



**Disability Development Resources, L.L.C.**

# **Disaster & Emergency Preparedness Plan**

## INTRODUCTION

To be better prepared as a nation, we all must do our part to plan for disasters. Individuals, with or without disabilities, can decrease the impact of a disaster by taking steps to prepare BEFORE an event occurs. Results from focus groups conducted by the National Organization on Disability's (NOD) Emergency Preparedness Initiative (EPI), indicate that people with disabilities in emergency situations need to be more self-reliant than usual.

You are in the best position to know your abilities and needs before, during, and after a disaster. There are many sample planning templates and checklists available to guide you. However, your plans must fit your own unique circumstances.

This document is designed to help Consumers of Disability Development Resources, L.L.C., to begin to plan.

Many people with Epilepsy, Cerebral Palsy, Autism or Mental Retardation may enjoy living independently, while others may need assistance with nearly every aspect of daily living. An emergency situation such as a flood or extensive power outage disrupts the everyday schedule of everyone affected, and challenges all people to rely on special arrangements for shelter and basic needs. This guide will focus on general needs, as well as specific needs that people with developmental disabilities may face should an emergency situation arise.

Be sure to use the additional resources listed on the back, including NOD's general brochure, "Prepare Yourself: Disaster Readiness Tips for People with Disabilities." Identify your resources, make a plan, and create a "ready kit" and a "go kit." Start today to become better prepared, safer and more secure.



## PREPAREDNESS

### Assessment

Learn about hazards that may impact your community (blizzards, earthquakes, tornadoes hurricanes, floods, etc.) You can get information from your State and local Emergency Management Agency (EMA) or Homeland Security Office by visiting their website <http://www.dem.state.az.us/> or <http://azdohs.gov/>. If you don't have computer access, you can obtain much of this information through brochures from these offices (602) 244-0504 or (602)273-1411.

### Personal Support Network

Create a network of trusted individuals such as family, friends, co-workers, Direct Support Professionals, etc. who can assist you during an emergency. Set up this network at important locations (e.g. home, work, school) making sure you have at least three people at each place that can help you in an emergency.

These individuals should take part in your planning and be familiar with your functional abilities and limitations. Explain to each one why you need their help, for example, "I get so focused on work that I won't hear the fire alarm. Please tell me when it goes off." Establishing a solid relationship with other people is one of the most effective means of surviving disaster.

## Make a Plan

Make a plan and keep it simple. Put copies in several places so you can find it easily.

*Tip: Practice the evacuation route out of your home and workplace until it is ingrained in your memory.*

Disasters increase stress and your coping skills may be adversely impacted. Don't criticize yourself for this normal reaction. Try to find outlets for stress and creative solutions to problems. If anxiety about an oncoming hurricane increases your dyslexia, find oral sources of information. If your ADHD causes you to lose things, put car keys and other critical items on a lanyard around your neck. "You may experience specific barriers to safely fulfilling your plan, so take extra precautions to make others aware of special considerations you will or may need when being assisted in a disaster." Thinking about this again, it would be really helpful to provide as many real-life examples in this, since we want them to use this guide to get started in thinking about situations they might encounter.

People who must use an augmentative communication device (e.g., laptop, word board, or artificial larynx), should try to store inexpensive back-up equipment in the same places they keep their plan. Prepare pre-printed messages to show to first responders: "I may have difficulty understanding what you are telling me, so please speak slowly and use simple language."

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## RESPONSE

In the response phase, you may require immediate rescue or relocation to a shelter – or both. As you read this brochure in a quiet room, it might seem silly to plan for an experience full of tension and fear. But now is just the time. Often, rescue is accompanied by confusion and noise. People may be shouting at you over the roar of engines from cars, boats, or helicopters. Everything said about stress and coping becomes more relevant.

If you have an auditory perceptual disability, this environment will be difficult for you.

*Tip: Focus on the instructions you are given and follow them. If you don't understand, look directly at the rescuer, and ask that he or she repeat. Seconds count, so it's important to establish clear communication.*

You are responsible for part of that communication. If the rescuer needs to know something vital about you, concentrate on expressing that one fact simply. Think now about how you might describe your disability in a short, meaningful phrase in case those pre-printed messages aren't available.

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## SHELTERING

Sheltering in place at home or work often is the safest and least stressful alternative to evacuation. However, if you can leave your community before a known threat arrives, do it.

