**Tool reference guide**

Inter- and Intra-Health Authority Relocation

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| **Phase** | **Tool/document** | **Purpose** | **Primary user(s)** | |
| **Clinical** | **Site/regional leadership** |
| **Activation** | Decision-making framework | Outline of shared principles and values of relocation and considerations for ethical decision-making. |  | **X** |
| Roles and responsibilities | Outline of high-level roles and responsibilities of key agencies involved in relocation. |  | **X** |
| **Coordination** | Evacuation process flowchart | Overview of evacuation process and critical actions at each phase. | **X** | **X** |
| Evacuee flowchart | Overview of flow of evacuee movement. | **X** | **X** |
| Emergency response structures | Overview of emergency response structures that may be activated during an evacuation. |  | **X** |
| Health Systems Operations Centre (HSOC) | Overview of levels of activation of provincial, inter-health authority coordination structure. |  | **X** |
| **Evacuation preparedness** | Sending site list | Process for identifying and tracking patient/client/residents who require evacuation. | **X** | **X** |
| Checklist: Preparation for relocation | Guide to preparing patient/client/resident for evacuation in order to ensure all critical actions are completed. | **X** |  |
| Job action sheet: Evacuation coordinator | Outline of high-level actions that the site-level evacuation coordinator must accomplish. |  | **X** |
| Patient/client/resident identification | Process for identifying patient/client/residents and their belongings. | **X** |  |
| **Transportation** | Considerations for transport | Outline of clinical considerations for choosing the best mode of transport for patient/client/residents. | **X** | **X** |
| Checklist: Loading/unloading | Checklist to ensure patient/client/resident and their belongings are safely loaded and unloaded for transport. | **X** |  |
| Checklist: During transport | Checklist to ensure critical actions are taking place while in transit with patient/client/residents. | **X** |  |
| **Reception preparedness** | Checklist: Receiving site preparation | Checklist to ensure the receiving site is prepared for incoming patient/client/residents. |  | **X** |
| Job action sheet: Reception coordinator | Outline of high-level actions that the site-level reception coordinator must accomplish. |  | **X** |
| Psychosocial considerations | Outline of psychosocial considerations and resources for evacuated patient/client/residents and staff. | **X** | **X** |
| **Staffing** | Considerations for staffing | Outline of level and type of staffing requirements at various stages of evacuation. |  | **X** |
| Mobilized staff tracker | Process for tracking staff that accompany patient/client/residents during evacuation. |  | **X** |
| Mobilized staff form | Form to be filled out for each staff that accompanies patient/client/residents during evacuation. | **X** |  |