



HOSPITAL CEO HURRICANE CHECKLIST

When a tropical storm or hurricane that may affect Louisiana is identified, the State ESF-8 - Health & Medical Response Plan will be activated to provide support for hospitals and other healthcare providers. When this plan has been activated, hospital leaders should review facility plans and procedures to ensure their readiness. Use this checklist to guide your review and planning efforts.

Please direct questions to the LHA Research & Education Foundation Hospital Preparedness Program staff at (225) 927-1228.

Review hospital, regional and state preparedness plans.

1. Review your hospital's Emergency Operations Plan, Hurricane Plans, and response procedures.
2. Review the Hospital Incident Command System (HICS) structure and ensure roles are assigned within the hospital. Review the command staff roster and have redundancies in place in the event staff members are out sick or they are unable to reach the facility because of poor road conditions.
3. Review your hospital's plan for evacuation and/or shelter-in-place.
 - Assign staff to verify that all facility information in the ESF-8 Portal is up-to-date and verify/ensure status updates are submitted throughout the storm.
 - Assign staff to load information into the At-Risk Registry if evacuation is required or may become probable. **Note:** Requests for federal assistance to evacuate must be made by H-60.
 - Contact transportation support vendors to verify their availability, if needed.
4. Current state plans are linked at www.lha-foundation.org on the Emergency Preparedness, [Planning Resources](#) page. Contact your Administrative Designated Regional Coordinator (ADRC) on the [Designated Regions](#) page for current copies of regional plans.
 - H-Hour is defined as the time when tropical storm force winds reach the Louisiana coastline. Hospitals should begin preparations for hurricane landfall at H-120.
 - The Medical Institution Evacuation Plan (MIEP) has been established to facilitate evacuation of medical institutions using federal assets.
 - In the event of no-notice evacuations caused by loss of critical utilities or severe damage to infrastructure, review hospital evacuation procedures.

- Establish a communication plan to keep staff, physicians, patients, and guests informed.**
 1. Review plans and contact lists for staff, physicians, and key vendors.
 2. Test communications equipment and tools, such as HEAR or 700 MHz radios, text, and mass-notification systems.
 3. Review and update internal and external contact lists, including your DRCs (EMS and Hospital Administrative), regional medical operations center, LHA, other hospitals, Parish Emergency Operations Center, and local law enforcement.

- Evaluate hospital resources for supplies and supporting contracts.**
 1. Assess hospital supplies to ensure an inventory of medication, blood and blood products, PPE, food, water, linens, and oxygen to sustain operations for up to 7 days is available.
 2. Contact vendors to verify their ability to provide support.

- Assess the status of facility critical utilities and infrastructure: emergency power systems/generators, fuel resources, and emergency water supply.**
 1. Top off on-site fuel tanks and contact fuel and emergency water vendors to verify their ability to provide support.
 2. Verify facility generator information in the ESF-8 Portal is current; Update if needed.
 3. Review procedure for requesting fuel support from state/federal sources. During a declared emergency, fuel requests can be directed to the ADRC. **Note:** Hospitals will be charged directly for any fuel requested and delivered through state/federal sources.
 4. Ensure facility maintenance staff has equipment or supplies available to repair generators when needed. Evaluate the need to obtain a portable generator.
 5. Identify emergency water supply options, including logistical and equipment contingencies. Refer to the [Hospital Emergency Water Supply Planning Checklist](#) for further guidance and considerations.

- Review plans for staff support and sheltering.**
 1. Define staffing teams to ensure adequate support and rest periods are provided.
 2. Encourage staff to make a personal plan for their family. Evaluate the need to develop facility plans for providing family or childcare, as well as sheltering for family and pets. Work with local childcare agencies to identify those that might be able to help during a disaster.
 3. Monitor staff for signs of stress before, during, and after the storm.

- Review business continuity and recovery plans.**
 1. Establish procedures to protect and back-up patient and employee records. If using an electronic medical record, ensure data back-up and recovery procedures are tested.
 2. Evaluate the need to have cash available for payroll support.
 3. Review procedures for assessing and documenting damage following a storm. Evaluate insurance policies to ensure appropriate coverage is available.