

Disaster Plan Complete Evacuation Vital Records, Supplies and Equipment Checklist

Section	Page
5	5

POLICY

The Home shall ensure that vital records, supplies and necessary equipment be removed from the facility for use at the Receiving Centers.

Procedure

The following vital records, supplies and equipment shall be removed from the home and if possible brought to the Receiving Centers.

- Medications; including MAR Sheets- Pharmacy laptop in the first floor med room will have the EMAR back up, take laptop
- Take med carts from both floors, pharmacy will provide additional med carts if duration of displacement is extensive
- Retrieve large wheeled laundry bin from laundry room and place all resident health charts and medical record binders in them and prepare for transport
- Retrieve resident care plans and flow sheets
- Retrieve the Master Diet Binder
- Fire Plan binder with Emergency Call out List
- Resident Family contact list
- Residents' identification sheets located in the first floor copier room
- All staff are encouraged to carry their cellular phones
- Census Book located in the front office.
- Patient Lifts and slings.

Management Authorization <i>Elena Ortolidge</i>		Effective Date: December 14, 2009	
<i>Dahlia Burt-Gerrans</i> Dahlia Burt-Gerrans		Revised Date: February 16, 2018	
Internal Approval	Administrator Title	<i>June 16, 2018 Rm</i>	<i>June 17/21 Rm</i>
		<i>June 16/19 Rm</i>	
		Review <i>June 15/20 Rm</i>	Dates