

Section: Emergency Planning	Subsection: Evacuation/Relocation Code Green	Policy Number: EPP-1088
Subject: Essential Materials/Supplies needed for Evacuation/Relocation		Revised Date: June 2022, July 2016
Standard:	Authority: CEO	Reviewed Date:
		Supercedes: Aug 2015 ,Apr 2009, Apr 2013
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Policy

Belvedere Heights shall maintain a list of supplies, materials and equipment that may be required in the event of evacuation/relocation.

Procedure:

NURSING DEPARTMENT				
Priority	Item	Location	Staff	Transport
1	Resident Charts	3 Resident Home Areas	PSW	Chart Racks
1	Medications/Supplies	3 Resident Home Areas	PSW	Med Carts
1	MAR Binders	3 Resident Home Areas	RPN	On Med Carts
1	TAR Binders	3 Resident Home Areas	RPN	On /Treatment Carts Med Carts
1	Oxygen Tank & 1 Oxygen Concentrator	Storage Closet near Hairdresser, outside of Pine Home Area	RPN or Designate	On Wheels
1	Incontinent Supplies	Supply Cupboards on Resident Home Areas	Staff Pool	On Cart After Emergency is Over
1	Care Plans	Each of 3 Nursing Stations on Chart Cart	PSW	Wheels
1	Resident Name Tags	Large envelope kept with the fire safety vest		Carried
2	Back Up Discs and Business Records	Business Office	CEO/Office Manager	Cart
2	Personnel Files	Business Office	Office Manager	Cart
3	Extra Clothing	Resident Rooms	PSW	Cart

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MAINTENANCE DEPARTMENT				
Priority	Item	Location	Staff	Transport
	Flashlights	Maintenance Dept	Maintenance	
	Spare Batteries	Maintenance Dept	Maintenance	
	Tools	Maintenance Dept	Maintenance	
	Carts	Maintenance Dept	Maintenance	
	2 Way Radios	Maintenance Dept	Maintenance	
HOUSKEEPING/LAUNDRY DEPARTMENTS				
2	Sheets	Laundry	Environmental Manager or designate	Cart
2	Blankets	Laundry	As above	Cart
2	Pillows	Resident Rooms	As above	Cart
2	Towels	Laundry	As above	Cart
2	Facecloths	Laundry	As above	Cart
Adequate linen for the number of resident/tenants in the holding room will be supplied				
VOLUNTEERS				
1	Listing of All Volunteers Names and Phone Numbers	Program Manager's Office	Program Manager	To Staff Pool
2	Volunteer Name Tags	As Above	As Above	As Above
3	Sign-In Form	As Above	As Above	As Above

 Authorized Signing Authority

 Date