If officials order a mandatory evacuation, you must leave. Remaining in the face of a known hazard puts you in danger. Don't expect rescue at the height of an emergency: first responders cannot risk their own lives driving into a chemical cloud or against hurricane-force winds.



Long before the evacuation order, set aside money and supplies. It's tough to do on a tight budget and requires extra focus, but your life could be at stake.

### **General and "Special Needs" Shelters**

You should seek refuge with friends and family first because it will be more comfortable and less stressful. Unless you have other severe disabilities, you should have little difficulty as a person with a developmental or cognitive disability staying in a public shelter for a short time. Persons with additional disabilities might have to use the nearest "special needs" shelter, where medical conditions can receive appropriate attention. If you are going to a shelter, expect that conditions in the shelter (usually a school building or an auditorium) are crowded, noisy, and boring. Shelters are very much the last alternative to other places of refuge. But these facilities, usually run by the American Red Cross chapters or faith-based agencies, can save your life.

### **Sheltering Tips**

Persons with developmental or cognitive disabilities have a right under the Americans with Disabilities Act to use general public shelters. Since such disabilities may not be visible, follow these suggestions:

- Consult the shelter doctor or nurse if you believe your medication (or the lack thereof) is creating medical problems.
- If you have an audio perceptual disability, work particularly hard to understand the environment. Watch body language so you will know when it's a good time to ask a question of a shelter staff member or other occupant.
- Some learning disabilities can cause people to say the first thing that pops into their head, so think carefully before you speak. People under the stress of shelter life may not understand your condition.

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### **READY KIT AND GO BAG**

A "Ready Kit" is a comprehensive list of items, such as medication, that you will need if you should have to shelter in place, or rely on your own resources for a few days. A "Go Bag" has fewer items, but they are most essential to take if you must evacuate quickly.

See the NOD guide, "Prepare Yourself: Disaster Readiness Tips for People with Disabilities," for a list of suggested supplies. The American Red Cross also has a comprehensive checklist of supplies.

Here are a few items of particular interest to people with developmental or cognitive disability:

- Alternate power source or spare batteries for communication device
- Paper and writing materials
- A favorite item (e.g., small videogame or book) to help you maintain focus while waiting in lines

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services--water, gas, electricity or telephones--were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

# Four Steps to Safety

## 1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office before a disaster occurs – be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after a disaster. Animals are not allowed inside emergency shelters because of health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.

## 2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
  1. Right outside your home in case of a sudden emergency, like a fire.
  2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

### • 3. Complete This Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.
- Check if you have adequate insurance coverage.
- Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt (see box to the right).
- Stock emergency supplies and assemble a [Disaster Supplies Kit \(see pages 15-19\)](#).
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe places in your home for each type of disaster.

### 4. Practice and Maintain Your Plan

- Quiz family members every six months or so.
- Conduct fire and emergency evacuations.
- Replace stored water and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries at least once a year.

### Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

### Home Hazard Hunt

- In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard.
- Repair defective electrical wiring and leaky gas connections.
- Fasten shelves securely.
- Place large, heavy objects on lower shelves.
- Hang pictures and mirrors away from beds.
- Brace overhead light fixtures.
- Secure water heater. Strap to wall studs.
- Repair cracks in ceilings or foundations.
- Store weed killers, pesticides, and flammable products away from heat sources.
- Place oily polishing rags or waste in covered metal cans.
- Clean and repair chimneys, flue pipes, vent connectors, and gas vents.

## **If Disaster Strikes**

Remain calm and patient. Put your plan into action.

## **Check for Injuries**

Give first aid and get help for seriously injured people.

## **Listen to Your Battery-Powered Radio for News and Instructions**

**Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.**

## **Check for Damage in Your Home...**

- Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities. (You will need a professional to turn gas back on.)
- Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.

## **Remember to...**

- Confine or secure your pets.
- Call your family contact – do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.

## **Your Evacuation Plan**

Shelter-in-Place in an Emergency

<http://www.redcross.org/services/disaster/beprepared/shelterinplace.html>

### **What Shelter-in-Place Means:**

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

### **Why You Might Need to Shelter-in-Place:**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

Local government officials, not the Red Cross, issue evacuation orders when disaster threatens. Listen to local radio and television reports when disaster threatens. If local officials ask you to leave, do so immediately!

### **If you have only moments before leaving, grab these things and go!**

- Medical supplies: prescription medications and dentures.
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
- Car keys and keys to the place you may be going (friend's or relative's home)
- Your "Go Bag"

### **If local officials haven't advised an immediate evacuation:**

If there's a chance the weather may get worse or flooding may happen, take steps now to protect your home and belongings. Do this only if local officials have NOT asked you to leave.

