

Summer Preparedness Checklist

Purpose of the document

Primary Health Tasmania has developed this checklist to support primary care services to prepare for the summer season and strengthen continuity of care during emergencies and disruptive events.

Summer risks in Tasmania may include bushfire, smoke exposure, severe weather, flooding, heatwaves, prolonged power outages, infrastructure disruptions, and communicable disease events.

Note: the information and links in this document are correct as of September 2026

Top 10 actions before summer

Action	What's involved?	☒
Review your emergency management and business continuity plans	Ensure plans are current, accessible and understood by key staff. Have a hard copy, or multiple, of the plans and document where stored. You must be able to implement evacuation, relocation and recovery procedures remotely.	☐
Update practice emergency or response contacts	Review contact details for: • key practice staff • building owners/managers • critical service providers • IT support providers • insurer and medico-legal contacts • nearby health services and pharmacies.	☐
Test remote access arrangements	Confirm clinicians and administrative staff can securely access: • clinical software • practice management systems • secure messaging • telehealth platforms.	☐
Prepare for power and telecommunications outages	Required: • backup power options • server access • vaccine cold chain contingencies • internet and phone disruptions • alternative communication methods with patients and staff • paper-based clinical and administrative backups for prescribing, pathology and radiology requests, referrals and other clinical workflows during system outages.	☐

Top 10 actions before summer

Action	What's involved?	☒
Review prescribing and medication continuity processes	Ensure clinicians can continue to prescribe, where possible, during disruptions and consider how patients will access essential medications. Consider how eScripts are utilised within your practice. Review arrangements with local community pharmacist and their processes for emergencies.	☐
Confirm communication arrangements	Review how your practice will: • notify patients of closures or services changes • update websites and social media • redirect phones if required • communicate with staff during emergencies.	☐
Ensure staff know where to access emergency information	Familiarise staff with: • TasALERT • Tasmania Fire Service warnings • Bureau of Meteorology alerts • Tasmania Police community alerts.	☐
Consider patients	Consider patients who may require additional support during emergencies.	☐
Review communicable disease preparedness	Ensure staff are aware of current public health advice and processes for responding to infectious disease alerts, outbreak and vaccination requirements.	☐
Discuss preparedness with your team	Conduct and document a brief team discussion or emergency exercise to ensure staff understand: • their roles during an emergency • escalation pathways • communication processes • business continuity arrangements.	☐

Primary Health Tasmania's role

Primary Health Tasmania supports preparedness, information sharing and coordination with primary care providers before, during and after emergencies. We work collaboratively with the Tasmanian Department of Health and emergency management partners to support continuity of care and access to services for Tasmanian communities.

For more information, please refer to the Tasmanian Department of Health's primary care in emergency management plan by visiting bit.ly/primary-care-emergency-management

Key Resources

Emergency alerts

TasAlert

Visit alert.tas.gov.au to download the app.

Tasmania Fire Service

Visit fire.tas.gov.au/fire-danger-rating

Bureau of Meteorology

Visit bom.gov.au/location/australia/tasmania

Tasmanian Police community alerts

Visit police.tas.gov.au/community-alerts

LGA situational awareness, preparedness, response and recovery

Local government authorities (LGAs) operate under the Tasmanian Emergency Management Arrangements to coordinate local disaster planning, response, and recovery. Review local arrangements and contacts.

Visit bit.ly/SES-TEMA

Please connect with your local council regarding their emergency preparedness planning as well as any volunteer registers that they may hold.

Primary care preparedness

RACGP 6th Edition response planning

Visit bit.ly/RACGP-F2-response-planning

RACGP Emergency Response Planning Tool

Available online (annual fee) can be exported and downloaded. Ensure important details are up to date, and key staff are familiar with how to access.

This will not only help you stay focused and respond under pressure but get your business back up and running more quickly.

Visit erptgp.com.au/home

RACGP managing emergencies and pandemics

Visit bit.ly/RACGP-emergencies-and-pandemics

My Health Record

Ensure an up-to-date shared health summary is available in My Health Record and reviewed regularly.

Visit myhealthrecord.gov.au

Clinical resources

Health-related illness

Visit bit.ly/bushfires-and-asthma

AirRater

Visit airrater.org

Bushfire smoke and your health

Visit bit.ly/bushfire-smoke-and-health

Resources for patients

My Health Record

Visit myhealthrecord.gov.au

After-hours care information

Visit tasp.hn/after-hours-care

Need support?

Primary Health Tasmania emergency preparedness information, additional resources and support for primary care providers:

providersupport@primaryhealthtas.com.au