

Disaster Plan Checklist

Please use this as a guide when reviewing or developing your facility specific disaster plan

- There is a facility specific disaster plan in place for both medical and non-medical emergencies. These events include but are not limited to fires, power failures, water supply interruption, natural disasters and care-related emergencies.
- Staff has been oriented and trained on all of the disaster plans annually. There are written procedures in place for each disaster situation for staff to follow.
- Staff should be able to demonstrate emergency equipment usage and the ability to obtain emergency medical assistance.
- The facility has written disaster instructions provided to and available for all patients, and they are trained on emergency procedures annually. The facility also has written instructions for patients to obtain emergency medical care. This could include the phone number to another treatment facility so dialysis can be continued if facility is non-operational.
- The facility will have transfer agreements with another dialysis facility and one or more local hospitals.
- Facility must contact its local disaster agency at least annually, to ensure such agency is aware of the facilities needs.
- The facility conducted periodic mock drills to ensure the educational level and needs of its staff and patients.
- The facility must have available a roster with all staff names and physicians to be called in case of an emergency. This is located at both the facility and at the administrator's home.
- The facility has documented what utility companies provide all of their services and ensure annually they are aware of their needs in a disaster situation.

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- The facility included a list of what each staff member is going to be responsible for during an emergency. Ex. Facility administrator directs the evacuation and grabs the hard drive, charge nurse turns off oxygen supply and helps evacuate patients, etc.

- Someone within the facility will be responsible for updating EMSystems during an emergency situation.

- Phone numbers and equipment provider information will be available for mechanical and technical support during an emergency situation.

- Every element of this disaster checklist should be documented and visible when looking through your disaster plan packet. If an outsider was going through your plan and had to use this checklist, it should be apparent each of these elements is covered within your specific plan.