#### **Protect your home.**

**Bring things indoors.** Lawn furniture, trash cans, children's toys, garden equipment, clotheslines, hanging plants, and any other objects that may fly around and damage property should be brought indoors.

**Leave trees and shrubs alone.** If you did not cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.

**Look for potential hazards.** Look for coconuts, unripened fruit, and other objects in trees around your property that could blow or break off and fly around in high winds. Cut them off and store them indoors until the storm is over.

**Turn off electricity and water.** Turn off electricity at the main fuse or breaker, and turn off water at the main valve.

**Leave natural gas on.** Unless local officials advise otherwise, leave natural gas on because you will need it for heating and cooking when you return home. If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.

**Turn off propane gas service.** Propane tanks often become dislodged in disasters.

**If high winds are expected, cover the outside of all windows of your home.** Use shutters that are rated to provide significant protection from windblown debris, or fit plywood coverings over all windows.

**If flooding is expected, consider using sand bags to keep water away from your home.** It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.

**Remember.** Houses do not explode due to air pressure differences. Damage happens when wind gets inside a home through a broken window, door, or damaged roof.

**Cover the outside of windows with shutters or plywood.** Tape does not prevent windows from breaking. All tape does is prevent windows from shattering. Using tape on windows is not recommended.

### **Protect your valuables.**

#### **Move objects that may get damaged by wind or water to safer areas of your home.**

Move television sets, computers, stereo and electronic equipment, and easily moveable appliances like a microwave oven to higher levels of your home and away from windows. Wrap them in sheets, blankets, or burlap.

**Make a visual or written record of all of your household possessions. Record model and serial numbers.** This list could help you prove the value of what you owned if those possessions are damaged or destroyed, and can assist you to claim deductions on taxes.

Do this for all items in your home, including expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Store a copy of the record somewhere away from home, such as in a safe deposit box.

**If it's possible that your home may be significantly damaged by impending disaster, consider storing your household furnishings temporarily elsewhere.**

### **Gather essential supplies and papers.**

**You will need the following supplies when you leave your home; put them all together in a duffle bag or other large container in advance:**

- Flashlight with plenty of extra batteries
- Battery-powered radio with extra batteries
- First aid kit
- Prescription medications in their original bottle, plus copies of the prescriptions
- Eyeglasses (with a copy of the prescription)
- Water (at least one gallon per person is recommended; more is better)
- Foods that do not require refrigeration or cooking
- Items that infants and elderly household members may require
- Medical equipment and devices, such as dentures, crutches, prostheses, etc.
- Change of clothes for each household member
- Sleeping bag or bedroll and pillow for each household member
- Checkbook, cash, and credit cards
- Map of the area

#### **Important papers to take with you:**

- Driver's license or personal identification
- Social Security card

- Proof of residence (deed or lease)
- Insurance policies
- Birth and marriage certificates
- Stocks, bonds, and other negotiable certificates
- Wills, deeds, and copies of recent tax returns

## Disaster Preparedness for People With Disabilities

### Disaster Supplies

A disaster supplies kit contains food, water, tools, and other things you and your service animal will need immediately after a disaster strikes. Your kit should have enough food and water supplies to sustain you and those you live with for at least three days, preferably seven days or more.

Gather your basic disaster supplies and store them somewhere that is easy for you to get to.

**Note:** You do not need to collect all the items for your disaster supplies kit all at once. First, pick out the supplies you already have and put them in your kit. Next, as you plan your weekly or monthly budget, try to include a few items for your kit. See the Disaster Supplies Calendar, Appendix B, for a suggested weekly shopping list. Talk with your personal physician about how you can collect and store a seven-day supply of necessary prescription medications.

There are different types of disaster supplies kits you should assemble. Combine the following kits as you need them, and store them somewhere that is easy for you to get to.

- Basic disaster supplies kit (includes a first aid kit)
- Portable disaster supplies kit
- Disaster supplies kit for your car
- Disability-related supplies and special equipment
- Service animal and pet supplies

### Basic Disaster Supplies Kit

Make a disaster supplies kit that contains your basic disaster supplies for home and your disability related supplies. You should keep enough basic supplies to maintain you in your home for at least three days, preferably seven or more. Supplies you need related to your disability should last a minimum of seven days. Remember any special dietary needs you may have when planning your disaster food supplies. Refer to [Appendix A](#), for a list of basic disaster supplies.

