**Purpose and instructions:** The checklist is to be completed by the receiving site in order to prepare to accept incoming evacuated patient/client/residents. Please keep a copy of this checklist for documentation purposes.

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| **Action required** | **Responsible individual** | **Completed by: Name/time** |
| 1. **Preparing staff, documentation and supplies prior to transport arriving**
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| * Confirm vehicle departure location, drop-off location, and planned arrival time.
 |  |  |
| * Confirm receipt of Sending Site List with information of all patient/client/residents who are coming to receiving site.
 |  |  |
| * Verify patient/resident/client room assignment at receiving site.
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| * If applicable, pre-resister incoming patient/client/residents into clinical documentation system.
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| * Review clinical information in the Sending Site list and consider what the care needs of each incoming patient/client/resident may be.
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| * Coordinate with Medical Health Officer or equivalent, Infection and Prevention teams for rapid testing, PCR testing, or other processes and practices that will be needed for receiving site to prepare for individuals arriving with infection control concerns.
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| * Confirm if medical chart, Medication Administration Record, and other documentation is arriving physically with patient/client/residents or being sent electronically.
 |  |  |
| * Confirm physician(s) of sending site has communicated key information about transferred patient/client/residents to accepting physician(s).
 |  |  |
| * Pre-prepare meals according to patient/resident/client dietary needs in the event that food services are unavailable at the time of arrival.
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| * Have extra meals available for bus/vehicle drivers, non-medical escorts, and staff accompanying evacuees.
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| * Arrange for additional nursing and allied staff to be onsite when residents arrive including: recreation staff, physical therapists, social workers, occupational therapists, and a unit clerk or administrative assistant.
 |  |  |
| * Begin planning for the increased staffing levels that will be required to care for the incoming patient/client/residents for the coming week(s).
 |  |  |
| * Clarify how many and which staff/medical escorts will be arriving with patient/client/residents and ensure staffing systems between sending and receiving organizations have connected to appropriately book shifts and ensure payment.
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| * Ensure increased PPE and other key clinical supplies are available for staff.
 |  |  |
| * Ensure additional patient/client/resident supplies are ordered at receiving sites e.g. gowns, toiletries, incontinence supplies, linens etc.
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| * Ensure beds and rooms are prepared for patient/client/resident arrival.
 |  |  |
| * Request family members of current patients/clients/residents hold off visitation if possible for the first 24 hours to enable staff to settle evacuated patients/clients/residents into the receiving site.
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| * Have a staff pre-brief to identify anything that may be missing.
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| 1. **List of Documents that Need to be Completed and Reviewed**
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| * List of patient/client/residents that will be evacuated (i.e. Sending Site List)
 | Sending site |  |
| * Names of medical escorts and non-medical escort accompanying patients/residents/clients (i.e. mobilized staff tracker)
 | Sending site |  |
| * List of patient/client/resident luggage, personal items, and equipment that will be evacuated.
 | Sending site |  |
| 1. **During Unloading – Immediate Response (0-12 hours)**
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| * Review and check Sending Site list upon evacuated patient/client/resident arrival.
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| * Assist patient/client/residents into their room.
 |  |  |
| * Assist patient/client/residents with personal needs such as food, water, and washroom usage.
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| * Confirm that the correct paperwork (e.g. medical chart, MAR, and other documentation) for each patient/client/resident is available.
 |  |  |
| * Confirm that you received a 72-hour supply of medications for each patient/client/resident.
 |  |  |
| * Connect with local pharmacies to arrange any missed/lost medications.
 |  |  |
| * Review patient/client/resident medical needs, including doing a head-to-toe assessment and checking for scheduled treatments, medications, and essential medical devices.
 |  |  |
| * Confirm receipt of all patient/client/resident luggage.
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| * Confirm that patient/client/resident has appropriate mobility aids available.
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| * Contact patient/client/resident’s next of kin and provide receiving site’s contact information.
 |  |  |
| * Conduct a debrief and handover with staff arriving from the sending site who accompanied the evacuated patient/client/residents.
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| * Provide orientation to staff from the sending site who will be staying to work at the receiving site. Include education on safety, clinical documentation systems, equipment, and emergency responses.
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| 1. **The next day – Extended Response (greater than 12 hours)**
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| * Ensure adequate staffing is scheduled and available for ongoing patient/client/resident care.
 |  |  |
| * Routinely review patient/client/resident needs and address any concerns as they arise.
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