

**Disaster Plan
Complete Evacuation
Initial Response
(Code Green)**

Section

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POLICY

The disaster plan shall incorporate a command center which is an area in the temporary receiving center(s) where communications and logistics will take place.

Procedure

The Plan leader (Administrator or designate) will delegate staff to set up a command center and begin to implement the following steps;

- Prior to setting up the command center at receiving centers , the Administrator or designate shall initiate the Emergency Call Out list.
- Ensure all persons on the emergency call out lists has been attempted to be contacted, as many people as possible must be alerted to assist in the evacuation.
- Administrator or designate shall contact the designated receiving centers as indicated in the Fire Plan.
- The Management team and Registered Nurses shall determine the allocation of each resident according to their needs and requirements of different levels of care.
- The Administrator or designate shall allocate which staff are to go to which receiving center to care for our residents there.
- Organize the facility and equipment in preparation for the evacuees.
- Record all equipment and supplies received and allocate as necessary.
- Ensure that all residents received are appropriately identified as to their name, condition and diet.
- Delegate supervisory responsibilities to available senior staff.
- Designate areas and responsibilities to all staff and volunteers.
- Establish a care level for all residents received.
- Keep residents and staff informed as to current status of evacuation.
- Maintain resident count lists as to their whereabouts (i.e. receiving center, hospital, with family)
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Management Authorization <i>Shana Outridge</i>		Effective Date: December 14, 2009	
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<i>Dahlia Burt-Gerrans</i> Dahlia Burt-Gerrans	Administrator	<i>June 16, 2018 RZ</i>	<i>June 15/20 RZ</i>
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Internal Approval	Title	Review	Dates
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