### First Aid Kit:

Put together a first aid kit. This will go in your basic disaster supplies kit. Include an American Red Cross first aid textbook. Enclose sanitary supplies, extra glasses (an old pair) and a case, and solution for contact lenses, if you wear them. Refer to [Appendix A](#), for a list of items to include in your first aid kit.



## Disability-Related Supplies and Special Equipment

Your disability-related supplies can be part of both your basic and your portable disaster supplies kit.

List the special supplies and equipment you may need. Be sure to note the places where they are stored.

Refer to Appendix A, for a list of disability-related supplies and special equipment. This list is extensive and you may use only a few of the items listed here.

Keep mobility aids near you at all times. If you have extra aids (such as a cane), have them available in several locations.

Disability-related supplies can be part of both your basic and your portable disaster supplies kits. If you must leave your home for any reason, your disability-related supplies will be available to take with you. If you are confined to your home, these supplies will be available along with your basic disaster supplies kit.

### Portable Disaster Supplies Kit

Keep your portable disaster supplies kit within easy reach at all times.

Get a drawstring bag, a pouch with lots of pockets, a fanny pack, or a small backpack and keep it within reach, by or on your chair, wheelchair, scooter, or other assistive device.

Your portable disaster supplies kit should include a copy of your emergency information list and other lists; a small flashlight; a whistle or noisemaker; water; extra medication and copies of prescriptions; an extra pair of glasses; a hearing aid; sanitary supplies; a pad and pencil or other writing device; and a pair of heavy work gloves for wheeling over glass and debris.

At night, keep these portable supplies either next to or under your bed.

### Disaster Supplies for Your Car

Store basic disaster supplies and other emergency items in your car.

Beside the basic disaster supplies listed in Appendix A, you should also carry other disaster supplies in your car. Store several blankets; an extra set of mittens or gloves, wool socks, and a wool cap; jumper cables and instructions; a small sack of sand or kitty litter for traction; a small shovel; a set of tire chains or traction mats; a red cloth to use as a flag; and a CB radio or cellular telephone in any vehicle you use regularly.

### Service Animal and Pet Supplies

Like your disability-related supplies kit, the service animal and pet supplies can be part of your basic disaster supplies kit or your portable disaster supplies. This will depend on whether you evacuate or are confined to your home.

Your service animal and pet supplies should include food; water; a leash or harness; a collar; and identification tags. Dogs and cats should wear a collar and tags. Dogs should be led with a leash or harness; cats should be moved in a pet carrier. Keep an extra harness with your



disaster supplies for each animal. Ask your veterinarian for first aid information and a list of supplies you will need for your animals.

Make sure that identification tags, licenses, and vaccinations are current for your service animal or pet. Identification tags should list both your home telephone number and that of your primary out of-town contact person.

### **Power-Dependent Equipment**

Some people may use a fuel-operated generator to produce electricity if power will be out for a long time. If appropriate and feasible, get a generator listed by Underwriters Laboratories (the generator will carry a label with the letters "UL" circled on it).

Some generators can be connected to the existing wiring systems of a house. But contact your utility company before you connect a generator to house wiring. Connecting a generator is specifically prohibited by law in some areas, so you must check with your local utility or fire department first. To run generators in an emergency, fuel must be safely stored. Generators need to be operated outdoors to guarantee good ventilation. If you get a generator, be sure your network is familiar with how to operate it.

If you use a battery-operated wheelchair, life-support system, or other power-dependent equipment, discuss with your power company the type of backup power you plan to use.

Some utility companies offer a "priority reconnection service" for people with disabilities who use power-dependent equipment. Many utility companies keep a list and map of the locations of power-dependent customers in case of an emergency. Contact the customer service department of your local utility company(ies) to learn if this service is available in your community. Some utility companies may require a referral from your physician to qualify you for this service. However, even with this "priority reconnection service," your power could still be out for a long time following a disaster. Providing alternatives for your power-dependent equipment is still essential.

### **Additional Information on Equipment and Supplies**

#### **If you use a wheelchair or scooter--**

- Keep a patch kit and can of seal-in-air product in your portable disaster supplies kit to repair flat tires, unless these are puncture-proof. Also, keep an extra supply of inner tubes.
- Keep a pair of heavy gloves in your portable disaster supplies kit to use while wheeling or making your way over glass and debris.
- In areas prone to earthquakes, keep the wheelchair wheels locked and the wheelchair close to your bed at night to be sure it does not move or fall over.

