

Resident Safety & Emergency Planning Checklist

Highly Suggested Emergency Preparedness Activities

This checklist is designed to support small group homes and personal care facilities in strengthening everyday preparedness and resident safety. It outlines key planning elements that help ensure residents, staff, and families are protected before, during, and after an emergency.

While not all items may apply equally to every facility, this guide reflects widely recognized emergency management best practices and is intended to help small facilities build practical, realistic plans that fit their size, staffing, and resident needs.

- Written Emergency Operations Plan (EOP):** Includes fire, severe weather, medical emergencies, utility outages, missing residents, evacuation, and shelter-in-place. Review this annually and/or after an emergency occurs.
- Designated contact information:** Current contact information for each resident's designated person is maintained and readily accessible in emergencies.
- Emergency medical information:** A process exists to provide essential emergency medical information for each resident while protecting confidentiality.
- Individual emergency profiles:** Each resident has an emergency profile (mobility, communication needs, cognitive status, behavioral considerations, equipment needs).
- Accounting for residents:** A system is in place to track and account for all residents during evacuation, relocation, and re-entry.
- Posted routes and assembly areas:** Evacuation routes and designated assembly points are posted and known to staff and, where appropriate, residents.
- Drills and exercises:** Fire, evacuation, and shelter-in-place drills are conducted and documented at intervals consistent with state and local guidance; after-action reviews identify improvements.
- Family notification procedures:** Clear procedures exist for notifying families/designated persons during and after critical incidents.
- Redundant communication methods:** Multiple communication modes (landline, mobile, radios, email/text, posted notices) are planned for power or network outages.
- Coordination with local emergency management:** The facility maintains relationships with local emergency management, fire, EMS, and law enforcement and knows how to request assistance. Providing information for the Special Needs Registry will be helpful.

- Life-safety systems:** Smoke detectors, carbon monoxide detectors, and fire extinguishers are installed, inspected, and tested per code and manufacturer guidance.
- Clear egress:** Exits and egress routes are clearly marked, illuminated, and free of obstructions at all times.
- Backup power:** Where feasible, backup power (e.g., generator) is available for critical systems (lighting, communication, essential medical equipment) with documented testing and fuel plans.
- Utility controls:** Water shutoff valves, electrical panels, and gas controls are labeled and accessible to authorized staff with written procedures for emergency shutoff.
- Transportation planning:** Transportation resources (vehicles, accessible transport, agreements with providers) are identified for partial or full evacuation.
- Shelter-in-place procedures:** Plans address food, water, medications, temperature control, and resident comfort for extended shelter-in-place scenarios.
- Mobility support:** Procedures specify how residents using wheelchairs, walkers, or other devices will be assisted during evacuation and relocation.
- Emergency supply cache:** On-site emergency supplies include water, non-perishable food, flashlights, batteries, blankets, hygiene items, and basic first-aid materials, sized to the resident and staff population.
- Medication continuity:** Procedures ensure secure access to and continuity of essential medications during evacuation, shelter-in-place, or relocation, consistent with applicable pharmacy and health regulations.
- Durable medical equipment:** Plans address power, storage, and safe use of essential equipment (e.g., oxygen, mobility devices).
- Protected and accessible records:** Resident records and key operational documents are backed up and accessible during emergencies, with appropriate privacy protections.
- Temporary relocation planning:** Procedures address partial or full relocation, including how residents, records, and medications will be transferred and tracked.

Questions regarding this checklist can be directed to Violet De Stefano, Emergency Management Director of East Petersburg Borough by contacting the Borough Office.