
Resident Emergency “Go Bags”

_____ (*facility name*) shall prepare an emergency bag for each resident in preparation of an evacuation. A handled bag is best in order to carry the following items for each resident:

- Personal clothing, gowns/pajamas, shoes, slippers, socks, underclothes for three to four days, incontinence supplies, personal grooming items, dental supplies, dentures, hearing aides, eyeglasses, falls and skin breakdown preventative aids, hand sanitizer, preprinted labels (with name, facility name, and telephone number), mask, and other needed medical supplies.
- Ensure all items and medical equipment are labeled.

Resident Evacuation Tracking

_____ (*facility name*) shall maintain a Resident Tracking Log if an evacuation is necessary. The following information should be included:

- Resident name
- Gender
- Time of departure
- Mode of transportation and provider
- Destination
- Chart and Medication Sheet sent with resident
- Equipment sent with resident
- Family notified with person notified, date, and time

If residents are evacuated to a Functional and Medical Support Shelter provided at a Community College during a catastrophic event, they will be tracked via the SMART Tracking System, which is a bar-coded system. This system is still being tweaked by the North Carolina Office of Emergency Medical Services. Family members and responsible parties would be able to go online to find exactly where the residents are during the evacuation process.

12. Evacuation Procedures

_____ (*facility name*) ***Emergency Procedure*** ***EVACUATION***

The following procedure shall be utilized in the event _____ (*facility name*) has to evacuate.

At this point in time, the Incident Command System (ICS) should be activated.

- A. Only the Administrator or his/her designee can declare an Evacuation. If the Administrator is not on the premises during an emergency and cannot be reached, the succession of command will be followed.
- B. Contact ownership, Corporate Contact, Division of Facility Services, and Emergency Management Office.
- C. Coordinate evacuation efforts with Emergency Management Office, who will activate its Incident Command System.