 **“Be Prepared” Emergency Plan - Pharmacy**

**(What you can do now!)**

# First Things First

* Appoint a ‘lead’ emergency planner in the team
* Find where your mains water is connected
* Find your electricity control box and gas shutoff valve (if you have one)
* Complete your emergency plan and put it with your emergency kit
* Draw up your emergency evacuation plan and post it where it’s visible
* Run an emergency drill with all the team

# Key Contacts (templates attached)

* Ensure staff contact details are up-to-date; update at least twice a year. Put their phone numbers in your cell phone directory.
* Compile a list of key contacts with physical address, email, land line and mobile numbers; update twice a year (e.g. when you do CD register)
* Keep electronic copy of all contacts on front desk computer; keep copy on a ‘flash’ drive; keep updated hard copy in Emergency kit
* Keep copy near the designated ‘lead’ emergency planner
* Copy available in a readily accessible emergency folder

# Equipment and Supplies (list attached)

* List essential supplies to be readily available for use in the practice/pharmacy or which can be taken to an alternate site for basic operation
* Do you need a generator? What services do you think you’ll be supplying in an emergency?
* Charge your cell phone(s)
* Everybody should have a penlight to put on their keychain; torches throughout the building

# Computer Back-Up

* Back up your computer weekly or daily (according to your usual schedule)
* Keep copy of back up **off site**
* Install server shadow software – check with IT support team

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| **Staff Details** | | | | | | | | |
| Name: |  | | | | | | | |
| Position: |  | | | | | | | |
| Home address: |  | | | | | | | |
| Travel time from home to work: | | □ within 5 mins | | | □ within 15 mins | | | □ within 30 mins |
| Home phone: |  | | | | Mobile: | | |  |
| Home email address: | |  | | | | | | |
| Frequency home email accessed: | | □ daily | | | □ weekly | | | □ monthly |
| Preferred method of contact out of hours | | | | | | | | |
| Additional skills: | | | | | | | | |
| **Next of Kin Details** | | | | | | | | |
| Name: |  | | | | Relationship: | |  | |
| Address: |  | | | | | | | |
| Home phone: |  | | Mobile: |  | | Work: | |  |

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| --- | --- | --- | --- |
| Form completed by (name): |  | Date: |  |

