

<b>Section:</b> Emergency Planning	<b>Subsection:</b> Evacuation/Relocation Code Green	<b>Policy Number:</b> EPP-1082
<b>Subject:</b> Evacuation Techniques		<b>Effective Date:</b> June 2022, Nov 2015
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supercedes:</b> Apr 2009, Apr 2013
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**Policy**

Belvedere Heights will have a plan for evacuating residents/tenants during an emergency situation.

**Types of Evacuation**

**Horizontal Evacuation**

This is the most common form of evacuation. It involves moving residents/tenants from an affected area to the nearest safe zone or area beyond the fire doors on the same floor. Fire doors have a resistance rating of a minimum of 45 minutes. Movement of residents /tenants will be horizontal rather than vertical, whenever possible. It can be done quickly and does not involve the use of stairs.

**Vertical Evacuation**

Vertical evacuation should be the exception. It involves moving resident/tenants to a floor below the danger area but NEVER to a basement level. Elevators are not to be used unless authorized by Fire Department Personnel or the CEO/designate. If at all possible, one stairwell should be reserved for upward movement of Emergency Personnel.

**Total Evacuation**

This type of evacuation is the most serious. It means complete removal of all residents/tenants from the building to another facility. The order to evacuate the premises will come from the Fire Department or the Administrator/Designate. Along with the order to evacuate instructions will be given as to the relocation facility and method of transportation.

**Procedure**

1. Should evacuation of residents/tenants be required, a decision will be made by the Fire Department or the CEO/Designate.
2. Staff will be informed of the temporary location to which residents/tenants will be transferred. Staff will also be informed as to the method of evacuation (i.e. horizontal or vertical evacuation.)
3. **Evacuation Teams:** staff will work in teams when necessary to efficiently move residents/tenants from one area to another.  
**Carrying Teams:** will move residents/tenants from bedrooms and corridors to the safe zone on the floor or to the stairway, if necessary.  
**Stairway Teams** will move residents/tenants down the stairs if necessary.

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**Receiving Teams** will assess evacuated residents/tenants and provide care based on need and availability of resources. One RPN will be assigned to monitor the individuals in the holding room. Other staff/volunteers may also be assigned as necessary.

### Method of Evacuation

Residents/ will be evacuated according to their physical condition in the following manner:

- Independent Ambulatory
- Assisted ambulatory
- Requiring wheelchair
- Bed Ridden
- Uncooperative/resistive

### Order of Evacuation

- Remove residents in danger first. In the case of fire, residents in the affected room(s) are moved first, followed by residents in rooms on either side of the affected room, then the room across the corridor from the affected room.
- Remove all carts from hallways. Staff and residents will keep to one side of the corridor.
- Remove ambulatory residents next. Under the supervision of designated staff members, ambulatory residents may be walked in a single file to the most remote safe zone on the same floor (horizontal evacuation) and will be in a position for (vertical evacuation), if necessary.
- Remove wheelchair residents to a predetermined safe zone, on the same floor.
- Remove non-ambulatory residents (bedridden, then uncooperative/resistive residents) to a predetermined safe zone on the same floor.
- Bedridden residents may have to be transferred into wheelchairs or lowered onto a layer of blankets and a pillow on the floor and then pulled to safety.
- In the event that staff cannot safely remove residents from a room or if in doing so will put the staff member at risk, the RN will be given the names and room numbers of these residents and will in turn communicate the information to the DONA/Fire Department.
- As each room is evacuated, close room door and flip the white tag to an upward position. This will signal that residents/tenants have been removed and the room is empty.

Note: The Team Leader on the affected area will be responsible for resident safety and will communicate with and receive direction from the Command Centre as long as it is safe to maintain contact.

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Authorized Signing Authority

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Date