#### **If you use a motorized wheelchair or scooter--**

- Have an extra battery. A car battery also can be used with a wheelchair but will not last as long as a wheelchair's deep-cycle battery.
- Check with your vendor to know if you can charge your battery by either connecting jumper cables to a vehicle battery or connecting batteries to a converter that plugs into a vehicle's cigarette lighter. Caution: Charge only one battery at a time.
- If available, store a lightweight manual wheelchair for backup.

### **If you are blind or have a visual disability--**

- Store a talking or Braille clock or large-print timepiece with extra batteries.
- Have at least one extra white cane.
- Mark your disaster supplies items with fluorescent tape, large print, or braille.
- Mark your gas, water, and electric shutoff valves with fluorescent tape, large print, or Braille.
- Store extra magnifiers.
- Have an extra pair of glasses if you wear them.
- Make photocopies of your information lists from this booklet.

### **If you are Deaf or have a hearing loss--**

- Consider getting a small portable battery-operated television set. Emergency broadcasts may give information in American Sign Language (ASL) or open captioning.
- Keep pads and pencils in your home disaster supplies kit and with your car disaster supplies. Keep them with you at all times for communication.
- Keep a flashlight, whistle or other noisemaker, and pad and pencil by your bed.
- Keep a card in the disaster supplies kits (in your home and car), and with you at all times that indicates that you are Deaf. Include any other appropriate communication information such as "I do (or do not) know American Sign Language (ASL)," or "My service animal may legally remain with me."

### **If you have a speech-related or communication disability--**

- Consider buying a power converter if you use a laptop computer to communicate. A power converter allows most laptops (12 volts or less) to be operated from the cigarette lighter on the dashboard of a vehicle.
- Be sure to have pencil and paper with you as a backup communication resource.
- If you use an augmentative communication device (such as an electronic communicator or artificial larynx) that allows you to communicate by voice, be sure to keep it close to you at night in a safe place.
- Store copies of a word or letter board and preprinted key phrases you would use in case of an emergency in all of your disaster supplies kits, your wallet, purse, etc.

### **If you use self-administered medical treatments--**

- Keep in mind that traffic delays and/or severe weather hazards can happen when you do not expect them. Be sure to carry the equipment and fluids (temperature controlled) you will need when traveling.

## If you have a cognitive disability--

- Keep a copy of any instructions or information you think you will need. Also, keep a copy of this information in the disaster supplies kits you keep both at home and in your car. Prepare this information in a way that is easy for you to understand. You may want to break down the information into a step-by-step outline. This format will help you remember what to do during the confusion of a disaster.
- Have a pencil and paper ready to keep track of any new instructions or information you may receive.

## Storing Supplies

Store emergency documents in sealed plastic freezer bags in your basic disaster supplies kit. Copies of lifesaving information (i. e., specifications for adaptive equipment or medical devices) should be stored in your basic disaster supplies kits and with your disability-related supplies, portable supplies kit, car supplies, and supplies you keep at work.

Keep other emergency documents in your disaster supplies kit for home so you can get to them in an emergency. (For a list of these items, see [Appendix A Important Family Documents](#).) If you get benefits from Social Security (SSI or SSD), put a copy of your most recent award letter with these documents as well. (**Note:** financial assistance from the American Red Cross and other disaster recovery resources will not cause a reduction in your monthly grant.) Be sure to send copies of these documents to your out-of-town contact person (seal and mark them "Open in an emergency for [name] only").

Store your disaster supplies kit in a safe, dry place that is easy for you to get to. This place should also be easy for your network, or anyone who comes to assist you, to find. If you are going to put the kit on a shelf, be sure to secure it so that it does not fall and become inaccessible when you need it.

Replace your supply of food and water every six months. Also, check the expiration dates of stored prescription medications. Replace items in your supplies kit that are old or outdated. Remember to do this by putting new purchases in the kit and using the old kit items you purchased earlier. However, do not borrow items from the kit with the intention of replacing them later. You may forget to do so.

