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| Emergency Information Form |
| Capital Development Guidelines – Series 7, Fire Risk Management August 2013 |
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Confidentiality

Client privacy is paramount. Service providers should follow the procedures below to ensure that staff can readily access client information without compromising confidentiality.

You must follow these procedures:

1. The form must be legible and up to date for each client living in the home.
2. Information about the client must be available to all staff when undertaking outings including emergency evacuations, either by:
   1. Maintaining electronic documents that are readily accessible by staff
   2. Keeping a laminated hard copy of documents inside the evacuation pack stored in a lockable staff office.

Client details

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Gender |  |
| Address |  |
| Doctor’s name |  |
| Doctor’s phone (business and after hours) |  |
| Specialist name (if applicable) |  |
| Specialist’s phone (business and after hours) |  |
| Medical / health alerts |  |
| Health Care card number |  |
| Medicare card number |  |
| Guardian Name |  |
| Guardian relationship to client |  |
| Guardian phone |  |
| Guardian email |  |

Other relevant information

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| Name of staff member completing the form |  |
| Signature and date |  |

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