



Emergency Sheltering, Relocation, and Evacuation for Healthcare Facilities

TEMPLATE
Version 4.0

Appendix 10 - Considerations for Facility Shut Down and “Stay Team” Activities

Task	Assigned	Complete
Change facility status to closed or other MNTrac status/notification as per regional plan		
Identify the lockdown plan and how to harden exterior & critical infrastructure		
Identify the alternate sites for a media center and staging (labor and equipment) for going to alternate site		
Define departmental procedures for securing and shutting down equipment and identifying staff assigned to perform shutdown functions: (critical operations responsibilities)		
Lab		
Finance		
Records		
Central Sterile Supply		
Imaging (CT, MRI, Radiology, Ultrasound, Nuclear medicine – including securing of isotopes)		
Pharmacy (defined procedures for security and/or management of controlled substances)		
Dietary & Food Services		
Medical Equipment (Bio-Electronics) (securing of high value medical equipment (crash carts)		
Information Technology (IT, Telecommunications, Radio Communications, Computing Facility)		
Morgue		
Defined procedures for securing utilities		
Medical gases		
Fuel		
Water/sewer		
Electricity (shut down or activate generators)		
HVAC		
Steam		
Medical Gas system		
Fire alarm/sprinkler system		
Hazardous Materials and Hazardous Waste to include:		
Hazardous Waste (satellite and waste sites)		
Hazardous Materials Storage Locations		
Identification of personnel assigned to secure utilities		
Procedure to account for safe evacuation of assigned “stay team” personnel		
Defined procedures for coordinating local public safety to determine inner and outer perimeters		
Heliport (notify Airport Commission of closure of heliport)		
Defined procedures for establishing staging areas to include coordination with local response partners		
Defined procedures for identifying safe areas outside the building for accountability of patients, staff, visitors, and physicians		

Facility recovery and ‘start-up’ procedures are beyond the scope of this document. For detailed information and assessment sheets see AHRQ publication 10-0081 ‘Hospital Assessment and Recovery Guide’ (May 2010) available at: [Hospital Evacuation Decision Guide](#)

References

1. Agency for Healthcare Research and Quality. Hospital Evacuation Decision Guide AHRQ Publication No. 10-0009 <http://www.ahrq.gov/prep/hospevacguide/>
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3. Residential Healthcare Facility Evacuation Procedures Template. Produced by the DC Emergency Healthcare Coalition *March 2009*
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