

INTERFACILITY TRANSFER AGREEMENT

This is a mutual agreement between _____ and _____ to provide assistance in the event an evacuation of either facility is required.

Please note that each resident's original "home" facility is ultimately responsible for ensuring appropriate care and services for those residents remaining under the care of the said facility, regardless of the resident's relocation status during a disaster. All costs incurred for care and services provided are the responsibility of the resident's "home" facility.

Suggestion: *Choose facilities in different areas of the city and think about road obstacles that might impede an evacuation.*

The **Evacuating Facility responsibilities** include, but are not limited to:

- Promptly notify the Sheltering Facility of the potential to evacuate
- Promptly notify the Sheltering Facility when the decision to evacuate has been made
- Evacuate residents, utilizing own resources, to the Sheltering Facility
- Supplement the Sheltering Facility's staff
- Provide the following items:
 - Resident medications and medication storage unit
 - Medical supplies and equipment
 - Food and water
 - Medical records
 - Blankets as needed
 - Staff
- The **Sheltering Facility responsibilities** include, but are not limited to:
 - Provide a person of contact upon notification of imminent evacuation
 - Receive residents and direct to area where they will be sheltered
 - Coordinate appropriate use of medical supplies and services
 - Integrate Evacuating Facility's staff into resident care planning
 - Integrate Evacuating Facility's kitchen staff
 - Provide dietary needs using food supplies from Evacuating Facility

In the event of a disaster or other emergency that damages both facilities, the senior management of both facilities will determine to what extent each facility may assist the other.

This agreement is effective upon signature of both facility administrators.

This agreement shall be automatically renewed on a month to month basis without action by either facility. Either party may terminate this agreement with a thirty (30) day written notice.

Administrator Signature

Date

Administrator Signature

Date