

CONNECTICUT LTC-MAP PREPARATION FOR THE WINTER SEASON

POSITION RESPONSIBLE TO ACCOMPLISH SPECIFIC ACTIONS	ACTIONS TO BE TAKEN IN ORDER OF IMPORTANCE	Check when completed
ADMINISTRATION, DEPARTMENT DIRECTORS AND MANAGERS	Review emergency procedures, supplies and equipment on a regular basis to ensure information is up to date, supplies are at adequate levels and equipment used for disaster/emergency incidents is in good operating condition.	<input type="checkbox"/>
	Review responsibilities with your staff.	<input type="checkbox"/>
	Order, store and/or preposition for a 5-7 day supply of food, water, and other logistical / medical supplies, if necessary.	<input type="checkbox"/>
	Confirm back-up vendors/services for Pharmacy, Medical Supplies, etc.	<input type="checkbox"/>
	Update you facility contact, generator and vendors on the massmap.org website.	<input type="checkbox"/>
	Top-off all fuel tanks, including the generator and vehicles, as practical.	<input type="checkbox"/>
	Review internal evacuation procedures for residents.	<input type="checkbox"/>
	Review Insurance Plans.	<input type="checkbox"/>
	Review emergency sanitary wastes and biohazard storage and disposal procedures.	<input type="checkbox"/>
	Establish discharge review procedures.	<input type="checkbox"/>
	Review procedures and supplies needed for physical building preparations. This includes agreements for back-up generators.	<input type="checkbox"/>
	Test emergency communications.	<input type="checkbox"/>
Monitor National Weather Service.	<input type="checkbox"/>	

CONNECTICUT LTC-MAP WINTER STORM “WATCH”

Significant winter weather (i.e., heavy snow, heavy sleet, significant freezing rain, or a combination of events) is expected, but not imminent, for the watch area; provides 12 to 48 hours notice of the possibility of severe winter weather

POSITION RESPONSIBLE TO ACCOMPLISH SPECIFIC ACTIONS	ACTIONS TO BE TAKEN IN ORDER OF IMPORTANCE	Check when completed
ADMINISTRATION, DEPARTMENT DIRECTORS AND MANAGERS	Assemble Leadership Team (Incident Command Team).	<input type="checkbox"/>
	Test and inventory communications.	<input type="checkbox"/>
	Contact Snow Removal Vendor to verify they will support you.	<input type="checkbox"/>
	Verify sand and salt supplies.	<input type="checkbox"/>
	When requested provide Emergency Reporting on the massmap.org website.	<input type="checkbox"/>
	Complete a Transportation Evacuation Survey and update your Transportation Tab on the massmap.org website. (log in is required)	<input type="checkbox"/>
	Ensure 5-7 days of supplies.	<input type="checkbox"/>
	Survey building and establish staff sleeping accommodations.	<input type="checkbox"/>
	Develop working / sleeping schedules for staff.	<input type="checkbox"/>
	Call in staff as necessary.	<input type="checkbox"/>
	Identify and review Staff Transportation needs, develop schedules.	<input type="checkbox"/>
	Complete department-specific plans.	<input type="checkbox"/>
	Arrange for garbage and bio-hazardous waste pick-up before storm.	<input type="checkbox"/>
	Ensure food and liquid supplies for 5-7 days.	<input type="checkbox"/>
Monitor National Weather Service.	<input type="checkbox"/>	

CONNECTICUT LTC-MAP WINTER STORM “WARNING”

A significant winter storm or hazardous winter weather is occurring, imminent, or likely, and is a threat to life and property.

POSITION RESPONSIBLE TO ACCOMPLISH SPECIFIC ACTIONS	ACTIONS TO BE TAKEN IN ORDER OF IMPORTANCE	Check when completed
ADMINISTRATION, DEPARTMENT DIRECTORS AND MANAGERS	Assemble Leadership Team (Incident Command Team). Review impact probability and facility preparation.	<input type="checkbox"/>
	Verify all communications devices.	<input type="checkbox"/>
	Keep Department Managers advised of storm development.	<input type="checkbox"/>
	Complete Emergency Reporting when requested or if Event Reporting has been established. Report by 9:00 AM daily. Be prepared to report on Operational Issues, Open Beds and Transportation Resources.	<input type="checkbox"/>
	Keep exits and sidewalks free from snow and ice accumulation.	<input type="checkbox"/>
	Ensure all exit doors open freely.	<input type="checkbox"/>
	Keep emergency access roads, fire hydrants and fire department hose connections free from snow and ice accumulations.	<input type="checkbox"/>
	Monitor and document all expenses that occurred.	<input type="checkbox"/>
	Monitor National Weather Service.	<input type="checkbox"/>