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- D. Meet with the management team to finalize plans for the Evacuation. Activate Recall Roster.
 - E. Notify all staff and residents of the need to evacuate and the steps that will be taken.
 - F. Send completed Resident Acuity Sheet for Evacuation Purposes to Emergency Management Office (**See Appendix D**).
 - G. Contact Medical Director, families, and responsible parties to notify them of Evacuation. Ensure everyone is aware of emergency numbers, including alternate care facility numbers.
 - H. Ensure "Emergency Go Box" (**See Section II, Vulnerability Assessment and Mitigation, Facility Disaster Preparedness Assessment, Emergency Go Box**) is prepared for travel
 - I. Ensure all vendors of medical supplies, food, water, and medications are notified.
 - J. Medical Records Department shall prepare resident medical records for transport, with a mechanism for safeguarding as best as possible, once the residents reach the alternate care facilities.
 - K. Incident Commander and/or Administrator will track the storm's progress and report to management staff, who will disseminate information to respective employees, or a facility wide meeting shall be held.
 - L. Designate someone to monitor and complete the Resident Evacuation Tracking Log. (**See Appendix P**)
 - M. Ensure all disaster supplies are packed and loaded for transport, including mattresses, air mattresses, cots, pillows, food, water, medical supplies, etc. Designate an individual to oversee this aspect of the Evacuation and an individual(s) to travel with the all the supplies for safeguarding.
 - N. Ensure adaptive equipment, special need items, preventative devices for falls and skin break down are packed. Ensure blender/food processor is packed for those residents with special diets.
 - O. Ensure medications are packed and secured, depending on the circumstances of the evacuation. If residents are traveling a short distance primarily together, then transporting the medication carts is the best option. Obviously, residents traveling to separate destinations will take medications with them in a secure manner accompanied by a staff member or EMT if traveling via ambulance. If residents are traveling a long distance outside the geographical area during a state-mandated evacuation, then the critical medications for diabetes, cardiac conditions, psychiatric disorders, etc. should be carried in the residents' emergency "go bags" due to delayed travel to destination, as well as the possibly of the medication carts becoming separated.
 - P. Emergency medication boxes should accompany all buses for long distances with narcotics under double lock. A licensed nurse will be designated for each vehicle to ensure medications are safeguarded, whether medications are secure in the medication carts or in the resident emergency "go bags." If residents needing critical medications are deemed unsafe to carry their own medications, then a licensed nurse will do so.
 - Q. Ensure separate coolers are provided for temperature-controlled medications.
 - R. Ensure coolers of ice and drinks are packed if traveling long distances.
 - S. Brief volunteers and direct them with assignments. Only those volunteers who are trained to the needs of the chronic, cognitively impaired, and frail population, as well as knowledgeable of methods to minimize transfer trauma can assist with transporting residents.
 - T. Group the residents according to unit, acuity, or whatever works best and assign staff members accordingly. Ensure Resident Emergency "Go Bags" are completely packed with Emergency