



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

READY NOW!

Emergency Preparedness Tool Kit for People with Disabilities 2nd Edition



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Acknowledgments

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For alternative formats of the toolkit, please contact: ucedd@ohsu.edu

The READY NOW! Emergency Preparedness Tool Kit for People with Disabilities 2nd Edition can be found online at: www.ohsu.edu/EmergencyPrepDisability

Why an Emergency Preparedness Tool Kit?

“Emergency preparedness” is a plan to prepare you if there is an emergency. People of any gender, race, or disability will need to plan for emergencies such as floods, snowstorms, fires or terrorist attacks. It is an important part of being responsible. People with disabilities may have more needs to consider in an emergency. If you have a disability, you may need extra planning to be ready for an emergency.

This tool kit is a guide to help you get ready. You can use the tools and checklists in this handbook as a step-by-step guide to making an emergency plan.

Making an emergency plan and getting things to put in your emergency tool kit is a big job.

Your plan may include family, friends, neighbors and organizations that can support you and help you make decisions.

Your tool kit does not have to be perfect, but it is important to plan ahead.

Because everyone’s situation is different, not all subjects of emergency preparedness are covered in this guide. Think about your own needs and plan ahead for what you will need to stay safe.

Remember: A plan you started is better than no plan. You can do it!

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Emergency Preparedness Tool Kit Checklist

Below is a list of important information to review as you get ready for an emergency. Put a check in the box after you finish each section.

- 10 Steps to Emergency Preparedness Tab 1
- What Emergencies Can You Expect Tab 2
- Personal Ability Self-Assessment..... Tab 3
- How to Develop a Personal Support Group Tab 4
- Emergency Contact List Tab 5
 - Neighbor Contact List
 - Medical Information List
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 - Emergency ID Cards
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- Tips for Specific Disabilities..... Tab 7
 - Disability-Related Supplies and Equipment
- Should I Stay or Should I Go? Tab 8
 - Emergency Go Bags
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 - What Food Items to Include?
 - Emergency Supply Kit Check List
- Prepare Your Service Animals and Pets..... Tab 9
- Emergency Evacuation Plans..... Tab 10
- Summary Checklist for Personal Emergency Preparation Tab 11
- Resources Tab 12

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10 Basic Steps



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Tab 1

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When reading this Emergency Preparedness Tool Kit, you may feel many emotions. Thinking about traumatic events can bring up difficult feelings. Reach out to those who are close to you to help if you want more support. We want you to be prepared just in case an emergency does happen. This tool kit will talk about types of disasters that may happen one day in the future.

10 Steps to Emergency Preparedness

1. Find out what **kinds of emergencies** could happen in your area and consider what your **neighborhood** might look like after one happens.
2. Do the **personal assessment**. Think about what you can do and what help you may need before, during and after an emergency.
3. Get a **support group** of family, friends, relatives, neighbors, roommates, care providers and people you work with who could help you in an emergency.
4. Make a list of **emergency information** so others will know who they can call if they find you unconscious (not able to wake up), need to help you leave your home fast, or if you are unable to speak.
5. Make a list of your **medical information** that has the names and phone numbers of your doctors, all your medicines, how much you take of each medicine and a list of your medical conditions. Write down any special equipment you use, allergies you have and communication difficulties.
6. Try to keep a **seven-day supply of meds** with you and fill your prescriptions as early as you can. Ask your doctor or pharmacist what

you should do if you can't get more in time. If you get any treatment at a clinic or hospital, ask the person who helps you what to do if you can't get your treatments during an emergency.

7. Have a **smoke alarm** installed on each floor in your home and test them every month. Know where the main **utility shut-off valves** are and learn how and when to turn them off during an emergency. Know **evacuation routes** and **safe places** to go during an emergency.
8. Make a **summary checklist** to be sure that your emergency plan covers every problem you might have. (Summary checklist available in this tool kit in Tab 11)
9. Have an **emergency supply kit** at home, in your car, at your work or anywhere you spend your time. Some things to have in your emergency supply kit are food, water, a first aid kit, and batteries. Have supplies for your pets or service animals.
10. Make your **home or office** safer by checking hallways, stairs, doors, windows and other areas for something wrong that may keep you from safely leaving a building during an emergency. Secure or remove furniture that may block your path.

Source: American Red Cross (2007). *Disaster Preparedness Information*. Retrieved November 2008, from redcross.org/content/dam/redcross/atg/PDF_s/Preparedness_Disaster_Recovery/General_Preparedness_Recovery/Home/A4497.pdf

What Emergencies Might You Expect?



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 2

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What Emergencies Might You Expect?

- Earthquakes
- Storms
- Floods
- Extreme weather conditions
- Tsunamis
- Fires
- Power outages
- Terrorism
- Contagious disease outbreaks
- Volcanic eruptions
- Wildfires
- _____
- _____
- _____



Earthquake

If you are inside when shaking starts:



DO:

- ✓ **Do** get under a sturdy table or desk. If there is no table or desk available, lie on the floor against an inside wall.
- ✓ **Do** cover your head and neck with your arms.
- ✓ **Do** lock the wheels of your wheelchair, if you use one. Cover your head and neck for protection.
- ✓ **Do** stay away from windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- ✓ If you are in bed, **do** stay where you are. Cover your head with a pillow.
- ✓ If you are downtown, **do** stay inside a building unless there is a fire or gas leak.

DO NOT:

- × **Do not** run out of your house during strong shaking.
- × **Do not** use elevators.

If you are outdoors when shaking starts:

DO:

- ✓ **Do** move to a clear area if you can get there safely.
- ✓ If you are driving, **do** pull to the side of the road and stop in a clear area.
- ✓ If you are on the beach, **do** move to higher ground.

DO NOT:

- × **Do not** go near power lines, buildings or trees.

When the shaking stops:

DO:

- ✓ **Do** ask the people around you if they are hurt. Give them first aid if you know how.
- ✓ **Do** check around you for dangerous conditions, such as fires, fallen power lines and damage to the building you are in.
- ✓ **Do** put out small fires if you have a fire extinguisher and know how to use it.
- ✓ If you don't have a fire extinguisher at home, **do** buy one and learn how to use it now before you might need it.
- ✓ Keep the fire extinguisher somewhere in your house you can reach easily in an emergency, like your kitchen.

- ✓ **Do** hang up phones that have fallen off the hook.
- ✓ **Do** look around your house for damage.

DO NOT:

- × **Do not** move people with serious injuries unless they are in danger.
- × **Do not** turn off the gas unless you smell a gas leak. If you do smell gas, turn it off. Call your gas company to have it turned on again. **Do not** try to turn your gas on again yourself.

