



MANUAL:	Emergency
SECTION:	CODE GREEN
SUBJECT:	Total Evacuation Plan

POLICY

It is the policy of Schlegel Villages to provide a safe and secure environment for all residents. To that end, each village will develop a total evacuation plan.

DEFINITIONS

Total Evacuation Plan

Each village total evacuation committee will develop a village specific total evacuation plan with assistance from support office consultants as needed. This plan should be developed in consultation with emergency services and transportation services as needed. This plan should be reviewed, evaluated and updated annually as needed. This plan will be attached to this section of the emergency manual. The Plan will include the following sections:

- 1. Emergency Shelter Agreements and Contacts**
 - a. Number and type (triage process) of residents they can accommodate.
 - b. Location name, address, primary contact name and phone numbers, email addresses.
 - c. Starting date and term of agreement.
 - d. A list of rooms and amenities available.

- 2. A Transportation Plan for residents, team members and volunteers including Agreements/Arrangements and Contacts**
 - a. Type of transportation, type of residents they can accommodate and # of residents they can carry at one time.
 - b. Company name, address, primary contact name and phone numbers, email addresses.
 - c. Starting date and term of agreement.

- 3. Emergency Contact Fan Out List and Process**
 - a. Current names and phone numbers of all team members and leadership team as well as Schlegel Village contacts as needed.
 - b. Process for calling through the list.

- 4. Emergency Services Contact Information**
 - a. Various emergency services, i.e., Police, Fire, Ambulance.
 - b. Primary contact names and phone numbers.

5. **Triage process to determine which emergency shelter and type of transportation matches the residents needs**
 - a. The triage process should factor in resident's mobility, medical condition and needs, cognitive condition and needs, etc.
 - b. Create categories that can also be used to identify which residents emergency shelters can accommodate.
 - c. Identify who will be responsible for the triage during a total evacuation.

6. **A system of tracking where residents have been sent for emergency shelter**
 - a. Includes a way of identifying the resident name and emergency shelter or other location they have been sent to or gone to on their own.
 - b. Includes a system of accounting for residents at the emergency shelter.
 - c. Includes contact information for independent residents who shelter in private locations of their choice.

7. **A system for transferring/accessing resident medical records and supplies while at emergency shelters**
 - a. This may include the physical moving of medical records to emergency shelters or a way of accessing medical records digitally.
 - b. This will include a plan for moving to and safely storing medical and personal supplies at emergency shelters.
 - c. This will include a system for ongoing supplies being delivered to Emergency Shelters.

8. **Building/site maps showing designated staging and assembly areas as well as transportation pick up areas**
 - a. Staging areas are used as temporary locations to assemble residents before moving on to the next building location or to transportation. These may be common areas on neighbourhoods, main street etc. Triage may occur in these areas.
 - b. Assembly areas are used as temporary locations for Independent Residents to meet before leaving the property or being transported to an emergency shelter.
 - c. Transportation pick-up areas are where buses, ambulances, etc will temporarily park to pick up residents for transfer to emergency shelters.

9. **Plan for food, fluid and drug provision**
 - a. Food and fluid preparation, transportation/delivery and distribution to residents.
 - b. Drug security, transportation and administration.

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