APPENDIX G: PORTABLE DISASTER CART / KIT

Disaster Cart Contents List:

- Adhered to Top of Cart:
  - Facility Department Specific phone numbers
  - Facility after hours emergency contacts with phone numbers
  - MassMAP Resource Officer Contact Information (Replaced Monthly)
  - LTC-MAP activation algorithm

- Top Drawer:
  - Wander Guard Bracelets (if applicable)
  - ID Bracelets (enough for 100% census)
  - Equipment Labels for all outgoing equipment (Blank Avery labels 3-1/3 x 4 and 1 x 2-5/8)
    - Goal is to put an identifier on each so that everything leaving with them will also get labeled (could be pre-printed with the facility name with the resident's name written in at the time of the incident, or have preprinted resident labels available)
First Drawer: Job Action Sheets for Incident Command Staff:
- Command Staff:
  - Incident Commander
  - Public Information Officer
  - Liaison Officer
  - Safety / Security Officer
  - Document Recorder
- Section Chiefs:
  - Operations
  - Logistics
  - Planning
  - Finance
- Paper, pens and clipboards

Second Drawer: (Paperwork Drawer):
- Quantity equal to 100% of beds for:
  - Medication Administration Record Sheet (MARS)
  - Treatment Administration Records (TARS)
  - LTC-MAP Resident Emergency Evacuation Forms (100% of licensed beds)
  - LTC-MAP Resident / Medical Record / Staff / Equipment Tracking sheet (Quantity: Enough for 1/3 of Census)
  - LTC-MAP Controlled Substance Receiving Log
  - LTC-MAP Influx of Resident Log (Quantity: 5 - 10)

Third Drawer:
- Facility Equipment:
  - 6 flashlights
  - 3 extension cords
  - Assorted size batteries

Bottom Drawer:
- Incident Command Vest for Incident Commander and Section Chief Positions

Recommendations:
- Put baseline quantities for supplies into the Portable Disaster Cart / Kit.
- Review your specific needs for Facility Equipment - Examples:
  1. 24 x 20” Hefty Bag to protect resident medical records. An example can be viewed at: http://www.uline.com/Product/Detail/S-14518/Special-Use-Bags/24-x-20-Hefty-Big-Bags-XL
  2. 6 x 12” 4 Mil White Block Reclosable Poly Bags to protect Resident Emergency Evacuation Forms and Medications. An example can be viewed at: http://www.uline.com/Product/Detail/S-10853/Poly-Bags-White-Block/6-x-12-4-Mil-White-Block-Reclosable-Poly-Bags
  3. 7-10 gallon plastic bags to protect resident belongings. An example can be viewed at: http://www.uline.com/Product/Detail/S-7683/Trash-Liners/24-x-24-7-10-Gallon-31-Mil-Natural-Economy-Trash-Liners