If you are trapped in debris:

DO:

- ✓ **Do** cover your nose and mouth.
- ✓ **Do** tap on a pipe or wall so rescuers can hear where you are. Use a whistle or your radio if you have one with you.

DO NOT:

- × **Do not** move around very much. Try not to kick up dust.
- × **Do not** shout. Shout only as a last resort.



Tsunami (soo-nah-mee)

Earthquakes can make tsunami waves. Even if you do not live close to the ocean or bay, you may take a vacation or visit there. You should know what to do if you are near the ocean and an emergency happens.

When you vacation or visit near an ocean or bay, ask hotel staff, campground managers or local residents what their communities are supposed to do if there is a tsunami warning. You can:

- Ask if there is a radio station in the area for emergency information broadcasts.
- Learn the meaning of outdoor warning systems and siren alarms in that area. In some places, a certain siren sound may be the warning to evacuate, and a different sound may mean “all clear.”
- Look for road signs that show the evacuation route.
- Ask questions about emergency procedures if you do not understand what you are told.

Move to higher ground quickly if:

1. Authorities give a tsunami warning and tell you to leave the area.
2. You hear the Outdoor Warning System, and it is not a test.
3. The earth shakes so much that you cannot stand and lasts for longer than 20 seconds.
4. You notice water moving away from the shoreline.

Storm or Flood



If you are experiencing a storm or flood:

DO:

- ✓ **Do** listen to local radio or television channels for emergency messages and instructions.
- ✓ **Do** unplug electrical appliances. Shut off electric circuits if authorities tell you to leave your home. Shut off the gas service if authorities tell you to.
- ✓ If your car stalls during a flood, **do** get out of the car immediately. Leave it where it is and get to higher ground.

DO NOT:

- × **Do not** walk in water that has come into your basement or garage.
- × **Do not** try to drive over a flooded road.
- × **Do not** walk in moving water. If you must walk through water, make sure it is not moving and check how deep it is with a stick.
- × **Do not** go near water that is touching power lines that have fallen down.
- × **Do not** allow children to play around high water, storm drains or any flooded areas.

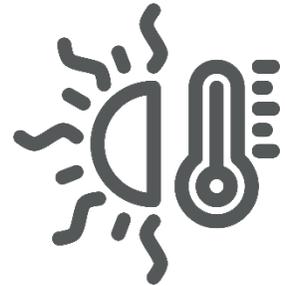
Extreme Weather Conditions

In extreme weather conditions, authorities will tell you where shelters are that can keep you cool or warm. You may want to stay with family or friends if the bad weather is expected to last more than a few days.

If the weather is extremely hot:

DO:

- ✓ **Do** have a fan when the temperature is under 98°F and drink plenty of water if you do not have air conditioning.
- ✓ **Do** put wet towels or cloths on your head and body to keep you cool.
- ✓ **Do** go to a cooling center, or a building like a shopping mall, theater, or church that has air conditioning for the hottest part of the day.



If the weather is extremely cold:

DO:

- ✓ **Do** make sure you have a lot of dry wood, kindling, and matches for your fireplace, if you have one.
- ✓ **Do** go to a heated building for as much of the day as possible.
- ✓ **Do** keep hand warmer packets, warm clothing, gloves, hats, scarves and a sleeping bag somewhere in your house that you can reach easily.
- ✓ **Do** keep enough food and water to last at least 3 to 5 days.



Fire



If your smoke alarm goes off or you see a fire:

DO:

- ✓ **Do** stay calm. Get out of your house or the building you are in.
- ✓ **Do** find another way out if you see smoke coming in under the door.
- ✓ **Do** touch the door with the back of your hand before you open it. If it is hot, find another way out.
- ✓ **Do** get down on the floor to avoid smoke fumes if you can. Crawl or roll to a safe place.
- ✓ If your clothes catch on fire, **do** STOP where you are, DROP to the ground, and ROLL over and over until the flames are out.
- ✓ **Do** call 9-1-1 from a safe place. Stay on the phone until the operator hangs up or tells you that you can get off the phone.
- ✓ If you can't get out of your house or the building you are in, **do** stay near a window and close to the floor. Signal for help.

DO NOT:

- × **Do not** open doors that feel hot when you touch them with the back of your hand.
- × **Do not** open doors if you see smoke coming in under the door.
- × **Do not** go back into your house or the building you were in until authorities tell you it is safe.

Power Outage

If there is a power outage in your neighborhood:



DO:

- ✓ **Do** turn off and unplug all your electrical appliances and computers.
- ✓ **Do** leave one light on so you will know when the power outage is over.
- ✓ If a traffic signal is not working, **do** stop at the intersection as if there were a stop sign.
- ✓ **Do** make sure food is stored at the right temperature. If you can't store food the right way, you will not be able to eat the food without getting sick.

DO NOT:

- × **Do not** use candles. They can cause fires.
- × **Do not** use a gas stove to heat your house or cook with one inside.
- × **Do not** use gas powered generators inside your house or garage.

Volcanic Eruption

A volcano is a mountain with an opening inside that leads to lava under the ground.



When a volcano erupts, lava comes out the top. A volcanic eruption can cause poisonous gases, destroyed land and flying rocks.

If there is a volcanic eruption near you:

DO:

- ✓ **Do** listen to the news on the radio or television for emergency information.
- ✓ **Do** leave your house when authorities tell you to.
- ✓ **Do** watch out for mud flows. They move faster than you can run and can cause you to fall. Mud flows are very dangerous if you are outside, so avoid them as much as possible.
- ✓ **Do** wear shirts with long sleeves and long pants.
- ✓ **Do** stay away from ash, especially if you have breathing problems.
- ✓ **Do** use goggles and wear eye glasses instead of contact lenses.
- ✓ **Do** use an N95 respirator mask to help you breathe safer. Keep N95 respirator masks in your house, car and workplace so you can replace them as needed and/or share them with other people. (Talk to your doctor to see if you can wear a mask like this.)
- ✓ **Do** stay away from windy areas so you don't get ash in your eyes.

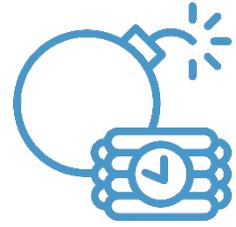
- ✓ **Do** stay inside your house unless you think your roof is falling down.
- ✓ **Do** close doors, windows and all other vents in your house, such as chimney vents, furnaces, air conditioners and fans.
- ✓ **Do** clear heavy ash from flat or low roofs and rain gutters.

