procedures for assigning personnel to disaster duties?							
Does your plan include a chart of lines of authority within your facility?							
3.4 Fire Safety							
Do you have written procedures for the use of alarm systems?							
Do you have written procedures for fire containment?							
Do you have written procedures for notifying the fire department of a fire?							
3.5 Evacuation							
Does your plan specify procedures for evacuating the facility?							
Is a copy of your evacuation plan posted throughout the facility?							

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Does your evacuation plan identify the location of fire alarm boxes and fire extinguishers?							
Does your evacuation plan include the number for the fire department?							
Does your evacuation plan describe evacuation routes?							
Have you designated assembly points for clients and staff?							
Do you have written procedures for making sure all staff, clients and visitors have evacuated the facility?							
3.6 Relocation							
Do you have written procedures for providing each client a disaster tag with personal & medical information?							
Do you have written procedures for maintaining records on client relocations?							
Do you have written procedures for notifying a client's hospice agency of evacuation or relocation?							
Have you made plans for moving clients from damaged areas of your facility to undamaged areas?							
Have you identified clients who could be discharged into the community without jeopardy?							
Have you made arrangements for care of clients discharged into the community?							
Do you have written procedures for the emergency discharge of clients into the community?							
Do you have written procedures for 24-hour follow-up on clients discharged into the community?							
Have you identified clients who could be moved to other health facilities?							

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Do you have written procedures for the emergency transfer of clients to other health facilities?							
Have you identified relocation sites?							
Are relocation sites located both within and outside the immediate area?							
Have you identified at least three possible relocation sites?							
Do you have a written agreement with each relocation site?							
Have you developed a list of transportation resources?							
Does your transportation resource list include both contract services and personal vehicles?							
Does your transportation plan consider the use of public transportation?							
Do you have written procedures for supervising clients during relocation?							
3.7 Logistics							
Have you developed a list of sources for emergency supplies?							
Do you have enough food and water to meet client needs for 3 to 5 days?							
Is your emergency food supply based on client dietary needs?							
Have you planned for food preparation if electricity and gas supplies are interrupted?							

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Have you planned for sanitary needs if the sewer system is inoperative?							
Do you have emergency lighting available, to include spare batteries?							
Do you have 3 to 5 days worth of medical supplies to support client needs?							
Have you stockpiled emergency medical supplies to treat injuries following an emergency?							
Do you have extra blankets to provide for emergency admissions?							
Do you have written procedures for converting all usable space in your facility for use by emergency admissions?							
Do you have written procedures for the regular inspection and maintenance of safety and disaster equipment?							
4.1 Training							
Have you provided training to your staff on their duties and responsibilities under the your plan?							
Does your training include subjects relevant to staff disaster duties?							
Does your training include providing assistance to clients?							
Do you encourage staff to participate in additional preparedness training not required by your plan (e.g. CERT, HAM radio)							
Do you provide training on your disaster plan to your clients?							
4.2 Drills and Exercises							
Do you conduct a disaster drill every six months?							

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Do you conduct a fire drill each quarter?							
Do you conduct a client evacuation drill at least once every three years?							
Are drills rotated among all shifts?							
Do you prepare a written evaluation for each drill?							
Are evaluations of each drill used to make changes to your disaster program?							

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