

## LONG TERM CARE MUTUAL AID PLAN (LTC-MAP) PREPARATION FOR THE WINTER SEASON



RESPONSIBLE POSITION(S)	ACTIONS TO BE TAKEN	CHECK WHEN COMPLETED
	Review emergency procedures, supplies and equipment 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 roles & responsibilities with staff, including personal and family preparedness plans to assure staff are prepared to report to work during inclement weather.	<input type="checkbox"/>
	Order, maintain and/or preposition a 5-7 day supply of food, potable water, and other supplies (including medical supplies and PPE).	<input type="checkbox"/>
	Review information for critical vendors (e.g. Generator Fuel, Generator Repair, Medical Supplies, PPE, Pharmacy, Staffing Agencies, Transportation Provider)	<input type="checkbox"/>
	Review and update your generator information, facility contacts, evacuation sites, stop over point, transportation/evacuation survey and vendors on the LTC-MAP website, <a href="http://www.mutualaidplan.org">www.mutualaidplan.org</a> .	<input type="checkbox"/>
	Top off and maintain all fuel tanks full, including generator(s) and facility vehicles.	<input type="checkbox"/>
	Review your facility Full Building Evacuation (FBE) plan for internal evacuation procedures of residents.	<input type="checkbox"/>
	Review facility insurance plans and contact information.	<input type="checkbox"/>
	Review procedures and supplies needed for physical building preparations. This includes agreements for back-up generators.	<input type="checkbox"/>
	Test and maintain all communications systems and devices (e.g. cell phone chargers, portable radio batteries and chargers, etc.).	<input type="checkbox"/>
	Monitor local and National Weather Service outlets and LTC-MAP notification messages for storm pre-planning and response operations.	<input type="checkbox"/>

## LONG TERM CARE MUTUAL AID PLAN (LTC-MAP) WINTER STORM "WATCH"



**Significant winter weather (e.g., heavy snow, 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.**

RESPONSIBLE POSITION(S)	ACTIONS TO BE TAKEN	CHECK WHEN COMPLETED
	Assemble Leadership Team / Incident Management Team (IMT).	<input type="checkbox"/>
	Inventory and test all communications systems / devices (e.g. cell phones, portable radios, etc.).	<input type="checkbox"/>
	Contact snow removal vendor to verify they will support your facility (if applicable).	<input type="checkbox"/>
	Top off all fuel tanks, including generator(s) and facility vehicles.	<input type="checkbox"/>
	Verify sand and salting supplies and equipment.	<input type="checkbox"/>
	Arrange for garbage and bio-hazardous waste pick-up before storm.	<input type="checkbox"/>
	Provide emergency reporting / facility status reporting when requested on the LTC-MAP website at <a href="http://www.mutualaidplan.org">www.mutualaidplan.org</a> .	<input type="checkbox"/>
	Complete a Transportation Evacuation Survey and update your Transportation Tab on the LTC-MAP website at <a href="http://www.mutualaidplan.org">www.mutualaidplan.org</a> .	<input type="checkbox"/>
	Ensure 5-7 days of food, potable water and supplies on hand.	<input type="checkbox"/>
	Survey building and establish staff sleeping accommodations.	<input type="checkbox"/>
	Develop working / sleeping schedules for staff.	<input type="checkbox"/>
	Review Staff Transportation needs and develop schedules (as needed).	<input type="checkbox"/>
	Monitor local and National Weather Service outlets and LTC-MAP notification messages for storm pre-planning and response operations.	<input type="checkbox"/>

## LONG TERM CARE MUTUAL AID PLAN (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.**

RESPONSIBLE POSITION(S)	ACTIONS TO BE TAKEN	CHECK WHEN COMPLETED
	Assemble Leadership Team / Incident Management Team (IMT). Review storm probability, impact and any last minute facility preparations.	<input type="checkbox"/>
	Verify all communications systems / devices (e.g. cell phones, portable radios, etc.) are ready for use. Deploy devices to appropriate staff if appropriate.	<input type="checkbox"/>
	Inform Department Managers and Supervisors of storm developments. Keep all facility staff informed of situation and any deviation from normal operating procedures.	<input type="checkbox"/>
	Complete Emergency Reporting when requested or if incident reporting has been activated report by 9:00 AM daily at <a href="http://www.mutualaidplan.org">www.mutualaidplan.org</a> . Be prepared to report on facility operational issues (including commercial power status), open beds and available transportation vehicles.	<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 accumulation.	<input type="checkbox"/>
	Monitor and document all expenses incurred.	<input type="checkbox"/>
	Monitor local and National Weather Service outlets and LTC-MAP notification messages for storm response operations.	<input type="checkbox"/>