

Section: Emergency Planning	Subsection: Evacuation/Relocation Code Green	Policy Number: EPP-1085
Subject: Holding Area		Effective Date: June 2022, Nov 2015
Standard:	Authority: CEO	Supercedes: Aug 2011 Apr 2013, Aug 2013
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Policy:

Belvedere Heights will designate a secure holding area where residents who have been evacuated from their resident home area, may be held temporarily, until transfer to the designated accommodation can take place.

The **HOLDING AREA** will be the **Auditorium**. The alternate holding areas will be the Fire Side Lounge, the gazebo on the northwest or northeast side of the building, adjacent to Willow. The CEO/designate will make the decision as to which location is to be used, pending the nature of and the location of the disaster.

Procedure:

1. In the event that the residents/ must be evacuated and relocated to an alternate location outside the building they may be temporarily transferred to the holding area during inclement weather conditions.
2. A senior RPN or PSW who is familiar with the residents will be assigned to the holding area and will be responsible for the individuals gathered there.
3. The RPN or PSW will wear an orange jacket to identify that they are in charge of holding area.
4. Residents will be assembled farthest from the exit door and into the holding area to ensure that the area does not become congested hindering evacuation of residents.
5. A list noting **all** persons in the holding room will be maintained. The Resident List will be used. A tick will be placed beside the name of the individual.
6. A list of all supplies required will be documented and forwarded to the RN who will ensure procurement of such supplies.

Authorized Signing Authority

Date