

CODE GREEN – INCIDENT MANAGER EVACUATION CHECKLIST

After resident, team member, and visitor life safety is assured, and after the decision has been made to evacuate, use the following as a guide. All steps should be documented.

EVENT DESCRIPTION	DATE & TIME OF EVENT
Designated individual assumes role of Incident Manager (RN in Charge) or designate	
Alarm activated (if there is a fire)	
Call 911	
Announcement over entire building (inform all residents, team members, and visitors of the evacuation)	
Residents removed from immediate danger zone	
Contact Support Services for support required	
Team member designated to meet Fire department/Emergency Responders	
Room search/doors tagged initiated by designates in charge	
All available team members sent to assist/remove residents from danger zone	
Elevators shut down/recall to ground floor as applicable or directed by officials	
If safe to use elevators, direct specific team members to assist with loading residents	
All residents accounted for from all areas	
All team members accounted for	
All fire doors closed	
Use Resident Tag Identification System to confirm	
Contact and confirm availability of transportation as per policy	
Contact and confirm availability of relocation centre(s)	
Identify receiving/loading areas	
Team members assigned to supervise residents in holding area/prevent re-entry; reassure residents and ensure their needs are met	
Team members assigned to gather supplies/resources/food as needed	
Ready residents for journey (informing, attaching ID, packing, etc.)	
Systematic loading of residents onto transportation vehicles and accounting for all residents (census)	
Notify emergency contacts as needed	
Arrival of Fire Department	
Arrival of ambulance	
Arrival of police	
Communicate with residents/families re evacuation	
Medical records transferred/secured – (EHR, EMAR)	
Contact Pharmacy	
Medications transferred/secured	
Types and quantities of food/water for the journey	
Contact Procurement for provisions to be brought or ordered and delivered to relocation centre	
Code cleared	
Notes:	

Incident Manager (RN in Charge) or designate- Name: _____ Signature: _____