

## OFF-SITE NECESSITIES KIT

To be prepared for emergencies that temporarily deny you access to your office, you may need to store some materials off site. While it may be impractical to keep a sizeable collection of the following in one location solely in preparation for a disaster, at least ask yourself how sure you are that you could get each of the following in the event of each type of disaster you are preparing for, and create a cache of all the items that would not otherwise be reliably available.

Think about any other special needs your practice may have, too. This list is hardly exhaustive: Moreover, certain types of disaster will require additional off-site resources — a generator (tested and ready!), a complete back-up set of patient records, etc.

- Flashlights
- Charged cellular phone
- Pulse oximeter
- Stethoscope
- Blood pressure cuffs
- Thermometers
- Otoscope/ophthalmoscope
- ACLS kit or crash kit
- Necessary medications (analgesics, antibiotics)
- Wound care supplies (gauze, gloves, tape, suture supplies)
- IV/phlebotomy supplies
- Oxygen with needed accessories
- Insurance forms
- Lab request forms
- Copy of phone tree
- Progress note sheets
- Medical reference books
- Patient list
- Prescription pads
- Pens and paper