

## **RESIDENT IDENTIFICATION TAG SYSTEM (FULL EVACUATION)**

### **Step 1**

Prepare resident identification tags with the following information for each resident:

- Resident Full Name
- Resident Picture

### **Step 2**

Place resident identification tag on each resident as appropriate.

### **Step 3**

Prepare transfer sheets for each resident with the following information:

- Resident Name
- Name of Location
- Resident Date of Birth
- Resident Health Card Number
- Resident Photograph
- Serious Health Conditions
- Medications
- Name and Contact Information for Next of Kin/Power of Attorney

OR

- Use electronic documentation system at Relocation Site

### **Step 4**

Enclose each transfer sheet in protection as needed and attach to resident.

### **Step 5**

- Once identification and transfer information is attached to resident, load resident on appropriate bus/vehicle for their relocation
- Assign team members to accompany residents to Relocation Site
- Ensure Evacuation Resident Log in duplicate – one copy to Incident Manager (RN in Charge) or designate; one copy with each vehicle