

Section: Emergency Planning	Subsection: External Disaster Code Orange	Policy Number: EPP-1103
Subject: Reception of Evacuees		Effective Date: June 2022, Nov 2015
Standard:	Authority: CEO	Supercedes: May 2007, Apr 2009
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Belvedere Heights will temporarily house evacuees from other health care facilities during an external emergency situation.

Procedure

1. Immediately after receiving information that Belvedere Heights will be receiving evacuees, the CEO/designate shall relay the knowledge to the Director of Nursing Administration. If the emergency occurs during off hours, the RN will immediately inform the Director of Nursing Administration and the "On Call Manager.
2. The RN will then commence necessary preparations to receive the evacuee.
 - Contact the Environmental Services Manager with a request for mattresses, wheelchairs and other necessary equipment.
 - Contact the Environmental Services Manager for linens and articles of clothing for the incoming evacuees.
 - Notify the Environmental Services Manager of the number of evacuees for dietary purposes
 - Designate a staff member to set up a reception area and table to receive pertinent information regarding the evacuees.
 - Assign staff to the Auditorium, if it has been decided to use that area for evacuees. This will depend on numbers
 - Arrange for traffic control
3. It is expected that staff from the sending facility will accompany their residents and take responsibility for caring for them.
4. It is also expected that resident charts, care plan and medications will accompany residents.

Authorized Signing Authority

Date