

<b>Section:</b> Emergency Planning	<b>Subsection:</b> Evacuation/Relocation Code Green	<b>Policy Number:</b> EPP-1095
<b>Subject:</b> Responsibilities of Receiving Facilities		<b>Effective Date:</b> June 2022, Apr 2013
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supersedes:</b> Apr 2009
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**Policy**

The responsibilities of facilities receiving residents who have been evacuated from Belvedere Heights shall be documented.

**Procedure:**

1. If evacuation is necessary, the CEO/designate shall notify senior management contact/alternate in the receiving facility, of the situation at hand.
2. The following information will be provided:
  - The number of residents requiring temporary accommodation
  - The approximate time of arrival of the residents
  - Special needs requirements i.e. oxygen
3. The receiving facility will:
  - Provide staff to accept residents at the entry
  - Take/direct residents to the space that has been allocated for receiving
  - Orientate Belvedere Staff to the surroundings and use of equipment i.e lifts

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Authorized Signing Authority

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Date