

Section: Emergency Planning Manual	Subsection: Evacuation/Relocation Code Green	Policy Number: EPP-1080
Subject: Evacuation/Relocation of Residents		Effective: June 2022, Nov 2015
Standard:	Authority: Chief Executive Officer	Supersedes Dec 2008, Apr 2013
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Policy:

Belvedere shall have a plan to evacuate/relocate residents in the event of any emergency situation, from one area of the building to another, or out of the building.

Order to Evacuate

The order to evacuate is the responsibility of the CEO or Delegate, the ***RN in Charge*** and the Fire Chief. In conjunction with the ***RN in Charge*** at the time, they will decide if the situation requires total evacuation.

Alert System

The CEO or Delegate will inform key personnel of the necessity to evacuate by:

1. Paging "Evacuate Building" three times at ten second intervals for a total evacuation
2. For a partial evacuation, page the specific area of the building to be evacuated" three times at ten second intervals i.e. "Evacuate Pinecrest North Wing"
3. Put the Fire Panel into "Evac Mode".

The method used will depend on the urgency of the situation.

Short Term / Long Term Evacuation

Once residents have been safely evacuated and relocated from the building. The CEO/delegate will determine if the situation is a short or long-term relocation.

- **Short Term** – The CEO determines evacuation to be short term. Residents will return to building 24-48 hours after being relocated.
- **Long Term** – Once residents have been safely relocated and the CEO has determined evacuation to be long term (residents will not be able to return within 48 hours to building) he/she will request that CCAC, families and other facilities contacted to find suitable locations for residents.
- The CEO will delegate this responsibility to Administrative Staff.

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- A list noting the names of residents and where they will be relocated will be maintained. Families will be contacted to confirm transfers.
- The CEO will designate individuals to begin to relocate residents out of the temporary location.
- The Director of Nursing Administration will be responsible in conjunction with the RN, to ensure chart and necessary medications are forwarded to new location with resident.

Authorized Signing Authority

Date