

## Circular 073-2023

07 November 2023

Dear Residents,

### **EMERGENCY RECORDS.**

In order to ensure we have accurate and updated emergency records on hand in the event of a resident requiring medical assistance, please can I ask that you all complete the attached form with your latest details and send it back to Kim Grimes. Please also provide a copy of your ID and medical Aid card.

We would like to encourage resident to keep a copy of this form with your ID copy and copy of medical aid card as well as a list of your chronic medication in a folder on the fridge, or close to the front door where it is visible. This will assist in ensuring the correct information is on hand in the event of paramedics tending to residents or resident having to be taken to hospital. It also takes away the added stress of trying to provide Medical Personnel with your details and medical conditions when you are not feeling well or are disorientated.

You can send the document to Kim at [kimg@evergreenlifestyle.co.za](mailto:kimg@evergreenlifestyle.co.za). Alternatively, you are welcome to hand the documents in at reception and we will scan it for you. We can also assist to make copies of your ID documents and medical aid cards for you to keep at home in a visible location.

Kind regards,



**Wilma Swart**  
Village Manager

Let's work Together to make "The Village of Our Dreams"