**Appendix 1e: SMARDEN EMERGENCY PLAN: EMERGENCY KIT**

**Items are located in the Dadson Room at the Charter Hall in a cupboard near the window in a clear plastic box marked ‘Smarden Emergency Kit’ plus roll down white board in box behind desk. Items must be checked after used and replaced where appropriate.**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DATE USED and WHAT FOR** | **DATE REPLACED (where appropriate)** |
| **PLAN plus APPENDICES except APPENDIX 1d (confidential)** |  |  |
| **HI-VIS VESTS (15 x medium and 15 x large sizes).**  These may be borrowed for village events etc |  |  |
| **REAM A4 PAPER** |  |  |
| **EMERGENCY NOTICE: 20 x POSTER BLANKS** |  |  |
| **EMERGENCY NOTICE: 20 x FLYER BLANKS**  |  |  |
| **10 PENS** |  |  |
| **10 PENCILS** |  |  |
| **ERASER** |  |  |
| **PENCIL SHARPENER** |  |  |
| **ROLL DOWN MAGIC WHITE BOARD (LOCATED BEHIND DESK)** |  |  |
| **WIPER FOR WHITE BOARD** |  |  |
| **2 X RETRACTABLE PENS FOR WHITE BOARD** |  |  |
| **RED MARKER PEN FOR WHITEBOARD** |  |  |
| **BLUE MARKER PEN FOR WHITE BOARD** |  |  |
| **SELLOTAPE** |  |  |
| **DOUBLE-SIDED TAPE** |  |  |
| **BLUTACK** |  |  |
| **SCISSORS** |  |  |
| **DEFIBRILLATOR OPERATOR AND SERVICE MANUAL and RELATED DOCUMENTS (for AEDs at Charter Hall and Flying Horse)** |  |  |
| **2-WAY RADIO USER MANUAL** |  |  |