

# Blizzard Checklist\*

(also applies to major snowstorms >12 inches expected)

		Blizzard Watch	Blizzard Warning
		PREPARE	ACT
<b>ADMINISTRATION</b>		✓ Designate Incident Commander and initiate planning and operational cycles	✓ Expand Incident Command System according to impact of event - continue scheduled planning/operational cycles
		✓ Notify key response staff	✓ Determine need for key response staff to report / remain in-house during storm
		✓ Prepare EOC and test relevant equipment	✓ Open EOC
		✓ Anticipate need for and test back up communication devices	✓ Distribute back up communication devices as needed
		✓ Request department leaders review emergency plans	✓ Ensure knowledge and availability of emergency plans for each department in EOC and departments
		✓ Public Information Officer (PIO) develops and implements communications plan for staff - tiered to reflect information needs, patients, and families	✓ PIO monitors media, manages press releases, continues to manage communications needs of staff, patients, and families
		✓ Request staff develop childcare plan in case of school 'snow days'	✓ Request staff implement alternate childcare plans if school dismissed
		✓ Request staff develop contingency commuting plan	✓ Request staff implement contingency commuting plans depending on event impact
		✓ Advise staff working over next few days to bring medications, toiletries, and clothing change as required	✓ Request staff bring personal medications, toiletries, and change of clothing to work
		✓ Appoint safety officer - identify and mitigate anticipated safety issues - ice, snow, power outage safety issues, etc.	✓ Safety officer identifies and mitigates safety issues in conjunction with Incident Command
		✓ Inform all hospital staff of possibility of storm	✓ Inform all hospital staff of storm updates, impact updates
		✓ Update staff contact information	✓ Contact staff as required for call-in or other communications
		✓ Assure staff awareness of Severe Weather materials on response guide	✓ Recommend specific actions for staff based on response guide and evolving incident
		✓ Evaluate HR policies regarding overtime, sleeping at work, etc. to determine areas for flexibility	✓ Continue to work with HR on temporary modifications of policies
		✓ Prepare paper copies of reference materials (manuals, policies, phone books, maps, blueprints, floorplans) as needed	✓ Ensure paper copies of reference materials in EOC
		✓ Review protocols and agreements with hospitals, vendors, staffers, and transport to assure continuity of operations	✓ Ensure copies of protocols and agreements with hospitals, vendors, staffers, and transport available in EOC
	✓ Establish central phone number with recorded information message	✓ Ensure updating of message on central phone number	

<b>PATIENT CARE</b>	<b>Inpatient</b>	✓ Determine clinical services which may be interrupted and those that must be sustained	✓ Cease nonessential clinical services and reorganize staff
		✓ List patients that may be discharged if necessary	✓ Discharge patients as possible prior to storm onset
		✓ List patients that could/should be transferred to other facility, SNF, LTC	✓ Transfer patients as possible to other facilities, SNF, LTC
		✓ Estimate number of patients anticipated for surgery, other admissions	✓ Ensure space available for arriving patients or cancel procedures
		✓ List elective procedures and surgeries to postpone	✓ Postpone elective procedures and surgeries as required
		✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Consider orders that may be unavailable or nonessential (labs, radiology, etc)	✓ Restrict nonessential ordering (labs, radiology, etc) as required
		✓ Prepare for computer or network downtime	✓ Implement computer or network downtime procedures
		✓ Prepare for and anticipate power outages	✓ Ensure that providers are aware of power outage procedures and location of flashlights, etc.
		✓ Assure essential equipment on red plugs, and non-essential equipment is NOT on red plugs	✓ If power fails, assure non-essential equipment is not plugged into generator power
	✓ Plan visitor restrictions during incident	✓ Implement visitor restrictions, send visitors home	
	✓ Communicate plans to providers, patients, and families	✓ Communicate actions to providers, patients, and families	
		✓ Prepare to cancel outpatient appointments - notify patients of possibility of cancellation	✓ Cancel outpatient appointments
		✓ Review procedures for converting facilities to provide urgent/ emergent/ inpatient care as needed	✓ Convert facilities to provide urgent/ emergent/ inpatient care as needed
		✓ Estimate number of patients arriving	✓ Ensure space available for arriving patients
		✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Prepare for computer or network downtime	✓ Work with computer or network downtime procedures
		✓ Prepare for and anticipate power outages	✓ Ensure that providers are aware of power outage procedures
		✓ Communicate plans to providers	✓ Communicate actions to providers