| **Emergency/Health related**  **contacts** | **Email Address** | **Phone** | **Fax** | **Contact Person** |
| --- | --- | --- | --- | --- |
| Police Communications |  | 0800 POL INFO LINE |  |  |
| Ambulance Communications |  | 0800 ST JOHN (78 56 46) |  |  |
| Fire Communications |  |  |  |  |
| Civil Defence | civildefence@ccc.govt.nz | 03 941 8999 or 0800 800 169 |  |  |
| ChCh City Council |  | 03 941 8999 |  |  |
| Community and Public Health |  | 03 364 1777 | 03 379 6125 |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Primary Coordination Centre | eoc@cprg.org.nz | 03 353 9966 |  |  |
| Local Emergency Group (LEG) Leader |  |  |  |  |
| Computer Hardware IT Support |  |  |  |  |
| Toniq or LOTS IT Help Desk |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Moorhouse Medical Centre |  | 03 365 7900 |  |  |
| Pegasus Health 24Hr Surgery |  | 03 365 7777 |  |  |
| Riccarton Clinic |  | 03 343 3661 |  |  |
|  |  |  |  |  |
| Ashburton Hospital |  | 03 307 8450 |  |  |
| Christchurch Hospital |  | 03 364 0640 |  |  |
| Princess Margaret Hospital |  | 03 337 7899 |  |  |
| Rangiora Health Hub |  | 03 313 7299 | 03 313 7683 |  |
| Hillmorton Hospital |  |  | 03 339 1081 |  |
| Kaikoura Health |  | 03 319 3500 | 03 319 3513 |  |
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| Urgent Pharmacy |  |  |  |  |
| Community Alcohol & Drug Service |  |  |  |  |
| CCPG Key Contacts |  |  |  |  |
| NZ Pharmacy Guild |  |  |  |  |
| Local Pharmacy Guild |  |  |  |  |
| Pharmaceutical Society of NZ |  |  |  |  |
| Pharmacy Defence |  |  |  |  |
| Residential Home/ Providers you supply (1) |  |  |  |  |
| Residential Home or other (2) |  |  |  |  |
| Residential Home or other (3) |  |  |  |  |
| Residential Home or other (4) |  |  |  |  |
| Nearest Community Pharmacy (1) |  |  |  |  |
| Nearest Community Pharmacy (2) |  |  |  |  |
| Nearest General Practice (1) |  |  |  |  |
| Nearest General Practice (2) |  |  |  |  |
| Nearest Dentist |  |  |  |  |
| District Nursing Provider |  |  |  |  |
| Community Laboratory |  |  |  |  |
| Courier Service |  |  |  |  |
| Other tenants who use premises |  |  |  |  |
|  |  |  |  |  |
| **Utilities and Services** |  |  |  |  |
| Landlord |  |  |  |  |
| Power Company |  |  |  |  |
| Telecommunications |  |  |  |  |
| Waste Management |  |  |  |  |
| Cleaner |  |  |  |  |
| Security |  |  |  |  |
| Electrician |  |  |  |  |
| Builder |  |  |  |  |
| Building Engineer |  |  |  |  |
| Plumber |  |  |  |  |
| Drainlayer |  |  |  |  |
| Portaloo Hire |  |  |  |  |
| Generator Hire |  |  |  |  |
| Water Supplier |  |  |  |  |
| Diesel Supplier |  |  |  |  |
| Lawyer |  |  |  |  |
| Accountant |  |  |  |  |
| Insurance Company |  |  |  |  |
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| Medical Supplies | Set Up | 6/12 Kt Check |
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| Thermometer |  |  |
| Hand sanitizer |  |  |
| Masks |  |  |
| Gloves |  |  |
| Disposable aprons |  |  |
| Emergency drugs - +analgesia/antiflams/Ventolin |  |  |
| Dressing packs/wound care products/bandages, slings |  |  |
| Other |  |  |
| **Back-Up Equipment** |  |  |
| Torches |  |  |
| Analogue phone |  |  |
| Battery operated radio |  |  |
| Spare batteries |  |  |
| Car phone charger |  |  |
| Spare keys for pharmacy  USB pen drive |  |  |
| Computer cords (with USB connections) |  |  |
| Extension cords  Multibox |  |  |
| **General Supplies** |  |  |
| Bottled water  Disposable drinking cups |  |  |
| Water purification tablets |  |  |
| Snack food e.g. muesli bars, barley sugars |  |  |
| Blankets |  |  |
| Plastic rubbish bags |  |  |
| Loo paper |  |  |
| Screwdrivers, pliers, hammer, nails, scissors (heavy duty), duct tape  Camera (for insurance) |  |  |
| other |  |  |
| **Paperwork** |  |  |
| Emergency folder with emergency plans, key contact numbers |  |  |
| CD register |  |  |
| Current CD Scripts |  |  |
| Labels – 1 or 2 rolls |  |  |
| A5 sheets of blank prescription labels and instructions for how to set up in Toniq/ LOTS (for a standard A4/ A5 printer until a thermal printer can be accessed) |  |  |
| EFT-POS Offline paper vouchers and a Zip Zap machine with merchant # for credit cards |  |  |
| Bank deposit book |  |  |
| Copy of latest Toniq/ LOTS program disc for loading into a laptop |  |  |
| Instructions for accessing back-ups and restoring onto computer |  |  |
| Passwords for CDC and/ or Propharma websites |  |  |
| Contact numbers for patients who have compliance packs/ regular deliveries |  |  |
| Compliance pack medication charts |  |  |
| File to keep paper notes |  |  |
| Pens, Stamps, stamp pad and other stationery essentials |  |  |
| Clip Boards |  |  |
| Other |  |  |
| **Back-Up Equipment to consider** |  |  |
| Generator |  |  |
| Water pump and tank |  |  |
| Chemical toilet |  |  |
| Multi plug box and extension cord |  |  |