DO NOT:

- × **Do not** run car or truck engines. Ash can clog engines and break moving parts, which can cause your car to stall.
- × **Do not** drive when ash is falling unless you truly have to. If you have to drive, go 35 miles an hour or slower. Have an extra oil filter and air filter in your car in case you have to drive when there is a lot of ash in the air. Write down how to change the filters and keep the info in your car. You can also find a video online and save it to your phone or mobile device.

Source: Krumpe A., White E., Virginia Leadership Education in Neurodevelopmental Disabilities. *Emergency Preparedness Tool Kit for People with Disabilities*, 2007. Retrieved November 2008 from partnership.vcu.edu/media/partnership2022/resource-downloads/Emergency_Prep_Toolkit_FINAL_April_2007.pdf

Terrorist Attacks



Terrorists try to cause fear in people by using many types of weapons. They may use chemicals, nuclear weapons or other explosives to hurt other people. The best way to stay safe from terrorism is to be aware of your surroundings.

To stay safe from terrorist attacks:

DO:

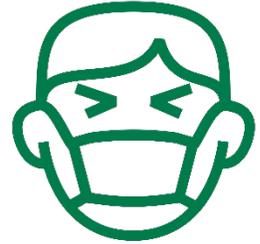
- ✓ **Do** pay attention to what is around you. Look for things you may need in an emergency, like emergency exits, fire alarms and fire extinguishers.
- ✓ **Do** tell someone in charge – like a store manager, supervisor, firefighter or police officer – if you see or hear something that makes you suspicious or feel worried.
- ✓ **Do** stay calm. If there is an emergency, do what authorities ask you to do in order to stay safe.

DO NOT:

- × **Do not** spread rumors. If you are told something about a terrorist attack, check the information with someone you trust.

Contagious Disease Emergencies

A contagious disease emergency (pandemic flu, avian flu, swine flu or coronavirus) can make a lot of people sick. They may not feel well and may have to go to the hospital. If the disease is very serious, it sometimes can cause death.



If there is a contagious disease emergency, the state or county Department of Public Health will give you information. They will tell you how to stay healthy in reports in newspapers, on television and on the radio. If you use social media, follow your state or county Department of Public Health for posts on how to stay healthy.

If there is a contagious disease emergency:

DO:

- ✓ **Do** listen to your television or radio for information and instructions from authorities, like the Department of Public Health.
- ✓ **Do** stay home unless you truly need to go out.
- ✓ **Do** wear gloves on your hands and a mask over your nose and mouth if you have to leave the house.
- ✓ **Do** wash your hands often.
- ✓ **Do** cover your mouth and nose with a tissue when sneezing or coughing.
- ✓ **Do** avoid touching your eyes, nose or mouth.
- ✓ **Do** avoid contact with those who are not feeling well.

- ✓ **Do** practice other good health habits – get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious foods.

- ✓ **Do** see a doctor if you feel flu like symptoms (high temperature, vomiting, sneezing, coughing, body chills).

Wildfire

If there is a wildfire near you:



DO:

- ✓ **Do** sign up for your county's emergency alert system at [oralert.gov](https://www.oralert.gov).
- ✓ **Do** make a plan for evacuating.
- ✓ **Do** monitor the news for the evacuation levels in your area.
- ✓ **Do** leave if fire or police officials tell you to evacuate.
- ✓ **Do** evacuate at level 1 or 2 if you need help or more time to leave.
- ✓ **Do** keep yourself safe from wildfire smoke by:
 - Staying inside in a tightly closed air-conditioned room as much as possible.
 - Avoiding vigorous outdoor activity.
 - Wearing an N95 mask if you need to be outside.
 - Setting home or car air conditioning to "re-circulate."
 - Not burning candles, cigarettes or other things that cause smoke inside your house.
 - Avoiding vacuuming while it is smoky.
 - Checking air quality conditions at oregonsmoke.blogspot.com

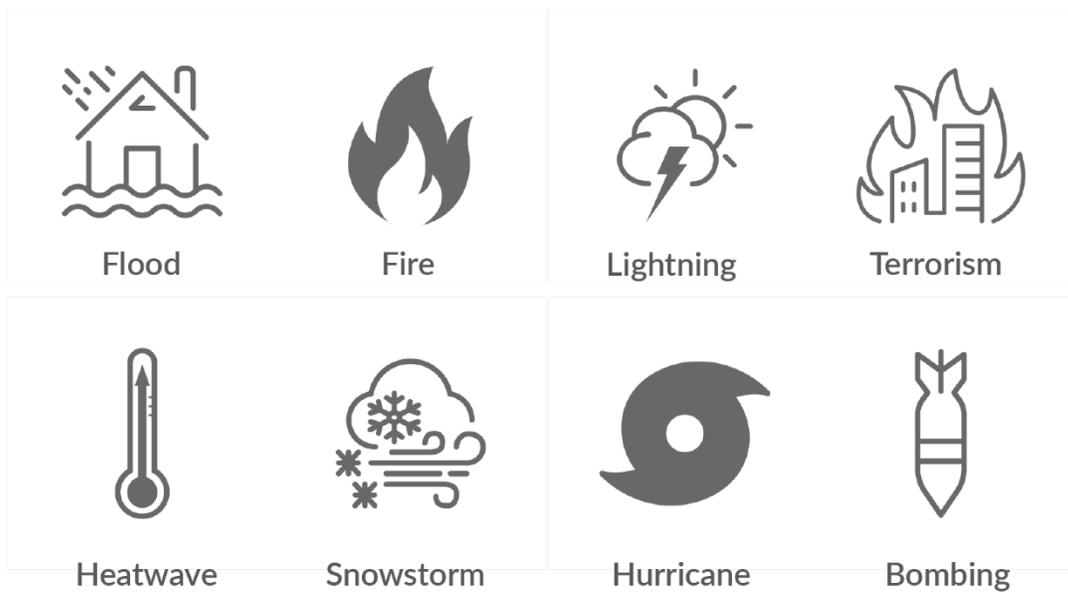
DO NOT:

- ✗ **Do not** return to your home after evacuating until fire officials tell you it is safe

Wildfire [2023 addition] Sources:

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californiahealthline.org/multimedia/protecting-your-lungs-from-wildfire-smoke/

Personal Ability Self-Assessment



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Personal Ability Self-Assessment

Decide what you will be able to do on your own and what help you may need before, during and after an emergency based on the type of emergency, your abilities and your limits.

