

<b>River Valley Therapeutic Residence Policy and Procedure</b>		
<b>Emergency Evacuation Plan</b>		
Effective: 4/28/2023	Revised:	Due to Review: 4/28/2025

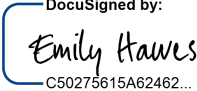
## **POLICY**

The River Valley Therapeutic Residence (RVTR) has established a procedure to guide RVTR staff who are on duty at the time of a catastrophic event (*e.g.*: fire, severe weather conditions, failure of power or heating systems). This procedure outlines the process of evacuation of the facility and ensures the ongoing treatment and care of residents while minimizing traumatic effects.

## **PROCEDURE**

1. The nurse on-duty or shift leader shall call 911 to alert the fire department and/or rescue services for assistance. If the nurse on duty or shift leader determines the need to evacuate, they shall notify the Program Director or Nurse Manager. The nurse on duty or shift leader shall prepare the residents' medications to be transported out of the facility. They shall also prepare, at minimum, the MAR, TAR, kardex, and elopement book for evacuation. The nurse on duty shall transport the medications and records to the emergency housing and is responsible for securing the medications and records.
2. When the Program Director or Nurse Manager is in the building they should be notified. When the Program Director or Nurse Manager is not in the building call them; if unable to contact either call the Vermont Psychiatric Care Hospital Admissions office (802 828-2799) to contact DMH Available Administrator.
3. Once the need to evacuate the residence has been verified, the Program Director or Nurse Manager shall call the State of Vermont (SOV) Buildings and General Services designated contact to arrange for relocation space.
4. When housing arrangement with the State of Vermont Buildings and General Services designated location has been confirmed, residential staff shall prepare residents to leave the residence, taking appropriate clothes and toiletry supplies for twenty-four (24) hours.
5. Residents shall be transported to the designated site in RVTR SOV vehicles with staff unless conditions preclude this.
6. Staff from RVTR shall proceed to the designated site and stay with residents.

- Staffing shall call staff covering the remaining shifts, instructing them to go to the designated site for their assigned shifts.

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: <i>Emily Hawes</i> C50275615A62462...</p>	5/1/2023