



Manual: Emergency Measures	Policy Number: EM-EE-02
Section: Evacuation Procedures Code Green	Policy Name: Hoivakoti Evacuation
Document Owner:	Page: 1 of 7
Effective Date: October 4, 2016	Revised: May 26, 2022

Procedure:

1. On arrival, the Incident Commander will evaluate the situation. If any type of evacuation is needed, they will notify the RN. In an internal emergency, the RN will evaluate the situation and make the decision. If decision is to evacuate, the RN will use the key to initiate second stage alarm on any fire pull station.
2. The RN will obtain or assign someone from the staging area to retrieve the evacuation manual from the resident chart cart in Koivu Nursing Contact office. Use the checklist to record staff names who you assign to the various duties.
3. The RN will notify the affected area that an evacuation has been ordered and for the RPN to retrieve the emergency manual and follow the checklist in the front.
4. The RN will notify the RPNs on the other home areas that an evacuation has been ordered and all staff not needed for resident care is to report immediately to the staff staging area.
5. Notification and all communication to the home areas will be done using the cell phone or runners with walkie talkies from the staging area.
6. If needed the administrator or designate will authorize the radio and TV stations to make an announcement.
7. As much as possible, nursing staff familiar with a particular group of residents will accompany them to the relocation center. Where residents are sent to various relocation centers, one or more registered staff will be assigned to each area with other staff to be divided between areas as required. Other staff available to assist in resident care will be assigned appropriate duties. At least one or more staff member will be assigned to prepare lists of all residents and staff sent to relocation centers in any evacuation vehicle. One member of the nursing staff will be assigned to ensure all evacuation residents are clearly identified. These assignments will be made by the Director of Care or designate.



Manual: Emergency Measures	Policy Number: EM-EE-02
Section: Evacuation Procedures Code Green	Policy Name: Hoivakoti Evacuation
Document Owner:	Page: 2 of 7
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HOIVAKOTI EVACUATION CHECKLIST - RN/DESIGNATE

- Activate second stage of fire alarm system by using the key at the fire pull station
- Assign one staff to set up staff staging area for command center with attendance sheets.
- Assign one staff to phone in main office
 - Give fan out list and attendance list – staff to report to HK main office to sign in
 - Stay by phone for outside communication (office staff to relieve once in building)
- Call Assisted Living staff to assist 705-923-9847 Lepokoti and 705-923-9841 Palvelukoti
- Assign one staff to be relocation site coordinator or two if total evacuation required
 - Provide Relocation site checklist(s)
 - Assign relocation site coordinator a walkie talkie
- Assign staff to be a runner(s) for the home area(s). Give them 1 walkie talkie – RPN’s have cellular phones
- Assign one staff to gather essential materials for relocation center
 - Provide checklist
- Assign staff to area(s) needing evacuation. When possible, assign staff familiar with the home area.
- Determine relocation center and communicate to home areas. Two areas may be required when evacuating the entire nursing home. The following are available:
 - Chapel or Palvelukoti Sali
 - Inco Room or Palvelukoti Lobby
 - Kesti Tupa dining room and Café area
 - Lepokoti Voima or Sampo Hall
- Meet and assist incident commander/fire department and provide master keys and access to areas as needed



Manual: Emergency Measures	Policy Number: EM-EE-02
Section: Evacuation Procedures Code Green	Policy Name: Hoivakoti Evacuation
Document Owner:	Page: 3 of 7
Effective Date: October 4, 2016	Revised: May 26, 2022

COMMAND CENTER

The team member assigned as command center lead will begin calling starting with manger on call.

If the Charge RN has decided additional assistance is required the manger on call must then initiate a general message through the online system (currently StaffSTAT) to message all staff. State "There is an emergency at Hoivakoti (Palvelukoti, Finlandiakoti or Lepokoti), report to the staging area for instructions."

1. Command center lead will sign in all new staff arriving to assist with evacuation if any.
2. Sign in all staff arriving at time of emergency - use schedules to determine. Ensure all staff/others assisting with evacuation other than emergency services entering building sign in.

ATTENDANCE SHEET

	NAME	DEPARTMENT
1		
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Manual: Emergency Measures	Policy Number: EM-EE-02
Section: Evacuation Procedures Code Green	Policy Name: Hoivakoti Evacuation
Document Owner:	Page: 4 of 7
Effective Date: October 4, 2016	Revised: May 26, 2022

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Section: Evacuation Procedures Code Green	Policy Name: Hoivakoti Evacuation
Document Owner:	Page: 5 of 7
Effective Date: October 4, 2016	Revised: May 26, 2022

HOIVAKOTI EVACUATION CHECKLIST - HOME AREAS (RPN)

- Assign staff to work in pairs to assist residents into dining room when safe to do so, otherwise proceed directly to relocation center
 - o start with mobile residents first
 - o pool into dining room
 - o as a room is evacuated, close door and seal using green tape in fire extinguisher cabinets
- Obtain resident list from manual, check off names as they enter dining room
- Assign one staff to bring charts into dining room
- Assign one staff to bring medication cart into dining room
- Assign one staff to gather blankets if necessary due to cold weather
- Assign one staff to be lead person out of home area. Instruct this person to give resident list to relocation site coordinator
- Once all residents are checked off, give list to lead person and begin transfer to relocation site
- Remain in relocation site with residents and await further instructions
- Use walkie talkie for communication.



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Document Owner:	Page: 6 of 7
Effective Date: October 4, 2016	Revised: May 26, 2022

INITIAL RELOCATION SITE COORDINATOR

1. Prepare site for transfer
 - Clear route of entry
 - Set up chairs around perimeter of room
 - Assign designated areas for each home area
2. Lead person out of home area will give you resident list (night shift, resident list given by RPN)
 - Check off resident names as they enter relocation site
 - Assign staff to apply name tag to resident's back
3. Coordinate supply arrival
4. Coordinate areas for
 - Resident charts
 - Medication cart
5. Coordinate trips to washroom as needed
6. Notify pharmacy of relocation site for deliveries.



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ESSENTIAL MATERIALS FOR INITIAL RELOCATION SITE (first 2 hours)

Koivu - 32
Manty - 16

Kuusi - 32

Haapa - 32

AREA	Kitchen back storeroom	Laundry clean area	From rooms/areas as needed	Chemical supply or nursing
ITEMS NEEDED	Water, snacks	Towels, facecloths	Urinals and bedpans	Toiletry, hygienic supplies (soap, Kleenex)
		Blankets	Stethoscope and blood pressure apparatus	Hand sanitizer
		Bedding	Oxygen supplies	Cleaning and disinfectant products. Housekeeping cart.
		Incontinence products		
		Isolation materials if needed		