

Appendix 2

A pre-prepared kit containing relevant emergency information and equipment could save valuable time and resources in the event of a relocation or evacuation. Your service could consider a waterproof box to store items, which is accessible and labelled clearly with reflective tape so it can be easily seen in the dark. The contents should also be checked regularly, particularly any perishables. Some items your service could consider in the primary evacuation ready kit include the following.

Emergency communication and contact requirements

- Battery-operated radio, with spare batteries
- A vest and helmet/cap identifying the incident controller
- Emergency contact details, such as the local government emergency contact, Commonwealth of Department of Health and Ageing, regional contact for the Department of Health, local emergency services, police, ambulance, hospitals and poisons lines
- A pre-paid mobile phone to be used solely in the event of an emergency, spare battery and charger
- Two-way radio, if feasible, with appropriate battery back-up
- Your emergency plan, including a site map (that could be laminated)
- A local area map showing all roads that may be used to leave the area (your service may need to consider providing multiple maps)
- A copy of key roles and responsibilities (if not part of your overall emergency plan) and relevant key staff contact details
- Staff and volunteer contact list
- Blank identification tags for staff and volunteers

Resident-related requirements

- A resident list that is up to date and centralised with details such as the resident profile, medical conditions, mobility status, and next-of-kin emergency contact information
- Resident identity bands (pre-prepared if possible) and current photos
- Well-stocked first aid kit
- Antibacterial wipes and hand sanitiser gel
- Continence aids and toilet paper
- Bottled water, other fluids including enteral feeding requirements, cups for drinking
- Non-perishable food and snack items, particularly for residents with diabetes
- Up-to-date list of residents' dietary requirements and needs for modified textured food
- Spray water bottles, if travelling in hot weather
- Cool packs for transporting refrigerated medicines

General equipment and supplies

- Torches in good working order, spare batteries and globes
- Woolen blankets
- Garbage bags
- Paper, pen and markers
- Clipboard with notes and pens to record information on transit

This list is not exhaustive. Your service should be aware of any specific circumstances and the needs of the individual residents who live at your facility. This list does not include items for individual resident needs – refer to 'What's in each individual resident's evacuation kit?.'

What's in each individual resident's evacuation kit?

Your service might consider having a checklist within each resident's individual kit to ensure all items needed are transported with them. Some items could be pre-packed in a labeled bag for each resident and be ready to go with the resident in the event of relocation or evacuation including the following:

Personal requirements

- Stickers with residents names on them such as a Bradma or UR label if available
- Personal belongings including several changes of clothes, toiletries, denture cup
- Labeled resident sensory aids such as glasses and hearing aids (if not being worn by the resident)
- Labeled resident aids such as mobility equipment.

Resident documentation

- Resident documentation, including their care plans, wound charts and diabetic monitoring charts (your service may need to consider developing a pre-prepared summary care plan). Consideration should be given to how this information could be transported.

Medications

- Large zip-lock bag to store medications and medication charts, including PRN and refrigerated medications (you could consider cool-packs).

Equipment and supplies

- Essential care items individually required by each resident, such as continence aids, insulin pens, syringes, colostomy bags, urinary catheters and portable oxygen
- Bottled water, thickened fluids and enteral feeding if required; a drinking cup suitable for resident needs
- Labeled plastic bag to keep laundry items together and avoid lost clothing.