

Long-Term Care/Assisted Living Checklist

Overview:

This checklist is designed to support long-term care and assisted living sites in maintaining safe and continuous operations during severe weather events. It helps ensure that staff, residents, and essential systems are prepared for potential power outages, transportation disruptions, and supply chain challenges. This checklist should be led and maintained by site leaders, and reviewed annually in collaboration with departments responsible for supplies and systems to enhance winter preparedness and strengthen overall organizational resilience.

This checklist primarily focuses on the following key actions:

- Testing emergency generators and verifying a minimum 72-hour fuel supply
- Confirming 72-hour supply of food, water, and medications
- Ensuring building heating systems and insulation are fully functional
- Verifying staffing contingency and accommodation plans
- Establishing back-up communication methods for power or network outages
- Confirming access to alternate toileting and sanitation solutions
- Strengthening coordination with external partners and local authorities
- Reviewing evacuation routes and emergency signage
- Outlining steps for activating an Emergency Operations Centre (EOC) at a site if the situation escalates

Completed by (name, role): _____

Date completed (YYY/MM/DD): _____

Power, Infrastructure and Facility Readiness	Completed	In Progress	N/A
Ensure backup generator is tested regularly and is operational	<input type="checkbox"/>		
Ensure there is adequate generator fuel supply for at least 72 hours	<input type="checkbox"/>		
Ensure critical systems are connected to emergency power (i.e. heating, lights, medical equipment)	<input type="checkbox"/>		
Ensure HVAC and heating systems are serviced before winter	<input type="checkbox"/>		
Ensure indoor temperatures are monitored and maintained	<input type="checkbox"/>		
Ensure space heaters are available, and safety checked	<input type="checkbox"/>		
Ensure windows, doors, and insulation are checked for drafts	<input type="checkbox"/>		
Ensure snow and ice removal contracts are in place	<input type="checkbox"/>		
Ensure water and sewer systems are secured and there are options for alternate toileting	<input type="checkbox"/>		
Ensure roofs, gutters, and drainage systems are inspected for winter readiness	<input type="checkbox"/>		
Ensure there is a telecommunications backup plan for internet and cellular network disruptions	<input type="checkbox"/>		

Staffing and Transportation	Completed	In Progress	N/A
Ensure there is a winter staffing contingency plan in place	<input type="checkbox"/>		
Ensure there is a plan for accommodation for staff that are unable to leave site	<input type="checkbox"/>		
Check local hotel rates and availability as an option for emergency staff accommodation during severe weather events.	<input type="checkbox"/>		
Ensure there is a staff transportation plan for severe weather	<input type="checkbox"/>		
Ensure there is cross-training for essential roles completed	<input type="checkbox"/>		
Ensure staff call out list is updated and available	<input type="checkbox"/>		
Ensure that any fatigue management policies are implemented for extended emergencies	<input type="checkbox"/>		
Ensure that there is a clear communication plan for staff with expectations during weather advisories	<input type="checkbox"/>		

Emergency Supplies	Completed	In Progress	N/A
Ensure the kitchen maintains at least 72 hours supply of food and water for residents	<input type="checkbox"/>		
Where possible, ensure at least 72 hours supply of food and water for staff	<input type="checkbox"/>		
Ensure special dietary and medical supplies are stocked	<input type="checkbox"/>		
Ensure there is a backup plan for frozen pipes or water supply interruption	<input type="checkbox"/>		
Ensure potable water and sanitation supplies are available	<input type="checkbox"/>		
If secondary food and water supplier agreements are in place, confirm these agreements are current and ready for activation, if needed	<input type="checkbox"/>		

Health and Safety	Completed	In Progress	N/A
Ensure indoor temperatures are safe and comfortable for residents and staff	<input type="checkbox"/>		
Ensure there are extra blankets and warm clothing available for staff and residents	<input type="checkbox"/>		
Ensure residents are monitored for cold-related illnesses	<input type="checkbox"/>		
Monitor residents for signs of frostbite (e.g., pale, cold skin; numbness; hard or waxy appearance on fingers, toes, ears, or nose)	<input type="checkbox"/>		
Ensure staff are trained to perform frostbite assessment using standardized tools (such as the CLWK Frostbite Injury Assessment Form)	<input type="checkbox"/>		
Establish a protocol for immediate warming and medical referral if frostbite is suspected	<input type="checkbox"/>		
Ensure influenza, COVID-19 and seasonal vaccinations are up to date for residents and staff	<input type="checkbox"/>		
Ensure personal protective equipment is stocked (i.e. masks, gloves, sanitizer)	<input type="checkbox"/>		
Ensure social isolation is mitigated (i.e. group engagement, virtual calls, etc.)	<input type="checkbox"/>		
Ensure there are accessible, warm, shelter-in-place areas identified	<input type="checkbox"/>		
Ensure there are safety measures in place to prevent falls from ice or wet floors	<input type="checkbox"/>		
Ensure evacuation routes are cleared and accessible	<input type="checkbox"/>		

Communication and Coordination	Completed	In Progress	N/A
Ensure contact lists for emergency services, staff, suppliers, and families are updated and staff are aware of their location	<input type="checkbox"/>		
Ensure backup communication methods (i.e. radios, cellular phones) are available for staff	<input type="checkbox"/>		
Ensure there is a family communication plan for residents in case of emergency	<input type="checkbox"/>		

Training and Drills	Completed	In Progress	N/A
Ensure winter emergency procedures are reviewed with all staff	<input type="checkbox"/>		
Ensure generator and power outage drill are conducted	<input type="checkbox"/>		
Ensure staff are trained in emergency codes and processes	<input type="checkbox"/>		
If possible, ensure a tabletop exercise for severe storm scenario is complete with staff to talk through the procedures	<input type="checkbox"/>		
Ensure staff are aware of the fatigue management and shift coverage protocols	<input type="checkbox"/>		
Ensure staff are trained on the activation of emergency operation centre (EOC) in case of emergency	<input type="checkbox"/>		
Ensure staff are aware of alternate sites in the case of external evacuation and steps to take for safe evacuation of residents	<input type="checkbox"/>		

Emergency Response Plans Documentation and Review	Completed	In Progress	N/A
Ensure emergency response plan incorporates winter hazards and is reviewed annually	<input type="checkbox"/>		
Ensure any learnings from previous winter events are reviewed and incorporated into emergency response plan	<input type="checkbox"/>		
Ensure that emergency response plan includes information on activation of emergency operation centre (EOC) in case of emergency	<input type="checkbox"/>		
Ensure that alternate sites for full scale external evacuation are identified, and agreements are in place, as appropriate	<input type="checkbox"/>		
External Partnerships and Coordination	Completed	In Progress	N/A
Connect with local municipality to discuss external evacuation plan to review roles and responsibilities during coordination	<input type="checkbox"/>		