

## E4 Emergency File / Box Contents List – Appendix 4

EMERGENCY FILE	OA Day Services (stand alone)	OA Day Services within a residential home (as per residential)	OA Residential Services	DMH Day Services	DMH Supported Living Services	Shared Lives Services	Extra Care Housing Service
Your Local Plan ( <b>Updated / reviewed yearly</b> )	✓		✓	✓	✓	N/A	✓
The details of your evacuation location(s) and key holders. (Appendix 5a & 5b)	✓		✓	✓	✓	N/A	✓
Floor plan of the building	✓		✓	✓	✓	N/A	✓
On call rota and contact details	✓	N/A	✓	✓	✓	N/A	✓
Contact details for all staff e.g., S4 Sheet, cardex, file	✓	✓	✓	✓	✓	✓	✓
Service user details e.g., cardex or DMH grab sheet.	✓	✓	N/A	✓	✓	✓	✓
Two copies of the personal emergency evacuation spreadsheet service users (F5 Appendix E section 5)	N/A	N/A	✓	N/A	N/A	N/A	N/A
The Adult Services / Corporate Contingency Plan.	✓	As per residential	✓	✓	✓	✓	✓
<b>EMERGENCY BOX</b>							
Handheld torches / lantern torches	✓	As per residential box	✓	✓	✓	✓	✓
Spare batteries if required	✓		✓	✓	✓	✓	✓
Standard plug-in phone (in case the electricity goes off)	✓		✓	✓	✓	✓	✓
Notebook	✓		✓	✓	✓	✓	✓
Pens / pencils	✓		✓	✓	✓	✓	✓
Glove / aprons	✓		✓	✓	✓	✓	✓
Hand gel	✓		✓	✓	✓	✓	✓
Wristbands (to be kept blank until needed)	N/A		✓	✓	✓	N/A	N/A

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	✓	✓	✓	✓	✓	x	✓