

Annex F: Licensed Facility/Agency Evacuation Guidance

This document can be customized to your own facility/agency needs

Purpose: To evacuate all residents in an apartment/home that is connected to a licensed facility/agency to safety in the event of a disaster.

Procedure: In the event it becomes necessary to evacuate the entire building, or a specific wing, the following procedure will be followed:

1. The Administrator/Director or designated person in charge will notify the apartment residents of a disaster, and the need to evacuate.
2. The designated person in charge will direct staff to evacuate the residents to the designated location.
3. Staff members will knock on the apartment door and notify the tenants/residents on what to do, if no one answers the door, go on to the next apartment. Report to the Administrator/Director anyone who was not home.
4. The Administrator/Director will then use the master key to ensure there is no one left in the apartment.
5. A designated staff member will be responsible for transporting or sending the residents files (medical and emergency contact) to the evacuation facility in the event of disaster.
6. A designated person will notify family members what has transpired and where the apartment residents are located.

***See Appendix I for more information evacuation. ***