
Resident Emergency Packets

_____ (facility name) shall maintain an **Emergency Packet** for each resident that will be located _____. The packet shall be placed in a plastic bag labeled with the resident's name. This Emergency Packet will be sent with the resident to the receiving facility during an evacuation. The medical record will be sent with the resident as well, but this is back-up information in case the original medical record is lost, misplaced, or destroyed.

The emergency information packet should include:

- Identification bracelet (s) (see *Resident Identification Bracelet* section below for more information)
- Face Sheet/Data Sheet
 - Contact information of responsible party/family
 - Social Security Number
 - Medicare/Medicaid/other insurance provider numbers
 - Date of birth, etc.
 - Allergies
 - Diagnoses/Medical Conditions
- Photograph
- Current medications
- Resuscitation instructions with copy of DNR if necessary
- Power of Attorney and/or advance directives
- Diet and special provisions, such as thickened liquids only
- Mode of transfer (two-person assist, stand-by assist, etc.)

This emergency information shall be updated quarterly during care planning to ensure accurate information. Other triggers for an update may include:

- **Significant change in resident's condition**
- **Hospitalization**
- **Knowledge of changes in the family such as a death, illness, or relocation**

_____ (facility name) shall address upon admission and at a minimum annually with the family/responsible parties what arrangements would be made in the event of a planned evacuation, in which there is time for their assistance. (See **Sample Letter to Family/Responsible Party Regarding Evacuation Instructions in Appendix L**)

These arrangements shall be documented and maintained in the residents' medical records. (*Facilities located in areas prone to hurricanes should update prior to and during hurricane peak season.*)