

Emergency equipment checklist

The checklist below outlines the minimum recommended emergency and continuity equipment to enable a practice to maintain safe clinical operations during short-term disruption of 24–72 hours.

1. Clinical emergency equipment

- AED (pads and batteries in date)
- Oxygen cylinder with delivery masks/cannula
- Bag-valve-mask (adult ± paediatric)
- Suction device
- Emergency trolley or grab bag
- Blood pressure monitor & pulse oximeter
- Glucometer with test strips
- IV access supplies
- Haemorrhage control supplies

Emergency medicines (in date)

- Adrenaline
- Glucose
- Naloxone
- Aspirin
- Other emergency medicines appropriate to scope

2. Power and infrastructure

- Backup power source (generator or battery solution)
- UPS for server and vaccine fridge
- Extension leads and essential power access
- Vaccine cold chain backup plan (power or transport solution)

3. Communications

- Mobile phones for key staff
- Call diversion capability
- Hard copy staff contact list
- Alternative internet access

4. IT and records

- Daily offsite or cloud backup
- Secure offline backup
- Printed appointment lists each day
- Paper prescription pads secured
- Hard copy emergency contacts

5. Operational

- Stored potable water
- PPE and hand hygiene supplies
- Fire extinguisher
- Grab and go relocation folder with BCP, contacts, key documents etc
- Pre-identified alternate site if premises unusable

6. Governance

- Monthly equipment check
- Expiry dates monitored
- Responsible staff member assigned
- Plan reviewed annually

Responsible person: _____

Last reviewed date: _____

Next review date: _____