Make a list of your personal needs and your resources. Think about the questions on the next few pages. Write down your answers or record them using an audio recorder. If you have a smartphone, you can use the voice recorder app to save recordings to share with your support people.

These answers should talk about your physical abilities right now. You should also talk about the help you will need during an emergency. Make the plan to be prepared for a day when you have the highest level of need for help, not on a day when you don't need much support.

1: Daily Living

Personal Care

Do you need help with personal care, such as bathing and grooming?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Do you use adaptive equipment to help you get dressed?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Water Service

What will you do if water service is cut off for several days, or if you are unable to heat water?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Personal Care Equipment

Do you use a shower chair, tub transfer bench or other similar equipment?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Adaptive Feeding Devices

Do you use adaptive utensils that help you prepare or eat food independently?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Electric Equipment

How will you use equipment that runs on electricity if there is a power outage? Think about things such as dialysis machines, CPAP, BiPap, electrical lifts and power chairs.

✓ **What I can do on my own today:**

Help I may need in an emergency:

2: Getting Around

Disaster Debris

How will you clean up the debris in your home after an emergency?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Transportation

Do you need a specially equipped vehicle or accessible transportation?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Errands

How will you get groceries, medications and medical supplies if your support people are unable to reach you?

✓ **What I can do on my own today:**

Help I may need in an emergency:

3: Evacuating

Building Evacuation

Do you need help to leave your home or office?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Building Exits

Are there other exits you can use if the elevator in your building is not working?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Getting Help

How will you call for help if you need to leave the building?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Mobility Aids

What will you do if you can't find your mobility aids or equipment you need for your service animal?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Ramp Access

What will you do if the building ramps have been damaged and you can't use them?

✓ **What I can do on my own today:**

Help I may need in an emergency:

Service Animals and Pets

Will you be able to care for your animal(s) during and after an emergency?

✓ **What I can do on my own today:**

Help I may need in an emergency:

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Emergency Support Group



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Tab 4

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Emergency Support Group

Pick three or more people to be your emergency contacts. They can check on you during an emergency to be sure you are okay and provide help. You should have more than one person so if someone is not available, you can still get help.



People you may want to include in your personal support group:

- Family
- Friends
- People you work with
- Personal care attendant
- Neighbors
- Roommates
- People who go to your church, temple or place of worship

Important things to discuss with your personal support group:

- How would you communicate if your phone was not working? How will you stay warm or cool and have food if your electricity is out? What if both of these happen at the same time?
- Pick one communication method at a time and practice it.
- Give a set of your keys to someone you trust.

Show your support people where you keep your emergency supplies.

- Share copies of your escape plan, emergency documents and health information card with your support people.
- Let your support people know when you will be out of town.
- Practice your emergency plans with your support people to make sure they are able to help you.
 - Are they strong enough to help you transfer, lift or carry any needed equipment?
 - Can they communicate clearly?
 - Can they guide you safely?
 - Place reminders on your calendar to check that your support people are still able to help you.

Source: Krumpe A., White E., Virginia Leadership Education in Neurodevelopmental Disabilities. *Emergency Preparedness Tool Kit for People with Disabilities*, 2007. Retrieved November 2008 from partnership.vcu.edu/media/partnership2022/resource-downloads/Emergency_Prep_Toolkit_FINAL_April_2007.pdf

Emergency Contact Lists



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Tab 5

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Neighbor Contact List



Updated ___/___/___

Person	Address	Cell Phone	Home Phone	Work Phone	Email
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Source: June Isaacson Kailes, Disability Consultant, Playa del Rey, California and the Center for Disability Issues and the Health Profession, Western University of Health Sciences, Pomona, CA www.cdihp.org

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Your name: _____

Date last updated: ___/___/___

Emergency Telephone List

EMERGENCY - DIAL 911

Name	Number
Police Department	
Fire Department	
Other:	
Other:	

FAMILY

Name	Number

FRIENDS / CO-WORKERS

Name	Number

DOCTORS

Name	Number

OTHERS

Name	Number

This page purposefully left blank.

Your name: _____

Date last updated: ___/___/___

Emergency Information List

My Information

Name: _____

Birth date: _____

Address: _____

Cell phone: _____

Home phone: _____

Local Emergency Contact:

Name: _____

Address: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Out of Town Emergency Contact:

Name: _____

Address: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Support Group Members:

Support Group Member #1:

Name: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Support Group Member #3:

Name: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Support Group Member #2:

Name: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Support Group Member #4:

Name: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Your name: _____

Date last updated: ___/___/___

How best to communicate with me:

Other information:

Your name: _____

Date last updated: ___/___/___

Medical Information List

Primary physician: _____

Telephone: _____

Address: _____

Specialist #1 name: _____

Telephone: _____

Address: _____

Specialist #2 name: _____

Telephone: _____

Address: _____

Hospital affiliation: _____

Type of health insurance: _____

Policy number: _____

Blood type: _____

Allergies and sensitivities: _____

Medication name:	Dosage and time taken:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Your name: _____

Date last updated: ___/___/___

Specific medical conditions:

Physical limitations:

Adaptive equipment and vendors' phones:

Communication difficulties:

Cognitive difficulties:

Mental health condition:

Other:

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Emergency Information (ID) Cards

Your name: _____

Your address: _____

Cell phone: _____

Home phone: _____

Emergency contact name & phone:

Diagnosis:

Medications: What it is for & dose

Medical technology / equipment
used:

Critical Contacts

Contact name: _____

Contact phone: _____

Other info: _____

Doctor name and phone number:

Hospital: _____

-----Cut Here-----

Emergency Information (ID) Cards

Your name: _____

Your address: _____

Cell phone: _____

Home phone: _____

Emergency contact name and phone:

Diagnosis:

Medications: What it is for and dose

Medical technology and equipment:

Critical Contacts

Contact name: _____

Contact phone: _____

Other info: _____

Doctor name & phone number:

Hospital: _____

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Emergency Papers



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 6

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Emergency Papers

- Think about the important papers you may need if you have to move to a new city or state.
- Add these to your emergency supply kit.
- Think about how you will store these papers.
- A waterproof binder or folder that can fit in a bag is a good way to keep them safe and dry.
- It is recommended to make photocopies of all your emergency papers and send them to a trusted friend or relative who lives in another part of the country.
- You could put the copies in a sealed envelope that is not to be opened unless there is an emergency.
- Another way to easily store copies of important documents is to use a scanner to make electronic copies on a computer and save them on a USB flash drive. (Note: Some people like to have their family photographs converted to a computer format so that those special memories can be saved in an emergency, too.)

