

<b>Section:</b> Emergency Planning	<b>Subsection:</b> Evacuation/Relocation Code Green	<b>Policy Number:</b> EPP-1093
<b>Subject:</b> Resident Identification- Name Bracelets		<b>Reviewed Date:</b> May 2022, August 2013
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supercedes:</b> June 2011
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## Policy

Name tags will be affixed to each resident in the holding area prior to being evacuated from Belvedere

## Procedure

1. Name bracelets, made for each resident on admission will be affixed to each resident that is required to be evacuated.
2. The bracelets can be found in a manila envelope, by the fire vest, on each care centre.
3. If a resident dies, is discharged or transferred to another resident home area, the bracelet is transferred to that area or destroyed as appropriate by the Program Manager.
4. In the event of an evacuation, the RPN/PSW in charge of the holding area will designate a PSW who knows the residents to affix a name bracelet to each resident
5. Bracelets for which a resident is not accounted for will be returned to the Command Center to advise emergency personnel a resident is missing or to determine if the resident has been sent to the relocation site without a bracelet.
6. At the relocation site an RPN /PSW will be designated to verify the name bracelets on all residents.
7. When the emergency situation is cleared, the RPN for the particular floor will ensure that new bracelets are requested from the Program Manager for all residents .

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Authorized Signing Authority

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Date