

Sample Evacuation Plan

Should it be necessary to perform a complete evacuation, and reentry to the facility is not deemed safe by the Fire Department Chief, or a community disaster occurs, this is an outlined account of the protocol that should be followed.

In the event of a community disaster (an explosion, flood, natural gas leak, etc) where evacuation is necessary it is imperative for employees to remain calm. Occasionally residents may become combative or aggressive; the employee is expected to protect and reassure other residents until the situation is under control.

Make sure the Administrator, Director of Nursing, and Administrative Assistant, are comprised of the situation in the above order; as they are in charge in that order. If the Administrator is not on the premises contact her by telephone, and by phone he/she will give orders, which should be carried out until he/she arrives. If the Administrator cannot be located, the DON assumes responsibility.

In a total evacuation ambulatory patients should walk, and should exit the building first. If they are able to assist by pushing a patient in a wheelchair outside it is permissible. See that charts go out with ambulatory patients; assign a C.N.A. to stay outside with them in a safe area. This C.N.A. should attach the facility ID disaster cards on the appropriate resident.

Residents in wheelchairs should be removed second. It is permissible for an employee to carry a patient on their back. Two people can make a packsaddle with their hands, which the patient can sit on a carry them to safety in that manner. Bed patients may be carried on a bedspread, blanket or sheet with the edges rolled as a stretcher by two people or dragged by one. Remove bed patients last to avoid confusion.

Once outside the situation will be assessed and all patients and staff should be accounted for. The residents should then be transferred to the facility van, vehicles from funeral home, and to the hospital or community building, where staff will set up "house" and care for residents as best as possible, until a more permanent plan can be devised. If it is necessary to leave for safety measures it will be up to the facility's owner to designate and obtain a location for residents to be transferred to.