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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”.
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| **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.
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| **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.
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| **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.
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| **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.