<b>CLINICAL SUPPORT SERVICES</b>	<b>Laboratory</b>	✓ Notify medical providers of likely need to suspend routine or nonessential labs	✓ Request that medical providers suspend routine or nonessential labs
		✓ Review procedures for receiving specimens and reporting labs results in computer failure	✓ Ensure lab staff is aware of receiving and reporting protocols in computer failure
		✓ Review procedures for manual lab completion	✓ Ensure supplies and guidelines available for manual lab completion
		✓ Evaluate and prepare adequate supply of lab materials for 72 hour period	✓ Ensure lab supplies available for 72 hours
		✓ Designate and prepare area for supply storage if required	✓ Ensure that all supplies are in designated area
		✓ Plug all essential devices into red outlets	✓ Ensure essential devices plugged into red outlets
	<b>Blood Bank</b>	✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Evaluate blood product supply for 72 hour period - obtain additional products - consider possible restrictions of use if limited products/factors	✓ Ensure blood product supplies available for 72 hours - implement restrictions as required if inadequate products - consult with blood bank medical director / hospital staff as required
		✓ Review procedures for receiving and recording blood orders in computer failure	✓ Ensure that bank staff is aware of receiving and recording protocols in computer failure
		✓ Plug all essential devices into red outlets	✓ Ensure essential devices plugged into red outlets
		✓ Review communication procedures for supply status between facility and bank during loss of power/phone	✓ Ensure close communication between facility and bank during event
		✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance
		✓ Notify medical providers of possible need to suspend routine or nonessential radiologic orders	✓ Request that medical providers suspend routine or nonessential radiologic orders as required
		✓ Review procedures for receiving radiology orders if computer failure occurs	✓ Ensure that radiology staff is aware of order protocols during computer downtime
		✓ Review procedures for reporting critical and noncritical results during computer downtime	✓ Ensure that radiology staff is aware of reporting protocols in computer failure
		✓ Plug all essential devices into red outlets	✓ Ensure essential devices plugged into red outlets
		✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in staff for anticipated emergency assistance / continuity of services
			✓ Evaluate respiratory supplies for 72 hour period - request additional as required including oxygen deliveries
	✓ Plug all essential devices into red outlets		✓ Ensure essential devices plugged into red outlets
	✓ Evaluate battery supply for flashlights, headlamps, and other back-up devices		✓ Ensure battery supplies available for flashlights, headlamps, and other back-up devices
	✓ Review procedures for receiving respiratory requests in computer/paging system failure		✓ Ensure that respiratory staff is aware of request protocol in computer/paging system failure
	✓ Notify extra staff of possibility of being called in for emergency assistance		✓ Assess need and, if necessary, call in staff to provide continuity of services / emergency support
	✓ Brief staff on need to print patient MAR summaries during warning		✓ Ensure that paper MAR summaries are available at bedside for all inpatients
		✓ Review inventory and order more medications and supplies as needed - retail pharmacies may be closed	✓ Ensure adequate medications and supplies
✓ Consider overstocking of satellite pharmacies and delivery systems (Omniceil, etc)		✓ Ensure adequate supplies in satellite pharmacies and delivery systems (Omniceil, etc)	
✓ Notify extra staff of possibility of being called in for emergency assistance		✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance / continuity of services	
✓ Prepare for computer or network downtime		✓ Work with computer or network downtime procedures	
✓ Plug all essential devices into red outlets		✓ Ensure essential devices plugged into red outlets	
✓ Consider restrictions on compounding / other services		✓ Implement restrictions on compounding / other services	
✓ Communicate plans to providers		✓ Communicate actions to providers	

<b>LOGISTICS/ANCILLARY SERVICES</b>	<b>Facilities</b>	✓ Begin daily walkthroughs of facilities to identify safety issues	✓ Continue daily walkthroughs and ensure resolution of safety issues
		✓ Test generators and assure adequate fuel for 72h	✓ Monitor generators as required
		✓ Close and secure all windows	✓ Ensure all windows closed and secured
		✓ Prepare all snow removal equipment and salting supplies	✓ Begin preventative salting and ensure snow removal supplies are available and ready
		✓ Obtain salt, shovels, portable heaters, floor mats, lights, and other supplies as needed	✓ Ensure adequate availability of supplies
		✓ Plug all essential devices into red outlets	✓ Ensure essential devices plugged into red outlets
		✓ Contact vendors to review delivery protocols in poor weather	✓ Contact vendors to confirm delivery status
		✓ Determine resources for transportation (4WD, snowmobile, etc.)	✓ Arrange alternate transportation for staff/supplies as required
		✓ Review accommodation plans for providers, staff, and visitors including location, bedding, policies, shower facilities, etc.	✓ Provide accommodations for providers, staff, and visitors
	✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance	
	<b>Security</b>	✓ Begin scheduled walkthroughs of facilities to identify safety issues	✓ Continue scheduled walkthroughs and ensure resolution of safety issues
		✓ Determine parking and towing needs and notify staff and visitors of temporary policies	✓ Ensure parking restrictions clearly marked and enforce with towing and blockades as needed
		✓ Consider need to change traffic/delivery patterns during blizzard	✓ Enforce traffic patterns to facilitate transport and deliveries as needed
		✓ Obtain traffic cones, caution tape, flashlights, and other emergency supplies as needed	✓ Ensure adequate supply and availability of emergency supplies
		✓ Obtain adequate backup of battery operated communication and flashlights	✓ Ensure adequate backup of battery operated communication and flashlights
		✓ Consider security in areas with electronic locking doors during power outages	✓ Provide additional security at building entrances and exits, especially those with electronic locking during power failures
	✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance	
	<b>Nutrition</b>	✓ Estimate with administration number of individuals (staff and patients) needing nutritional services	✓ Review with administration updated estimate of individuals (staff and patients) needing nutritional services
		✓ Prepare sources of potable water (tanks, collapsible carboys, jugs, and bottles)	✓ Distribute water as required
		✓ Contact vendors to review delivery protocols in poor weather	✓ Contact vendors to confirm delivery status
		✓ Evaluate food supply and order food (predominantly non-perishables) as needed to meet supply	✓ Ensure supplies available or en route for 72 hours for estimated number of individuals
		✓ Evaluate perishability of food supply and what order food should be prepared	✓ Precook and freeze food anticipating possible limitations of cooking supplies (stoves, ovens, etc) as required
		✓ Determine disaster menus and changes to nutritional services hours and services	✓ Implement disaster menus and changes in hours/services as required
		✓ Inventory disposable items, evaluate areas of need, and order as appropriate	✓ Re-inventory disposable supply with updated estimates of need
✓ Plan for dish washing and sterilization methods in power outages		✓ Ensure preparedness for dish washing and sterilization in power outages	
✓ Notify extra staff of possibility of being called in for emergency assistance	✓ Assess need and, if necessary, call in extra staff for anticipated emergency assistance		