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Packets, Identification Bracelets, and Medical Records. Ensure each vehicle has a supply of emergency supplies. **See Resident Evacuation Checklist in Appendix N & Appendix X for guidance regarding Resident Emergency Packets, Identification Bracelets, and “Go Bags.”**

- U. Comfort and reassure residents throughout the entire process.
- V. The highest acuity residents, who shall be traveling via ambulance, shall be transferred first if at all possible. This will be considered Phase I of the evacuation. Medical Records will be sent with each of the Phase I residents.
- W. Designate a staff member to coordinate the Phase I Evacuation. **Refer to Appendix O for Transfer Techniques**
- X. The other residents, who can travel by bus or car, will be evacuated in Phase II. Phase II residents will be moved to a staging area prior to evacuation. Staff members will be designated to each of the vehicles to assist the residents during the transport.
- Y. Secure the facility and ensure all electronics and computers have been turned off and unplugged.
- Z. Designate someone to stay behind, if deemed safe, to safeguard the facility.
- AA. Activate shut-down procedures for non-essential utilities.
- BB. Accompany residents to receiving facility and unload.
- CC. Establish communications with the Administrator of receiving facility.
- DD. Establish a “Nursing Office” at the receiving facility.
- EE. Establish daily communications with staff members, residents, and resident families/responsible parties.
- FF. Monitor the situation with local authorities to determine a plan for re-entry into the facility.

### ***Evacuation During a Catastrophic Event to a Functional and Medical Support Shelter***

Procedures are the same as above, except Office of Medical Services will make the determination to evacuate to the Community College Shelter and will be coordinating the transportation needs.

Evacuation will occur via available transportation, so residents should be “triaged” as the most acute, who should evacuate first; those needing to travel by ambulance; and those who are able to travel via bus/car. At this point, hospitals probably will not be an option for transfer, so residents will travel to the Functional and Medical Support Shelter. When transporters arrive, residents will be tagged with the SMART Tag system. *(See section 11. above regarding the SMART Tracking system.)*

When residents arrive at the Community College Site, they will be triaged to determine first if they need immediate care to be provided at the acute care field sites. If not, they will be sent to the Functional And Medical Support Shelters (Special Needs Area), then they will again be triaged to determine if they need to go to Skilled Care, Memory Care, Mental Health, or Hospice. The residents will be tracked during the entire process via the SMART Tracking system.