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| **Evacuation coordinator** |
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| The evacuation coordinator reports to the site-level EOC director/response lead and is responsible for ensuring the coordinated management of the site evacuation.  **Existing positions who may fill this role:** Care Coordinator, Registered Nurse, Nurse-in-charge, Site Coordinator, or Program Lead. |
| **Stage: Evacuation “Alert” issued** |
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| * Receive activation order from site-level Incident Commander. * Gather situational awareness. * Ensure *Sending Site List* is filled out at the alert phase, if not sooner. * Assign other key response roles, including but not limited to:   + Patient/client/resident Management Leader.   + Patient/client/resident Care Coordinator.   + Family Notification Coordinator   + Transportation and Logistics Leader.   + Staffing Management Leader. * Assess the need to activate a staff and/ or family member “hot line”. |
| **Stage: Evacuation “Order” issued or other decision to evacuate is confirmed** |
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| * Attend relevant meetings to ensure up-to-date situational awareness. * Be point of contact to provide information to receiving site. * Initiate patient/client/resident family notification processes. * Confirm staff and/ or family member “hot line” is activated. * Activate other key response roles previously assigned. * Work with site-level Incident Commander and regional health authority EOC to:   + Identify and track patient/client/residents that need to be evacuated (i.e. provide a complete and accurate *Sending Site List*)   + Identify an appropriate receiving site for each patient/client/resident.   + Identify transportation requirements. * Initiate staff and physician tracking. |
| **Stage: Day of evacuation** |
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| * Review *Sending Site List* for accuracy. * Work with Patient/client/resident Care Coordinator to:   + Ensure all patient/client/residents are wearing appropriate means of identification (i.e. wristbands)   + Equipment and other personal belongings are labelled and ready for transport.   + Ensure medication orders are in place for minimum of 72 hours.   + Bagged lunches for evacuees and staff escorts during transport. * Review *Loading/Loading Checklist* with Transportation and Logistics Leaders to ensure that all patient/client/residents and their belongings have been loaded for transport. * Update and finalize *Sending Site List* at staging area, if applicable. |
| **Handover of responsibilities** |
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| **Hand off to Reception Coordinator**   * Do a final sweep of building to ensure all patient/client /residents have been evacuated and accounted for. * Reconcile *Sending Site List* with Transportation and Logistics Leader. * Remain as a contact for receiving site. |
| **Repatriation** |
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* Review *Sending Site List*.
* Ensure original documentation that accompanied patient/client/resident is included in their repatriation package.
* Reconcile that all patient/client/residents and their belongings that were evacuated have been repatriated.
* Prepare for After Action Review/ Lessons Learned.