## Summary Checklist for Disaster Supplies

**Date Completed** \_\_\_\_\_

- \_\_\_\_\_ Put together a basic disaster supplies kit for your home. It should have food, water, and other essential items you would need for at least three, but preferably seven days.
- \_\_\_\_\_ Obtain a first aid kit and put it with your basic disaster supplies kit for home.
- \_\_\_\_\_ Collect items for a disaster supplies kit containing items you need that are related to your disability.
- \_\_\_\_\_ Put together a portable disaster supplies kit in a drawstring bag or pouch to carry with you at all times.
- \_\_\_\_\_ Assemble a disaster supplies kit for your car or van.
- \_\_\_\_\_ Assemble disaster supplies for your service animal and pet(s).
- \_\_\_\_\_ Obtain a UL-listed generator if you have equipment that runs on electricity and needs backup power.
- \_\_\_\_\_ Ask your utility company if a priority reconnection service is available in your area.
- \_\_\_\_\_ Get a patch kit and canned air for wheelchair tires.
- \_\_\_\_\_ Put heavy gloves in your portable disaster supplies kit if you use a wheelchair. Wear these gloves when wheeling over debris.
- \_\_\_\_\_ Keep an extra battery available for a motorized wheelchair

## Appendix A: Disaster Supplies Kits and Other Essential Supplies

### Basic Disaster Supplies Kit

There are six basics you should stock for your home: 1) water, 2) food, 3) first aid supplies, 4) clothing and bedding, 5) tools and emergency supplies, and 6) special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container.

### Essentials

Battery-operated radio and extra batteries

Flashlight and extra batteries

Do not include candles. Candles cause more fires after a disaster than anything else.

### Water

Store water in plastic containers, such as large soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A person who is generally active needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need to drink even more.

Store three gallons of water per person (one gallon for each day and for each person). Keep at least a three-day supply of water (two quarts for drinking, two quarts for food preparation and sanitation) for each person in the household.

### Food

Store at least a three-day supply of nonperishable food. Select foods that require no refrigeration, preparation, or cooking and little or no water. If you must heat food, pack a can of Sterno and matches. Select food items that are compact and lightweight. Include a selection of the following foods in your disaster supplies kit:

Ready-to-eat canned meats

Canned fruits, dried fruits, and nuts

Canned vegetables

### First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit should include the following:

Sterile, adhesive bandages in assorted sizes

Assorted sizes of safety pins

Cleansing agent/soap

Latex gloves (2 pairs)

Sunscreen

2-inch sterile gauze pads (4-6)

4-inch sterile gauze pads (4-6)

Triangular bandages (3)

2-inch sterile roller bandages (3 rolls)

3-inch sterile roller bandages (3 rolls)

Scissors

Adhesive tape

Tweezers

Needle

Moistened towelettes

Antiseptic

Rubbing alcohol

Thermometer

Tongue blades (2)

- \_\_\_ Tube of petroleum jelly or other lubricant
- \_\_\_ Extra eye glasses

### **Nonprescription Drugs**

- \_\_\_ Aspirin or nonaspirin pain reliever
- \_\_\_ Antidiarrheal medication
- \_\_\_ Antacid (for stomach upset)
- \_\_\_ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- \_\_\_ Laxative
- \_\_\_ Activated charcoal (use if advised by the Poison Control Center)

### **Sanitation**

- \_\_\_ Toilet paper, towelettes
- \_\_\_ Soap, liquid detergent
- \_\_\_ Feminine hygiene supplies
- \_\_\_ Personal hygiene items
- \_\_\_ Plastic garbage bags, ties (for personal sanitation uses)
- \_\_\_ Plastic bucket with tight lid
- \_\_\_ Disinfectant
- \_\_\_ Household chlorine bleach
- \_\_\_ Facial tissues

### **Clothing and Bedding**

- \_\_\_ One complete change of clothing and footwear per person
- \_\_\_ Sturdy shoes or work boots
- \_\_\_ Rain gear
- \_\_\_ Blankets or sleeping bags
- \_\_\_ Hat and gloves
- \_\_\_ Thermal underwear
- \_\_\_ Sunglasses

### **Tools and Supplies**

- \_\_\_ Mess kits or paper cups; plates and plastic utensils
- \_\_\_ Cash or traveler's checks, coins
- \_\_\_ Extra set of car keys
- \_\_\_ Nonelectric can opener, utility knife
- \_\_\_ Pliers, screwdriver, hammer, crowbar, assorted nails, wood screws
- \_\_\_ Shutoff wrench, to turn off household gas and water
- \_\_\_ Tape, such as duct tape
- \_\_\_ Compass
- \_\_\_ Matches in a waterproof container
- \_\_\_ Aluminum foil
- \_\_\_ Plastic storage containers
- \_\_\_ Signal flare
- \_\_\_ Paper, pencil
- \_\_\_ Needles, thread
- \_\_\_ Medicine dropper
- \_\_\_ Adhesive labels
- \_\_\_ Safety goggles
- \_\_\_ Heavy work gloves
- \_\_\_ Whistle
- \_\_\_ Heavy cotton or hemp rope
- \_\_\_ Patch kit and can of seal-in-air
- \_\_\_ Videocassettes

