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| <b>Section:</b><br>Emergency Planning  | <b>Subsection:</b><br>Evacuation/Relocation<br>Code Green | <b>Policy Number:</b><br>EPP-1096                    |
| <b>Subject:</b><br>Responsibilities of Belvedere Staff at Receiving Facilities |   | <b>Reviewed Date:</b><br>June 2022, July<br>2016     |
| <b>Standard:</b>   | <b>Authority:</b><br>CEO                                  | <b>Supersedes:</b><br>Nov 2015 Apr 2009,<br>Apr 2013 |
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**Policy**

The responsibilities of Belvedere staff at receiving facilities shall be documented.

**Procedure:**

1. Belvedere Heights staff shall be assigned to accompany residents to the receiving Facility by the DONA/designate.
2. All residents will be accounted for at the receiving facility by Belvedere Heights staff.
3. A Belvedere Heights RN/RPN will be charged with the responsibility of overseeing Belvedere Heights' residents in the receiving facility.
4. Belvedere staff will assume full responsibility for the provision of care to residents, recognizing that there may be limitations.
5. The DONA will be available for consultation, problem solving and the procurement of supplies.

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Authorized Signing Authority

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Date