**Activating a CBAC**

**Download the full guideline:**

Please click this link to download the full guideline document: [Unable](http://draft.primaryhealthresponse.org.nz/CBAC-Activation.doc) to access this

Summary of actions to be taken before opening a CBAC (also included in the full guideline):

*By now:*

1. Identify preferred CBAC site bearing in mind the model of care to be provided
2. Confirm availability with owner, and legal/financial basis for its use
3. Identify and advise PCCR logistics staff of any structural changes/ modifications required before opening
4. Have the site visited by PCCR logistics and IT staff to identify support requirements and connectivity
5. Identify intended local trigger point for activating the CBAC
6. In rural areas the intended basis for staffing the facility should be agreed.
7. Identify needs for equipment, consumables and pharmaceuticals and advise PCCR Logistics staff of these requirements
8. Identify needs for supporting services, and advise PCCR logistics staff of any likely requirement for contracted services

*72 hours before opening (minimum):*

1. Confirm with PCCR logistics staff all requirements for equipment, and start stocks of consumables and pharmaceuticals.
2. Confirm with PCCR logistics staff any requirements for supporting services which require contracted providers (to allow contracts to be initiated).
3. Advise building owner of increased state of readiness, and requirement to prepare for the change of use of the building. This includes confirmation of arrangements for taking over the building(s) including guaranteed access to commence set up within 48 hours (allowing at least one day for set up and orientation).
4. Warn staff of increased state of readiness, and supporting organisations that they may be required, but not within 72 hours
5. Plan to ensure adequate security for any items delivered before the facility is open
6. Prepare appropriate messages for health workforce, general public and media.

*48 hours before opening:*

1. Advise PCCR logistics staff of proposed time for IT installation and staff training.
2. Confirm with PCCR Logistics the timings for delivery of equipment, consumables and pharmaceuticals to a secure location.
3. Warn staff of increased requirement for readiness. (To be open in 48 hours means any training, set up etc. needs to be completed within that time. That usually means the staff have to be available in 24 hours.)
4. Commence local communications strategy (rural areas only).

*24 hours before opening:*

1. Take occupancy of building (maybe earlier if modifications required)
2. Ensure people available to receive incoming equipment , consumables and pharmaceuticals.
3. Set up CBAC
4. Orientation, training and rehearsals
5. Confirm rosters for staff
6. Public information on changes