

# SOP: Guidelines for Evacuation or Relocation of Patients

This SOP details **guidelines for evacuation or relocation of patients**, encompassing risk assessment and planning, communication protocols, patient prioritization, safe transport methods, coordination with emergency services, staff roles and responsibilities, equipment and resource management, ensuring patient safety and comfort, documentation procedures, and post-evacuation care. The objective is to facilitate a smooth, efficient, and safe evacuation or relocation process to protect patient health during emergencies.

## 1. Purpose

To outline procedures ensuring the safe, efficient, and organized evacuation or relocation of patients while minimizing risk and maintaining the highest possible standard of care during emergencies.

## 2. Scope

This SOP applies to all hospital/clinic staff involved in patient care, transport, safety, and administration during evacuation or relocation scenarios.

## 3. Responsibilities

- **Incident Commander:** Oversees the entire evacuation process, allocates resources, makes key decisions.
- **Evacuation Coordinator:** Coordinates evacuation logistics, assigns staff roles, maintains communication.
- **Clinical Staff:** Assesses patients, prepares them for transport, and ensures continuity of care.
- **Support Staff:** Assists with patient movement, carries equipment, and manages non-clinical tasks.
- **Security:** Secures evacuation routes and ensures safety.
- **Documentation Officer:** Manages patient records and evacuation logs.

## 4. Procedure

### 1. Risk Assessment & Planning

- Identify hazards and assess impact on patient safety.
- Develop and review evacuation or relocation plans regularly.
- Conduct drills and training sessions.

### 2. Communication Protocols

- Establish a clear chain of command.
- Use standard emergency communication systems (radio, overhead, mobile).
- Maintain contact with emergency services and receiving facilities.

### 3. Patient Prioritization

- Triage patients based on acuity using standard triage tags (red, yellow, green, black).
- Document priority levels for accountability.

### 4. Safe Transport Methods

- Mobilize appropriate vehicles (ambulances, wheelchairs, stretchers).
- Assign staff to assist each patient as needed.

### 5. Coordination with Emergency Services

- Alert EMS, police, fire department as necessary.
- Coordinate patient transfer and destination facility acceptance.

## **6. Equipment and Resource Management**

- Prepare and transport essential medical equipment and medications.
- Ensure personal protective equipment is available for staff and patients.

## **7. Patient Safety and Comfort**

- Monitor vital signs during transfer.
- Maintain patient dignity, confidentiality, and comfort throughout.

## **8. Documentation Procedures**

- Log movement and status of each patient throughout the process.
- Update electronic or paper medical records to reflect relocation and ongoing care.

## **9. Post-Evacuation Care**

- Continue care at the receiving facility without interruption.
- Conduct debriefings and report on challenges for process improvement.

# **5. Documentation**

All patient movements and interventions must be documented using standardized forms and logged into the patient record. Include time, destination, accompanying staff, and special considerations.

# **6. References**

- Hospital Emergency Operations Plan
- National Health Disaster Guidelines
- Relevant local, state, or federal emergency management protocols

# **7. Review & Revision**

This SOP should be reviewed annually or following any major incident to incorporate lessons learned and update procedures as necessary.