

San Joaquin County Long Term Care Facility Evacuation Plan

**FACILITY EVACUATION CHECKLIST**

**EMERGENT EVACUATION**

- Implement Facility Emergency Evacuation Procedures**
  - Move patients/residents to safe area outside the facility
  - Recover pertinent personal and medical information, essential medications and medical equipment (if safe to do so).
  
- Dial 9-1-1**
  
- Establish Contact and Unified Command with First Responder agency**
  - Develop and Implement an Incident Action Plan
  
- Determine the Emergency Evacuation Designation Categories for patients/residents**
  - Emergency Evacuation Destination Categories, Form LTC 401 (Appendix A)
  - Contact the families of Level III patients/residents for temporary transfer to a home setting
  
- Document the names and destinations of each evacuated patient/resident**
  - Patient/Resident Transportation Summary Worksheet, Form LTC 403 (Appendix E)
  
- Notify Applicable Licensing Agency**

**PLANNED EVACUATION**

- Notify the San Joaquin County EMS Agency Duty Officer**
  - (209) 234-5032 or (209) 236-8339
  
- Establish Unified Command with EMS Agency Duty Officer**
  - Develop and Implement an Incident Action Plan
  
- Determine the Emergency Evacuation Designation Categories for patients/residents**
  - Emergency Evacuation Destination Categories, Form LTC 401 (Appendix A)
  - Contact the families of Level III patients/residents for temporary transfer to a home setting
  
- Notify Applicable Licensing Agency**
  
- Collect pertinent personal and medical information, 72 hours of medications, essential medical equipment, and a change of clothing for each patient/resident**
  
- Notify contracted receiving facilities**

Facility Name	24 Hour Telephone Number
1.	
2.	
3.	
4.	
  
- Document the names and destinations of each evacuated patient/resident**
  - Patient/Resident Transportation Summary Worksheet, Form LTC 403 (Appendix E)