

# Annex A: Apartment Evacuation Policy & Procedure

**PURPOSE:** To evacuate all apartment residents to safety in the event of a disaster.

**PROCEDURE:** In the event it becomes necessary to evacuate the entire building, or a specific wing, the following procedure will be followed:

1. The Administrator or designated person will notify the apartment residents in the event of a disaster.
2. Nursing personnel will direct the C.N.A.'s or staff to evacuate the residents.
3. Nursing staff will knock on the apartment door and notify the tenants/residents on what to do, if no one answers the door, go on to the next apartment and report to the Administrator anyone who was not home.
4. The Administrator will then take the master key to ensure there is no one left in the apartment.
5. The nursing staff will be responsible for bringing the apartment residents files in the event of disaster.
6. A designated person will notify family members what has transpired and where the apartment residents are located.