Emergency papers include:

- Passport
- Social Security Card/Number
- A printed map of the area you live (showing where your home is)
- Legal papers like wills, deeds, marriage certificate, divorce papers



- A list of the medical equipment you have
- A list of your medical supply needs
- Style and serial numbers of your medical devices (e.g., pacemakers)
- Health history information card
- Bank account information (including name of bank and contact information)
- Insurance policy numbers and agent and company contact numbers
- List of household belongings
- Any professional certificates or licenses
- Military discharge papers
- Credit card account numbers and contact information for the company



Adapted from the 'Emergency Preparedness Tool Kit for People with Disabilities' from the Occupational Therapy Department at VCU & Virginia Leadership Education in Neurodevelopmental Disabilities (Va-LEND) 2007. partnership.vcu.edu/media/partnership2022/resource-downloads/Emergency_Prep_Toolkit_FINAL_April_2007.pdf

Tips for Specific Disabilities



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 7

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Tips for Specific Disabilities

Different people have different disabilities. Think about things that you need. Then think about the steps you may need to take for your own disability.

Communication Disabilities

Communication aids

Put paper, pencils or pens and a written statement that describes how you can communicate in your emergency supply kit.



Emergency health information

Have the best way for people to communicate with you on your emergency health information card.

Powering your communication

Get a portable battery unit to keep your communication devices charged in an emergency situation.

Speech-to-Speech (STS) relay service

STS is a form of telephone relay service that helps people with speech disabilities who have difficulty being understood on the phone.

Communications assistants (CAs) have been trained to recognize many different speech patterns.

The CAs act as interpreters for people with Cerebral Palsy, Parkinson's disease, a laryngectomy, ALS, stuttering, muscular dystrophy, stroke, and other conditions affecting clarity of speech.

This service can be used at no charge, at any time of day or night.

If phones are working during an emergency, either the person with speech difficulty or a first responder can call that state's toll-free STS phone number. In Oregon, the number is 711 or 1-877-735-7525. Visit [fcc.gov/consumers/guides/speech-speech-relay-service](https://www.fcc.gov/consumers/guides/speech-speech-relay-service) to find the toll-free number if you are in another state. The communications assistant will call the other party and repeat the words exactly.

If you are a person with a communication difficulty, it is a good idea to make a card you can carry with you that says something like:

“People sometimes cannot understand my speech. Please use your phone to call the Speech-to-Speech relay service at 1-877-735-7525. Have the CA (operator) call my number: [insert your phone number]. They will help you understand what I am trying to tell you.”

The person with speech difficulty can make the call to the STS service and have the CA place a call to the first responder's cell phone if that feels more comfortable. In that case, the card that person carries should read something like:

“People sometimes cannot understand my speech. I will call the Speech-to-Speech relay service and ask the CA (operator) to call you. They will help you understand what I am trying to tell you. Please tell me your phone number.”



- Find a way to talk to people during an emergency and practice it.
- Put communication aids in your emergency supply kit.
- Put batteries for your communication aids in your emergency supply kit.

Cognitive Disabilities



Practice

Practice what to do during and after an emergency.

Practice leaving places you spend your time until you feel confident you will know what to do if there is an emergency.

Emergency plan

Write your emergency plan on a piece of paper. Keep it with you and at places you spend a lot of your time. Make sure it is easy to read and understand.

Think about the things you will need to do after an emergency and how you can do them.

Keep a list of things you need to do if an emergency happens so that you can remember.

Communication

Think about what a police officer or firefighter might need to know about you. Be prepared to say it, or write it down on paper and keep it with you.

Here are some examples:

- “I talk to people in a different way. I can point to pictures or words. You can find this in my wallet or emergency supply kit.”
- “I may have a hard time understanding what you are telling me. Please speak slowly and use simple words.”
- “I forget easily. Please write down information for me.”



- Think of ways to help you remember important things.
- Practice how to tell someone what you need.

Hearing Impairments



Batteries

Keep extra batteries in your emergency supply kit for the devices you use to help you hear.

Hearing aids

Keep hearing aids in a place you can find them easily during an emergency.

Alarms

Put different kinds of alarms, including alarms designed for people with hearing impairment, in places you spend a lot of time. This can help you see if an emergency is happening.

Communication

Think about how you will communicate with police officers and fire fighters. Have paper and pens or pencils with you.

Consider a headlamp and batteries in addition to a flashlight, so you have your hands available to communicate.

Think about writing down things you need to say on paper and keeping it with you. For example:

- “I communicate with American Sign Language (ASL) and need an ASL interpreter.”



- Keep things you need to hear and extra batteries in a place you can find easily if an emergency happens.
- Put alarms around your house that let you see a flashing light if there is an emergency.
- Write down things you need to say to police officers and firefighters.

Visual Impairments



If you have some vision, put battery backup safety lights in each room to light walking paths.

Store strong flashlights with wide beams and extra batteries where you can find them easily.

Consider a headlamp and batteries in addition to a flashlight, so you have your hands available to feel your way around.

Put thick gloves in a place you can easily get to so you can feel your way around without hurting your hands on broken glass or debris.

Make sure you have extra glasses or contact lenses. You may need to have other things to help you see during an emergency.

Think about how an emergency might affect your service animal's ability to do their job. Be prepared to use another way to get around.

If you use a cane, keep extras at work, home, school and volunteer sites to help you get around obstacles and hazards. Keep a spare cane in your emergency supply kit.



- Plan what to do if you lose the hearing cues you usually use.
- Mark emergency supplies with large print, bright tape and/or Braille.
- Make sure the things you use to help you get around – like a cane – will be safe during an emergency.

Mobility Impairments



Keep your emergency supply kit in a backpack attached to your walker, wheelchair or scooter.

Keep things that help you get around close to you.

Emergency kit

- Keep gloves in your emergency kit to keep your hands clean. You may have to travel over glass, dirt, trash or other dangerous things.
- Keep extra batteries for your mobility device.
- Make sure you know how to put on a spare tire if one goes flat.
- Identify the easiest route to get around.

Escape plan

Put furniture in your home in a place it will not get in your way if you need to get out of your house quickly.

If you spend time in a building with an elevator and several floors, plan another way to get out of the building if you cannot use the elevator. Practice using the stairs to escape if they are accessible to you.

If you can't use your wheelchair or the stairs, talk to your emergency support people about how you can leave your building in an emergency.



- Store the aids you need in a place you can reach easily.
- Put extra things you need in your emergency kit.
- Make sure you have a safe way to get out of your home and other buildings.