- \_\_\_ Disposable dust masks
- \_\_\_ Plastic sheeting
- \_\_\_ Map of the area (for locating shelters)

### **For Baby**

- \_\_\_ Formula
- \_\_\_ Diapers/wipes
- \_\_\_ Bottles
- \_\_\_ Powdered formula, milk, or baby food
- \_\_\_ Medications

### **Important Family Documents**

Keep these records in a waterproof, portable container:

- \_\_\_ Copy of will, insurance policies, contracts, deeds, stocks and bonds
- \_\_\_ Copy of passports, Social Security cards, immunization records
- \_\_\_ Record of credit card accounts
- \_\_\_ Record of bank account numbers, names, and phone numbers
- \_\_\_ Inventory of valuable household goods, important telephone numbers
- \_\_\_ Family records (birth, marriage, death certificates)
- \_\_\_ Copy of Supplemental Security Income award letter

### **Medical Needs**

- \_\_\_ Heart and high blood pressure medication
- \_\_\_ Insulin
- \_\_\_ Prescription drugs
- \_\_\_ Denture supplies
- \_\_\_ Contact lenses and supplies

### **Items for Service Animals/Pets**

- \_\_\_ Food
- \_\_\_ Additional water
- \_\_\_ Leash/harness
- \_\_\_ Identification tags
- \_\_\_ Medications and medical records
- \_\_\_ Litter/pan

### **Entertainment**

- \_\_\_ Games and books

### **Other Disaster Supplies**

Assemble the supplies below in addition to your basic disaster supplies kit. Combine these with your disaster supplies kit as you need them, and store them somewhere that is easy for you to get to.

### **Disability-Related Supplies and Special Equipment**

Check items you use, and describe item type and location.

- \_\_\_ Glasses:
- \_\_\_ Eating utensils:
- \_\_\_ Grooming utensils:
- \_\_\_ Dressing devices:
- \_\_\_ Writing devices:
- \_\_\_ Hearing device:
- \_\_\_ Oxygen:  
Flow rate:

- \_\_\_ Suction equipment:
- \_\_\_ Dialysis equipment:
- \_\_\_ Sanitary supplies:
- \_\_\_ Urinary supplies:
- \_\_\_ Ostomy supplies:
- \_\_\_ Wheelchair:
- Wheelchair repair kit:
- Motorized:
- Manual:
- \_\_\_ Walker:
- \_\_\_ Crutches:
- \_\_\_ Cane(s):
- \_\_\_ Dentures:
- \_\_\_ Monitors:
- \_\_\_ Other:

### **Service Animal and Pet Supplies**

- \_\_\_ Food
- \_\_\_ Extra water
- \_\_\_ Leash/harness
- \_\_\_ Collar
- \_\_\_ Identification tags
- \_\_\_ Medications
- \_\_\_ Vaccinations and medical records

### **Portable Disaster Supplies Kit**

- \_\_\_ Emergency information list/other lists
- \_\_\_ Small flashlight
- \_\_\_ Whistle/other noisemaker
- \_\_\_ Water
- \_\_\_ Extra medication
- \_\_\_ Copies of prescriptions
- \_\_\_ Extra pair of glasses
- \_\_\_ Hearing aid
- \_\_\_ Sanitary supplies
- \_\_\_ Pad and pencil or other writing device

### **Car Supplies**

- \_\_\_ Several blankets
- \_\_\_ Extra set of mittens or gloves, wool socks, and a wool cap
- \_\_\_ Jumper cables and instructions
- \_\_\_ Small sack of sand or kitty litter for traction
- \_\_\_ Small shovel
- \_\_\_ Set of tire chains or traction mats
- \_\_\_ Red cloth to use as a flag
- \_\_\_ CB radio or cellular telephone

Adapted from "Family Disaster Plan" developed by the [Federal Emergency Management Agency](#) and the [American Red Cross](#). Modified to meet needs of DDR Consumers.

# Emergency Preparedness for People with Disabilities

Compiled by the Arizona Office for Americans with Disabilities  
1-800-358-3617, 602-542-6276 or 602-542-6686 TTY  
Modified to meet needs of DDR Consumers.

