



Date: _____ Start: _____ End: _____ Position Assigned to: _____

Telephone #: _____ Radio Title: _____

Position Reports to: Incident Commander

Forms needed for the Holding Area(s):

Resident Emergency Evacuation Forms

Resident / Medical Record / Staff / Equipment Tracking Sheets

Resident Evacuation Related Actions:	<input checked="" type="checkbox"/>
Receive appointment and briefing from the Command Center. Read all steps before starting.	<input type="checkbox"/>
Set-up Holding Area(s) as instructed by this document. Holding Areas will be established by Resident acuity level: RED/YELLOW (High & Mid Acuity) – Residents requiring clinical care services. These residents require transport, typically by ambulance, to another facility. GREEN (Low Acuity) – Residents requiring minimal or no clinical care services. Also serves as a Holding Area for residents to be discharged home. These residents typically can be evacuated by bus, wheelchair van, car or other type of transportation.	<input type="checkbox"/>
Request staff from the Labor Pool (as needed) to operate the Holding Area(s).	<input type="checkbox"/>
Equip the Holding Area(s) with the following: <ul style="list-style-type: none"> • Table and chairs • Disaster Cart (e.g., blank I.D. bracelets, sharpie markers, pens, pads of paper, flashlights / lanterns, etc.) • Phone, radio or other communications device(s) • White board or flip chart with easel • LTC-MAP forms (see above) • Activities for residents • Food and refreshments 	<input type="checkbox"/>
Assign an individual(s) to track residents as they ARRIVE in the Holding Area. Track them on a white board, paper or flip chart. As residents arrive, make sure the resident’s medical records, personal belongings and any durable medical equipment (walker, wheel chair, etc.) accompany them.	<input type="checkbox"/>
Assign staff member(s) to contact resident’s family member(s) to inform them of the facility evacuation and provide the name, address and phone number of the receiving facility. Document the family contact on the “Resident Emergency Evacuation Form” and on the “Resident / Medical Record / Staff / Equipment Tracking Sheet”.	<input type="checkbox"/>

