

Suggested Hospital or Facility Evacuation Tag Procedure

Prepare for the possibility of an Evacuation Event preemptively by doing the following:

A "Hospital Evacuation Tag" to be filled out completely for EVERY PATIENT upon admission to a room. The "Evacuation Priority" sticker with the "Evacuated" receipt to remain intact with the "Disaster Evacuation Tag". Using a pencil, indicate appropriate "Evacuation Priority" and by checking either the RED BOX (1) indicating evacuate first, the YELLOW BOX (2) indicating evacuate second, or the GREEN BOX (3) indicating evacuate last. By using a pencil, "Evacuation Priority" can be updated on a daily basis by erasing and re-checking the appropriate category.

Place the filled out "Hospital Evacuation Tag" in a holder or envelope attached on door clearly labeled "EVACUATION PROCEDURE" with the following verbiage:

1. In the event of an Evacuation, pull each patient's "Hospital Evacuation Tag", detach the "Evacuation Priority" sticker, peel adhesive backing and attach to patient's room door leaving the "EVACUATED" receipt tear-off attached.
2. Remove and attach "Patient Belongings", "Patient Go Bag", to appropriate items. Note that there are 2 unlabeled bands in case there are other items that need to be labeled. If these are not needed, dispose them.
3. Remove "Patient Wristband" and attach to patient's wrist.
4. Place tag loop around patient's neck.
5. Remove "Medical Records" receipt and place with patient's medical records.

EVACUATION TEAM INSTRUCTIONS

1. Evacuate all patients in the pre-checked "Evacuation Priority" order.
2. Time allowing, remove "Patient's Belongings", "Go Bag", Medical Records, and any other tagged patient items.
3. Upon evacuation of patient from room, remove "Evacuated Receipt". Keep "Evacuated Receipt" and give to the Transportation Unit Leader for entry on "Departation Command Logout" sheet.

TRANSPORTATION UNIT LEADER

Use of the Disaster Management System "Departation Logout Kit" portfolio.

Upon logging patient for transportation to another location the Transportation Unit Leader or appropriate personnel will:

1. Receive "Evacuated Receipt" from Evacuation Team and place in "Evacuation Receipt" sleeve on "Patient Tracking Command Sheet".
2. Remove "Departation Receipt" from Hospital Evacuation Tag and place in sleeve row that matches the "Evacuation Receipt" on the "Departation Command Logout" sheet.
3. Once patient's new destination has been determined, remove the "Destination Via" receipt from the top of the patient's "Hospital Evacuation Tag", fill in "Destination" and "Via" (ie: Ambulance Company, Bus Company, etc.) and place in the "Destination Via" column sleeve that matches the "Departation Receipt" of that particular patient.

Upon reaching the Evacuation Destination, personnel responsible for logging in new arrivals will remove the "Destination Receipt" and place in sleeve of the Destinations' "Destination Login Sheet" for final reconciliation of Patient's Departation from originating location to Destination.