## PLAN AHEAD:

1. Customize an emergency health information card. Keep copies in wallet, purse and emergency supply kits. Contact the AZ office of the ADA at the numbers listed above for a sample.
2. Develop a "buddy" system with family, friends, neighbors, or co-workers. Plan how you will help each other in an emergency.
3. Prepare an "emergency go kit" that you could grab and take with you if there is a need to evacuate. Include necessary medications, basic toiletries, any special sanitary aids, and whom to contact in emergencies.
4. Make a list of your medications, allergies, special equipment, doctor's phone number, and whom to contact in emergencies. You may want to also have written down some instruction specific to your care such as special toileting needs, or how to lift or move you. Give a copy to each buddy, keep a copy with you, and put a copy in your go kit (above).
5. Pick one out-of-state and one local friend or relative for family and others to call if separated. Identify a location where you can reunite with family/friends.
6. Maintain a seven-day supply of essential medications.

## PLAN YOUR ESCAPE:

1. Identify at least two easy-access exits from each room and from your building.
2. Make a plan with your Direct Support Professional and family.
3. Learn how to use a fire extinguisher and how to turn off the water and gas to your home in case of an emergency.
4. Learn what to do in case of power outages. Know how to connect or start a back-up power supply for essential medical equipment.
5. Learn your community's warning procedures, evacuation plans, and shelter locations.
6. Many communities ask people with a disability to register, so that needed help can be provided quickly in an emergency. Please contact the Arizona Office for Americans with Disabilities at the phone numbers listed above for more information about establishing such a voluntary registry for Arizona communities.

Refer to [www.az511.gov](http://www.az511.gov).

## Emergency Preparedness Tips for Service Animal and Pet Owners

1. Make sure that I.D. tags and licenses are current.
2. Have an animal care plan - who will care for your pet if you are evacuated? Pets, unlike service animals, may not be allowed in emergency shelters.
3. Be prepared to function without assistance from a service animal - identify alternate mobility aids.
4. Assemble service animal's emergency kit - bowl for water, extra food etc.

### **THE MOST IMPORTANT THINGS TO HAVE:**

Bottled water (3 gallons per person in small, easy open bottles)

Several flashlights (by the bed and around the house; electricity may be out)

One week supply of medicines (rotated regularly to prevent expiration) and instructions for use - dosage, frequency, doctor's name and phone number; **post this information on your refrigerator under the heading EMERGENCY INSTRUCTIONS.**

### EMERGENCY ITEMS:

First aid kit

Shoes under the bed (to protect feet from broken glass from windows, lamps, etc.)

Fire extinguisher (know how to use it)

Smoke alarm (check the battery once a year; for people who are hard of hearing consider a flashing light alarm)

Battery-operated radio or TV (to listen for information about the disaster)

Whistle or loud bell (to attract attention)

Wrench for gas turn-off (use only if you or someone else smells gas)

Garbage bags (for personal waste)

### OTHER IMPORTANT THINGS YOU MAY NEED:

Non-perishable, ready-to-eat food (canned food and juices, dried fruit, crackers, etc.)

Manual can opener (electricity may not be available)

Extra eye glasses, hearing aid, mobility aids, etc. (for equipment damage)

Extra blankets (without electricity you may not have heat)

Toilet paper, paper towels, paper plates, personal hygiene supplies

Pet food and extra water for pets or service animal

### OTHER GOOD-TO-HAVE SUPPLIES:

Rubber or heavy gloves, broom, etc. (to clean up broken glass)

Duct tape, masking tape

Cash (banks may be closed)

## Emergency Health and Contact Information

|   |  |
|---|--|
| Date:   |  |
| Updated:  |  |
| Name:   |  |
| Address:  |  |
| City:   |  |
| State:  |  |
| Zip:  |  |
| Phone:  |  |
| Home:   |  |
| Work:   |  |
| Cell:   |  |
| Fax:  |  |
| E-mail:   |  |
| Birth Date:                                       |  |
| Blood Type:                                       |  |
| Social Security No.:                              |  |
| Health Plan Individual #:                         |  |
| Group #:  |  |
| Emergency Contact:                                |  |
| Name:   |  |
| Address:  |  |
| City:   |  |
| State:  |  |
| Zip:  |  |
| Disability/Conditions:                            |  |
| Medication:                                       |  |
| Allergies:  |  |
| Immunizations:                                    |  |
| Dates:  |  |
| Immunizations:                                    |  |
| Dates:  |  |
| Communication /<br>Devices/ Equipment /<br>Other: |  |