Mental Health

Think about what a police officer or firefighter may need to know about you. Be ready to say important information, or write it down and keep it with you. Here are some examples:

- “I have a mental health disability and may become confused in an emergency. Please help me find a quiet place. I will be okay soon.”
- “I have a panic disorder. If I panic, give me [NAME OF YOUR MEDICINE AND HOW MUCH YOU TAKE] located in my emergency supply kit. (Remember to rotate meds so you have pills that are not expired in your emergency kit.)
- “I take [NAME OF YOUR MEDICINE AND HOW MUCH YOU TAKE] and my blood level needs to be checked.”

If you have a mental health provider, personal service worker, family member or friend you could practice doing this with, it may be helpful!

Reactions

There are a lot of ways you may react emotionally during an emergency. You may:

- Be confused
- Have memory or thinking problems
- Feel anxious or panicky
- Cry or scream
- Feel that everybody is against you
- Have problems sleeping
- Shake or tremble

- Get angry easily
- Not want to be around people
- Feel depressed
- Not be able to sit still comfortably

Think about the reactions you may have. Plan how you will deal with your emotions.

Think about getting advice from your family, friends, or therapist.

You may also try a mindfulness technique that works for you or have your companion animal with you for support.

You may need medical help or to go to the hospital. Write down the name and phone numbers of the people you would like your doctors to call if you need medical help.

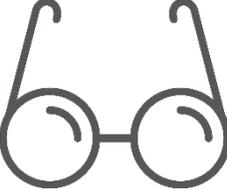


- Practice how to communicate your needs to other people.
- Think about the types of reactions you may have if an emergency happens. Plan ways to deal with your emotions.

Source: Krumpe A., White E., Virginia Leadership Education in Neurodevelopmental Disabilities. *Emergency Preparedness Tool Kit for People with Disabilities*, 2007. Retrieved November 2008 from [partnership.vcu.edu/media/partnership2022/resource-downloads/Emergency Prep Toolkit FINAL April 2007.pdf](http://partnership.vcu.edu/media/partnership2022/resource-downloads/Emergency%20Prep%20Toolkit%20FINAL%20April%202007.pdf)

Disability-Related Supplies and Equipment List

This is a list of some disability-related supplies you may use. Write down where you keep them and any information about them you may need during an emergency.

Item	Location
 Glasses	
 Eating Utensils	
 Grooming Items	
 Dressing Devices	

Item	Location
 <p data-bbox="207 506 344 577">Writing Devices</p>	
 <p data-bbox="207 823 344 894">Hearing Devices</p>	
 <p data-bbox="191 1117 360 1188">Oxygen & Flow Rate</p>	
 <p data-bbox="181 1474 370 1545">Suction Equipment</p>	

Item	Location
 <p data-bbox="181 583 370 663">Dialysis Equipment</p>	
 <p data-bbox="198 940 354 1022">Sanitary Supplies</p>	
 <p data-bbox="198 1306 354 1381">Urinary Supplies</p>	
 <p data-bbox="198 1612 354 1696">Ostomy Supplies</p>	

Item	Location
 <p data-bbox="164 537 386 699">Wheelchair (motorized or manual) and repair kit</p>	
 <p data-bbox="212 940 332 974">Walker</p>	
 <p data-bbox="196 1218 350 1251">Crutches</p>	
 <p data-bbox="228 1461 316 1495">Cane</p>	
 <p data-bbox="196 1675 350 1709">Dentures</p>	

Item	Location
 <p data-bbox="201 537 347 573">Monitors</p>	
<p data-bbox="180 646 367 810">List any other items you may need</p>	

Source: Adapted from Red Cross Disaster Preparedness for People with Disabilities. Accessed January 2009, from redcross.org/content/dam/redcross/atg/PDF_s/Preparedness_Disaster_Recovery/General_Preparedness_Recovery/Home/A4497.pdf

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Should I Stay or Should I Go?



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 8

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Deciding to Stay or Go

The first important decision you need to make in an emergency is whether you should stay where you are or leave. Plan for both possibilities. When an emergency happens, use your common sense and the information you have to make a decision.



Local authorities may not always be able to give information about what is happening and what you should do right away. You should watch TV or listen to local radio news reports for information and instructions.

If you are told to leave your home or seek medical treatment, grab your emergency supply kit and leave immediately.

Sometimes it may be safer to stay where you are and not go anywhere. If you see debris in the air, or if local authorities say the air is contaminated, stay inside! If the air is contaminated, that means it is dangerous to breathe.



To 'shelter in place' and keep outside air from getting in your room:

- ✓ Bring your family and pets inside.
- ✓ Lock your doors and close windows, air vents and fireplace dampers.
- ✓ Seal all the windows, doors, air vents and fireplace openings with plastic sheeting and duct tape. Think about measuring and cutting the sheeting ahead of time to save time during an emergency.
- ✓ Turn off fans, air conditioning, and forced air heating systems. Take out any tubes for portable air conditioners and close windows.
- ✓ Stay in a room at the center of your house that doesn't have many windows. Take your emergency supply kit with you unless you think it has been contaminated.
- ✓ Be prepared to use what you have on hand to create a barrier between yourself and anything that has been contaminated.
- ✓ Watch the news on television, listen to local radio news reports, or check the internet often for official news and instructions from local authorities.

Emergency Supply Kit

Your emergency supply kit should include things you may need in an emergency away from home. Keep it someplace that is easy to remember and reach when you need it.

