

**CODE GREEN – MOCK EVACUATION CHECKLIST**

Date of Mock Evacuation: \_\_\_\_\_

Tasks	Comments	Date Completed	Corrective Action (if required)
JHSC meets to determine type of disaster			
Check for revisions of policy & procedure			
Consider and plan for possibility of real emergency during exercise			
Review team member fan out/call back process			
Plan scope of exercise			
Letter to emergency services			
Renew relocation agreements			
Review roles and responsibilities in event of fire/evacuation with all key personnel			
Plan scenario and script			
Identify residents and/or shadow residents			
Recruit volunteers / shadow residents			
Arrange assessors: <ul style="list-style-type: none"> <li>• Fire</li> <li>• Police</li> <li>• Ambulance</li> <li>• Other facilities</li> <li>• Students</li> </ul>			
Prepare participation badges			
Prepare badges for shadow residents			
Consent forms			
Determine staffing needs			
Assign Triage Nurse/Manager and team members for parking lot			
Determine treatment areas – injured / uninjured			
Develop forms for triage and record of transfer of evacuated residents			
Develop questionnaires for assessors			
Extra blankets – available			
Traffic control			
Arrange lunch			
Arrange debriefing – all participants			
Arrange first aid kits			

Tasks	Comments	Date Completed	Corrective Action (if required)
Education of all team members regarding roles/responsibilities and type of mock disaster prior to event			
Prepare emergency face sheets for evacuees			
Prepare for sending medications/MAR with evacuees			
Communication: <ul style="list-style-type: none"> <li>• General team meeting</li> <li>• Memo to all team members</li> <li>• Crew message</li> <li>• Nursing agencies</li> <li>• Physicians</li> <li>• Residents</li> <li>• Sign for lobby</li> <li>• Residents' council</li> <li>• Billing information</li> <li>• Letters – reallocation, EMS</li> </ul>			
Invite Medical Director to attend			
Brief volunteers and assessors in advance of and morning of mock evacuation			
Thank you letters to all participants			
Prepare report and follow-up			
Communicate results of mock evacuation to all team members			