

Facility After-Hours Care Plan – fillable template

The facility after-hours quick guide is a suggestion of how you might summarise your after-hours plan for easy reference during an emergency. Facilities are encouraged to consider other ways that they may organise and display this information, for example on a poster on the wall of each room, on a lanyard.

Facility Contacts

This facility's phone number:	
This facility's address:	
This facility's email address:	
Person/s in charge after-hours (internal)	
Person/s in charge after-hours (internal) contact number:	
Facility manager name:	
Second in charge:	
Facility manager's contact phone number:	
Facility's preferred GP:	
After-hours clinical assessment contact (internal):	

Medical Care

First medical contact after-hours (name)	
First medical contact after-hours (phone)	
Second medical contact after-hours (name)	
Second medical contact after-hours (phone)	
Closest after-hours pharmacy name:	
Closest after-hours pharmacy opening hours:	
Closest after-hours pharmacy phone number:	
Poisons hotline phone number:	
Hospital phone number:	
Medical officer in charge phone number:	
Ambulance contact phone number:	
Non-urgent patient transfer phone number (RIR (Residential in Reach)):	
Preferred contact after-hours:	

Infrastructure contacts

Electricity provider:	
Electricity provider phone number:	
Internet provider:	
Internet provider phone number:	
IT Support contact name:	
IT Support phone number:	