

APPENDIX F: PORTABLE DISASTER CART / KIT



Sample: MassMAP Region 5 Sarah Brayton Disaster Carts

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)

- 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:
 - 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):
 - 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:

- 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>
 - iv. Lanyard to attach Resident Emergency Evacuation Form. An example can viewed: <http://www.uline.com/Product/Detail/S-13755BL/Badges/Standard-Black-Lanyard>