Gippsland PHN Bushfire Emergency Preparedness Checklist

Practice name:

Completed by:

Policies and Procedures	Yes	No
Do you have a business continuity plan?		
Do you have an emergency response plan? (Use the Emergency Response Planning Tool (ERPT)		
Have you reviewed your business insurance?		
Essential items		
Have you printed a list of appointments for the upcoming week?		
Do you have a printed list of updated staff contact details?		
Do you have a paper prescription and medical certificate pad?		
Do you have paper radiology and pathology forms?		
Is your laptop backed up with Medical Software?		
Do you have a paper copy of local response agencies and health services contacts?		
Be prepared		
Do you have a staff and patient communication plan to share advice about service disruptions or changes in emergency situations?		
Are you aware of how to monitor information alerts from emergency services and air quality forecasts? *Download the VicEmergency app* and *listen to the local radio.* *Victorian Bushfire Information Line 1800 240 667 (TTY 1800 555 677).*		
Have you updated your information with Gippsland PHN's Capacity Tracker? *Gippsland PHN will contact you if the Victoria Department of Health needs assistance during an emergency.*		
Does your immunisation fridge have back up power in case of power outages? *Some practices use Uninterrupted Power Supplies (UPS).*		
Do you have a UPS for your server? *This may give you time to print appointment lists and complete a back-up.*		
If you have UPS for your server or immunisation fridge, has it been checked to ensure it is working correctly?		

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Workforce support	Yes	No
Do you know how to identify and reduce heat and respiratory risk factors for staff?		
Do you know how to provide cleaner air spaces? *This may include setting air conditioners to recirculation mode where safe and avoiding the use of exhaust fans in the kitchen and bathrooms.*		
Are you equipped with adequate personal protective equipment including N-95 respirators and safety goggles?		
Are you equipped with stock to treat eye and skin irritation, conditions related to hot temperatures, air pollution, and ash and smoke exposure, as well as mental stress and chronic respiratory and cardiovascular disease?		
Do you have strategies in place to keep your facility cool where possible? *This may include sealing large gaps and turning off non-essential lights and electrical equipment.*		
Are you able to provide cool or refrigerated drinking water for staff, patients and visitors?		

Training	Yes	No
Are staff trained in your Emergency Response Plan?		
Have you tested your Emergency Response Plan with your team? *This will help you identify who may be able to assist or who may need to protect their own property.*		
Are staff provided information about air pollution advisories and warnings, including air quality monitoring information?		
Are staff aware of appropriate strategies to reduce smoke exposure during evacuation?		
Are your staff psychologically prepared for an emergency?		

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Building management	Yes	No
Are chemicals stored away from exposure to excessive heat?		
Have you installed hoses than can reach all parts of your property?		
Do you have an emergency back-up generator to maintain critical service areas and equipment during and after a bushfire?		
Do you have appliance thermometers in refrigerators and freezers to determine if vaccines and other essential refrigeration-dependent medical supplies are safe?		
Can your power operated doors be opened manually in case of an emergency evacuation during power outages?		
Does your facility have a safe space internally or externally for the storage and stockpiling of additional supplies? *Consider ease of access, security, temperature, ventilation, light and smoke exposure and humidity.*		
Can you regularly monitor air quality (temperature and humidity) during bushfire exposures?		
Do you have appropriate air filters/purifiers indoors to reduce overall smoke and dust exposure?		
Ensure filters of the heating, ventilation and air conditioning systems are serviced prior to bushfire season?		
Have you reviewed building code design baselines against bushfires, wind speeds, high temperatures and smoke?		

Adapted from: Checklists to assess vulnerabilities in health care facilities in the context of climate change. Geneva: World Health Organization; 2021. Licence: CC BY-NC-SA 3.0 IGO

Additional Resources

RACGP – Managing emergencies in general practice
https://www.racgp.org.au/getattachment/07c89324-780e-473a-8f13-6e4a4ea5c0ce/Managing-emergencies-in-general-practice.aspx

Prepare, Respond and Recover resources for general practice
www.racgp.org.au/your-practice/business/tools/disaster/emergencies/

Bushfires in Australia fact sheet
https://www.racgp.org.au/FSDEDEV/media/documents/Running%20a%20practice/Support%20and%20tools/Factsheet-Bushfires-in-Australia.pdf

Climate change and health – posters to display
https://www.racgp.org.au/running-a-practice/practice-resources/practice-tools/climate-change-and-health-practice-posters

Emergency response planning tool
https://www.racgp.org.au/running-a-practice/practice-management/managing-emergencies-and-pandemics/emergency-response-planning-tool