

<b>Section:</b> Emergency Planning	<b>Subsection:</b> General Measures	<b>Policy Number:</b> EPP-1024
<b>Subject:</b> Identification of Residents		<b>Revised Date:</b> May 2022, August 2013
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supercedes:</b> January 2010
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**Policy**

Clear identification is necessary in the event of an emergency situation whereby residents may need to be relocated.

PROCEDURE:

1. An identification bracelet will made for each resident on admission (by the Program Manager). This bracelet will be kept in a manila envelope, by the fire vest, in each care centre
2. A photograph will be taken of each resident on admission and regularly thereafter when necessary (i.e. if physical features no longer resemble the photo). The photos will be kept in the front of the Resident chart, and in the electronic chart
3. **The bracelet will be affixed to each Resident in the holding area before they are sent to the relocation site.**
4. The Resident’s photo will be sent with the chart.

\* See Policy EPP-1093 (Resident Identification-Name Bracelets) in the Evacuation/Relocation section.

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Authorized Signing Authority

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Date