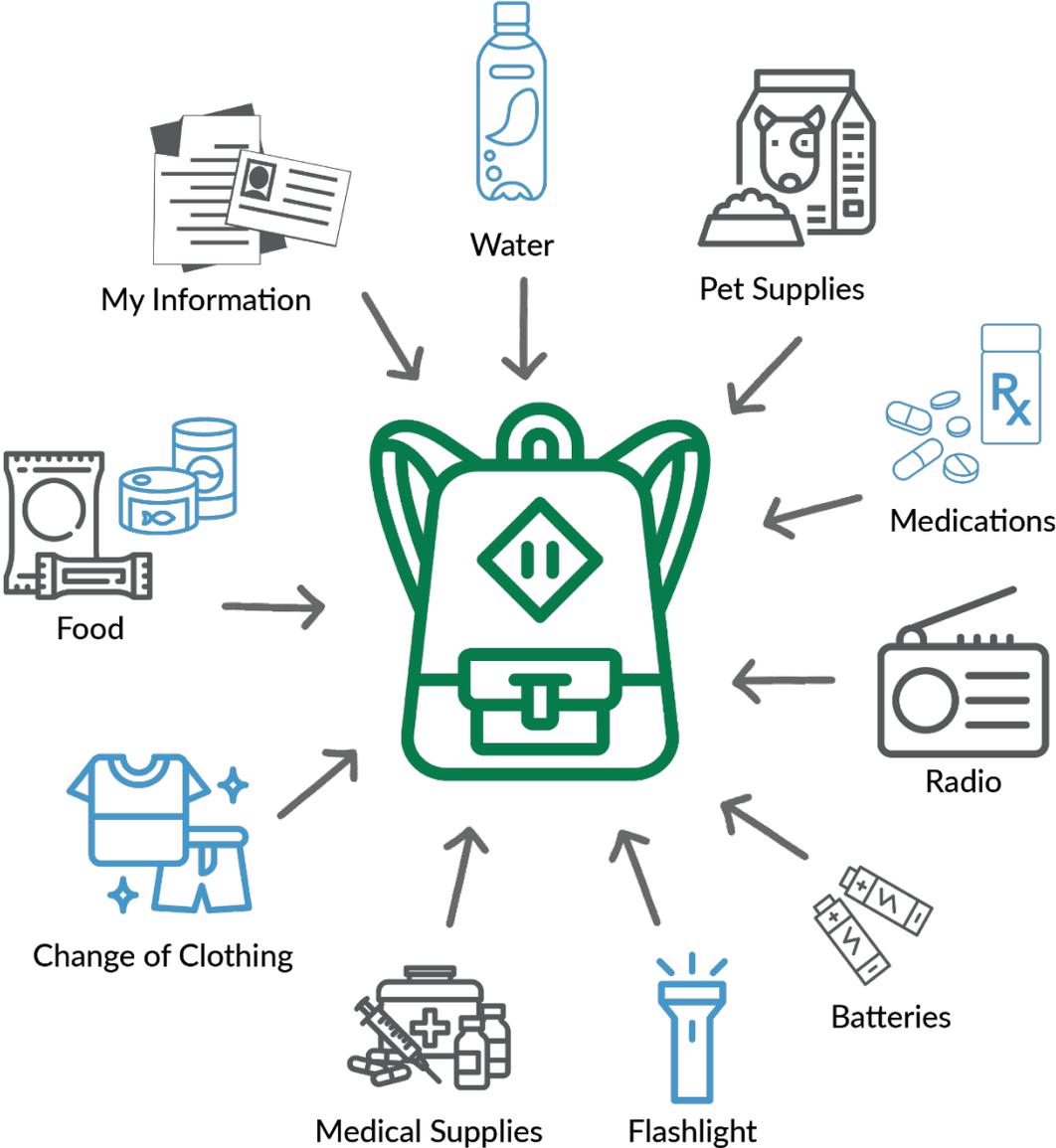
Think about the things you own that mean a lot to you – like a family photo album, computer or jewelry box – and keep them where you can find them quickly in an emergency.

It is also a good idea to keep a “Go Bag.” This is a backpack or big bag you can carry with you to hold your:

- Keys
- Cell phone
- Wallet
- Money and credit cards
- Change of clothes
- Medicines
- Medical supplies
- Food and water
- Checkbook
- I.D. cards
- Flashlight
- Pet supplies

Remember to bring this bag with you if you have to leave your home quickly because of an emergency.

Emergency “Go Bag”



Emergency Supplies to Gather Together

- The purse or bag you usually use 

-  Extra money. Keep the amounts small, like \$1 and \$5 bills and quarters. (Remember that ATMs may not function during a power outage.)

- Bottled water and water purification tablets 

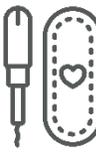
-  Food. Store enough canned or dried food to last 3 to 5 days.

-  First aid supplies and a fire extinguisher 

- Can opener 

- Paper towels 

- Plastic bags for throwing away trash 

- Toilet paper and feminine products  

- Hand sanitizer or liquid soap 

- Paper to write on and pens, pencils, crayons or wax pencils 

-  Cell phone. Save your preferred contacts as emergency contacts, or save their phone numbers under the name ICE (this stands for In Case of Emergency). Police officers or firefighters will know how to look for the number if you need help.



- Health information card



- Medicine and copies of your prescriptions. Make sure you have enough medicine to last at least 7 days.



- Flashlight that runs on batteries or can be wound up to power on.



- Signaling device, like a whistle, bell or beeper



- Small radio that runs on batteries or can be wound up to power on



- Watch or clock that runs on batteries or can be wound up to work.

- Blanket 

-  Extra batteries

- Walking stick, cane or trekking poles 

-  Cook stove with fuel

- Heavy gloves 

-  Duct tape

- Cloth tape to wrap your feet under your socks to prevent blisters



- A full change of clothing



- Extra socks



- Comfortable shoes

- Special equipment specific to your needs. This can include extra contact lenses or glasses, communication devices, laptop computers, hearing aids and batteries or mobility aids



