APPENDIX F: 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 activation algorithm
  - Procedures for Influx of Residents

- 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)
o 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
o Paper, pens and clipboards

• Second Drawer:
o Patient treatment and cleaning supplies:
  • Gloves: 1 box of Small, Medium, Large and Extra Large
  • Cleaning Supplies:
    - 3 boxes of hand sanitizer (wipes)
    - 3 bottles of liquid hand sanitizer
    - Bleach wipes
    - 12 Bio-Hazard Bags (Red Bags)
    - Small roll of trash bags
  • Bandaging supplies:
    - 2 boxes of 4x4 dressings
    - 2 boxes of 5x9 dressings
    - 4 rolls of 1" bandaging tape
    - 2 boxes of Band aids
    - 2 Bandaging Scissors
  • Miscellaneous Items:
    - Glucometer
    - O2 Saturation Unit
    - 2 Blood pressure cuffs
    - 2 Stethoscopes
    - Thermometer
    - Oxygen key
    - 2 Nasal cannula
    - 2 Non-Rebreather masks

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

- Bottom Drawer:
  - Facility Equipment:
    - 6 flashlights
    - 3 extension cords
    - Assorted size batteries
    - Colored Vest with lanyards that have laminated Incident Command Positions attached (can purchase or make yourself)

Recommendations:
- Put baseline quantities for supplies into the Portable Disaster Cart / Kit.
- Review your specific needs for Facility Equipment - Examples:
  - 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](http://www.uline.com/Product/Detail/S-14518/Special-Use-Bags/24-x-20-Hefty-Big-Bags-XL)
  - 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](http://www.uline.com/Product/Detail/S-10853/Poly-Bags-White-Block/6-x-12-4-Mil-White-Block-Reclosable-Poly-Bags)
  - 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](http://www.uline.com/Product/Detail/S-7683/Trash-Liners/24-x-24-7-10-Gallon-31-Mil-Natural-Economy-Trash-Liners)