

## ► Holding Area Coordinator Checklist

Date: Start: End: Position Assigned to:	
Telephone #:	
Position Reports to: Incident Commander	
Forms needed for the Holding Area(s):	
Resident Emergency Evacuation Forms	
Resident / Medical Record / Staff / Equipment Tracking Sheets	
Resident Evacuation Related Actions:	$\square$
Receive appointment and briefing from the Command Center. Read all steps before starting.	
Set-up Holding Area(s) as instructed by this document. Holding Areas will be established by Resident acuity level:  RED/YELLOW (High & Mid Acuity) — Residents requiring clinical care services. These residents require transport, typically by ambulance, to another facility.  GREEN (Low Acuity) — Residents requiring minimal or no clinical care services. Also serves as a Holding Area for residents to be discharged home. These residents typically can be evacuated by bus, wheelchair van, car or other type of transportation.	
Request staff from the Labor Pool (as needed) to operate the Holding Area(s).	
<ul> <li>Equip the Holding Area(s) with the following:</li> <li>Table and chairs</li> <li>Disaster Cart (e.g., blank I.D. bracelets, sharpie markers, pens, pads of paper flashlights / lanterns, etc.)</li> <li>Phone, radio or other communications device(s)</li> <li>White board or flip chart with easel</li> <li>LTC-MAP forms (see above)</li> <li>Activities for residents</li> <li>Food and refreshments</li> </ul>	r,
Assign an individual(s) to track residents as they <b>ARRIVE</b> in the Holding Area. Track them on a white board, paper or flip chart. As residents arrive, make sure the resident's medic records, personal belongings and any durable medical equipment (walker, wheel chair, etc.) accompany them.	
Assign staff member(s) to contact resident's family member(s) to inform them of the facility evacuation and provide the name, address and phone number of the receiving facility. Document the family contact on the "Resident Emergency Evacuation Form" and on the "Resident / Medical Record / Staff / Equipment Tracking Sheet".	,



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Assign an individual(s) to group residents for evacuation, sorted by receiving facility and transportation provider. Tracking will take place on the "Resident / Medical Record / Staff / Equipment Tracking Sheet." This should be a triplicate form that accompanies groups of residents, by receiving facility. The bottom (pink) copy is retained by the Holding Area and the top (white) and middle (yellow) copies will accompany the resident. The same distribution applies to each "Resident Emergency Evacuation Form" (one form for each resident being evacuated).	
<ul> <li>As residents <b>DEPART</b> the Holding Area, ensure the following:</li> <li>Document any staff leaving the facility to accompany residents during transport and the transportation vehicle identification number on the "Resident / Medical Record / Staff / Equipment Tracking Sheet".</li> </ul>	
<ul> <li>The transportation vehicle driver/crew is aware of the intended destination (receiving facility) and any unique resident clinical needs.</li> <li>The receiving facility is indicated on the "Resident Emergency Evacuation Form" and on the "Resident / Medical Record / Staff / Equipment Tracking Sheet".</li> </ul>	
• The top and middle copies of the "Resident Emergency Evacuation Form" and the "Resident / Medical Record / Staff / Equipment Tracking Sheet" are provided to the transportation vehicle driver/crew. The middle (yellow) copy is for the transportation provider's records. The top (white) copy is to be delivered to the receiving facility with the resident(s).	
• If the Resident is being discharged to home, retain all three copies of the "Resident Emergency Evacuation Form" and the "Resident / Medical Record / Staff / Equipment Tracking Sheet" in the Holding Area.	
Communicate to the Command Center as groups of residents leave the Holding Area enroute to the receiving facilities. Staple the pink copies for each group together and deliver to the Command Center as soon as possible (via Runner).	
Request additional staff, as needed, from the Command Center or Labor Pool.	
Demobilize the Holding Area once all of the residents have been evacuated. Communicate to the Command Center that the evacuation process has concluded and request approval to deactivate the Holding Area. Deliver any remaining paperwork / forms to the Command Center.	
Ensure your physical readiness, and that of all Staff and volunteers, through proper nutrition, water intake, rest periods and relief, and stress management techniques.	