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|  EVACUATION EMERGENCY PLAN | NO.  |
| 1. Nursing will be responsible to see that resident charts are removed from the building and brought to the front parking lot (outside gated area). Do not evacuate to back parking lot or annex unless evacuation route is blocked by fire or other hazards.
2. Three (3) short (repeated) blasts signals a full evacuation. One (1) long blast signals a tornado warning.
3. Office staff is to alert back offices, the kitchen, therapy annex and the maintenance garage of the emergency.
4. Nursing staff are encouraged to use good judgment in deciding whether it would be quicker to evacuate a resident while bedridden or to take the time to transfer the resident to their wheelchair.
5. Other staff are to assist residents to the evacuation destination. They are to go to resident rooms and assist with removing beds, also.
6. Social Services / Transdisciplinary personnel will take resident role-call.
7. Department Heads or the individual(s) in charge at the time of the emergency are to account for the staff in their department.
8. Remember to check outing lists, appointment schedules, school schedules, etc. when residents are unaccounted for.
9. Transdisciplinary Therapists are to assist TBI residents who may be reluctant to comply with emergency evacuation procedures.
10. Department Heads will call in off-duty personnel as needed.
11. Exceptional Care residents will be evacuated just as our other residents are.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |