
Emergency Job Tasks *Evacuation*

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
 - a. Meet with management team to activate Incident Command System (ICS) and finalize instructions for evacuation.
 - b. Contact ownership, Corporate Contact, Division of Facility Services, and Emergency Management Office to notify them of decision to evacuate.
 - c. Notify staff members of decision to evacuate.
 - d. Notify alternate care facilities of pending arrival.
 - e. Designate Phase I and Phase II Coordinators in conjunction with Director of Nursing.
 - f. Designate a staff member to monitor and complete the Resident Evacuation Tracking Log. **(See Appendix P)**
 - g. Contact vendors that may be needed for post-storm restoration and make arrangements for services.
 - h. Secure the facility and ensure all electronics and computers have been turned off and unplugged.
 - i. Activate shut-down procedures for non-essential utilities.
 - j. Ensure Emergency Go-Box is complete
 - k. Accompany residents to receiving facility and unload.
 - l. Establish communications with the Administrator of the receiving facility.
 - m. Establish daily communications with staff members, residents, and resident families/responsible parties.
 - n. Remain calm to not upset the residents.
 - o. Initiate recovery and re-entry efforts when deemed safe.
2. Director of Nursing
 - a. Designate groups of residents to be transported based on acuity and determine staffing needs.
 - b. Complete Resident Acuity Sheet for Evacuation to determine transportation needs.
 - c. Prepare list of residents and where they are evacuating to, so nursing staff can prepare Emergency "Go Bags" to include clothing, supplies, medications, etc.
 - d. Ensure complete data backup prior to storm's onset.
 - e. Designate Phase I Coordinator in conjunction with Incident Commander.
 - f. Designate Phase II Coordinator.
 - g. Assist in coordinating transfer of all residents to hospital(s).
 - h. Notify pharmacy of pending evacuation and alert for need to provide back-up medications.
 - i. Remain calm to not upset the residents.
 - j. Supervise resident evacuation from the building and the flow of residents. Ensure residents have Emergency Packets, Go Bags and Identification Bands.
 - k. Accompany residents to receiving facility and establish a Nursing Office to be manned by the Director of Nursing and other Administrative Nurses.
 - l. Communicate to staff members throughout the process and thank them for their efforts.
3. Nursing Staff
 - a. Ensure all physician orders have been obtained for residents.
 - b. Prepare medications for those residents going to hospitals—ensure a week's worth of medications if possible.
 - c. Prepare medications for those residents going home with families/responsible parties—ensure a week's worth of medications if possible.