

APPENDIX G: PORTABLE DISASTER CART / KIT



Sample: MassMAP Region 5 Sarah Brayton Disaster Cart

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:

- a. Put baseline quantities for supplies into the Portable Disaster Cart / Kit.
- b. Review your specific needs for Facility Equipment - Examples:
 - i. 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>
 - ii. 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>
 - iii. 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>