- Sun block with SPF

- Lip balm with SPF

- What other items do you think you'll need?**

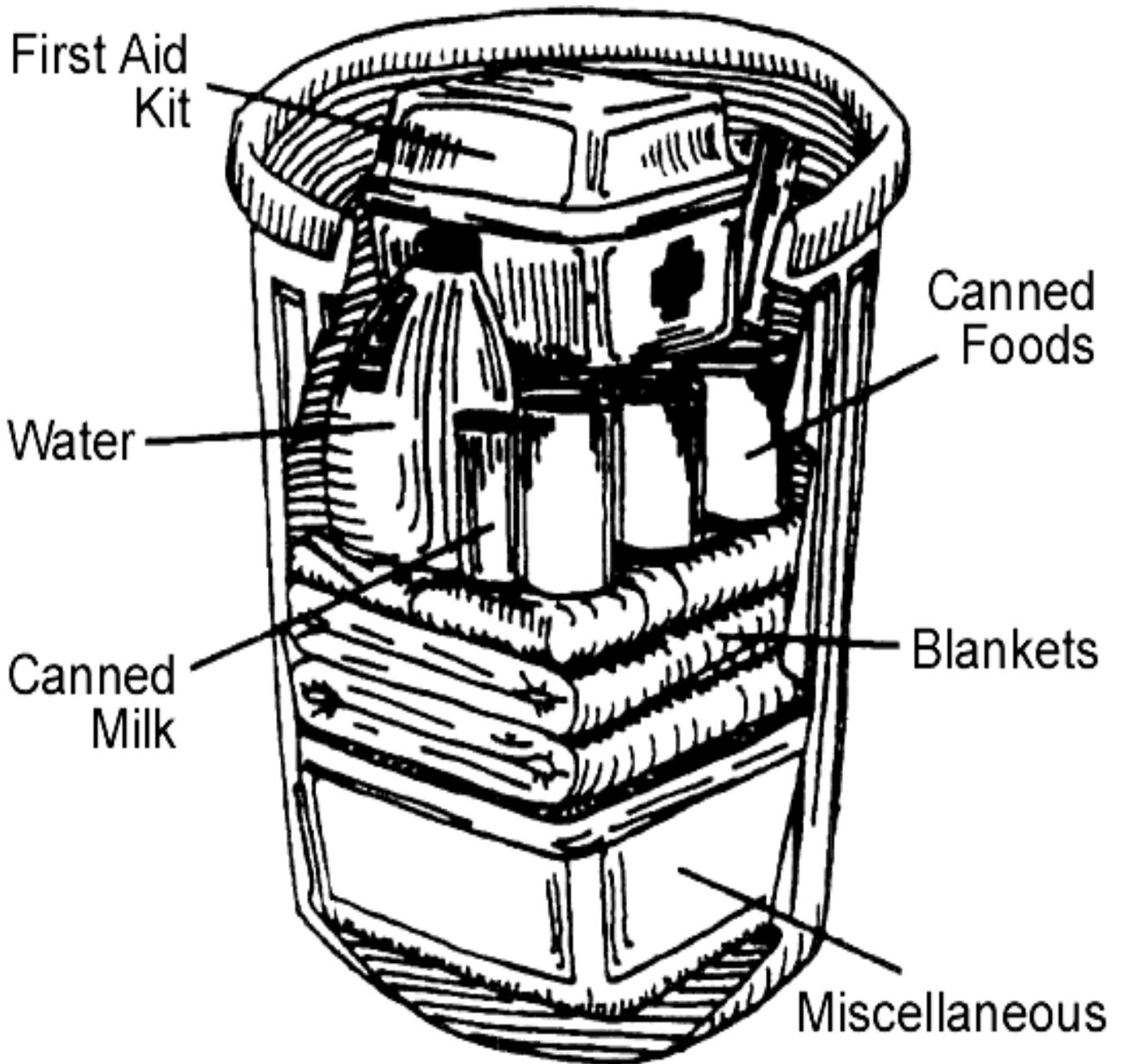
Source: Adapted from the 'Emergency Preparedness Tool Kit for People with Disabilities' from the Occupation Therapy Department at VCU & Virginia Leadership Education in Neurodevelopmental Disabilities (Va-LEND) 2007.

partnership.vcu.edu/media/partnership2022/resource-downloads/Emergency_Prep_Toolkit_FINAL_April_2007.pdf

Storing Emergency Supplies

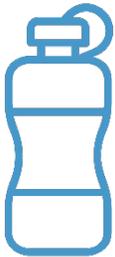
- Get the best supplies you can afford for your emergency supply kits so they don't break easily.
- Choose a safe place for your emergency supply kits. Spaces that are cool in temperature and dark, like a closet or garage, are good options.
- If you live in an apartment or don't have a lot of space, get creative! Put your emergency supply kits under your bed or stairs.
- Layer supplies in your 72-hour emergency supply kit in a large container, like a plastic garbage can on wheels. Look at the picture on the next page.
 - Put toothbrushes, soap, eating and cooking utensils and personal supplies into a box and place it at the bottom of the container.
 - Next, put in blankets and clothing.
 - Put water, food, and your first aid kit on top so you can reach them easily.
- If you're a camper or backpacker, you already have a head start. You can use the tent, stove and other gear you use for fun as part of your emergency supplies.

72-Hour emergency supply kit



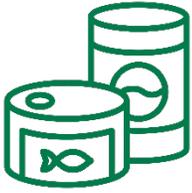
Storing water

- Store enough water so that everyone in your family will have enough to drink for at least 3 days. Here are some things to consider when storing water:



- Each person in your family will need about 1 gallon of water every day to drink, wash and cook with.
- Your pets need water too! Store extra water for your pet to drink.
- Put reminders on your calendar to replace the water in your emergency supply kits every 6 months. The plastic bottles may expire before the water is used!

Storing food



Canned foods can be stored easily and last a long time. Choose items like ready-to-eat canned meats, fruits, and vegetables that you and your family enjoy. Put reminders on your calendar to check your food supplies to make sure they are not expired. If you replace foods about 3 weeks or 1 month before their expiration date, you can still eat them before they go bad so that they don't go to waste.



Buy canned or dried juice mixes, powdered or canned milk, cereals and rice. Choose foods that are “high energy,” like peanut butter, jelly, crackers, unsalted nuts and trail mix.

Make sure your food is stored at the right temperature. Some foods spoil if they are not stored the right way, and you may get sick if you eat them.



Remember to rotate your food. Most food comes with an expiration date on it. Eating food after that date can make you sick, so put a reminder on your calendar to check your foods every 6 months so you're sure they are safe to eat. Eat the food that is going to expire soon and buy new food for your emergency supply kit.



Don't forget your pets! Store canned or dried pet food and an extra collar and leash, in addition to your pet's emergency supply kit. Pets are usually not allowed in emergency shelters, so you may have to take them to a pet-friendly shelter while you go to an emergency shelter for people (if there is a pet-friendly shelter available). Your pets will need their emergency supply kits! Usually, it is not safe to leave your pet at home if you need to evacuate the area – you should try to plan ahead and leave early for a pet-friendly safer location away from the disaster. If you must leave your pet at home, leave them with additional food, water, and current identification tags.

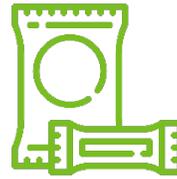
Remember to pack a can opener, cooking and eating utensils, and some basic food seasonings in your emergency supply kit.



Source: PDXPrepared (2007). How to prepare a 72-hour Kit. Accessed January 2009



What Foods to Include



Pick foods that you and your family enjoy.

It is very important that you choose foods that you and your family like to eat. **Choose foods that are easy to make or ready to eat.**

When you use the food in your emergency kit, you may have been evacuated from your home, so you won't have your usual cooking supplies. You may have to stay in a Red Cross Shelter, campground or in your car while you drive to a safe place. Pick foods that are easy to make or do not need to be cooked.

Don't spend a lot of money.

Foods that don't need to be cooked can be expensive. Make a budget for the food you buy for your emergency supply kits and only buy what foods you will be able to use in an emergency.



Examples of Foods to Pack

Here's a list of foods that you may want to add to your emergency supply kit:



- Beef or turkey jerky, dried meat or meat sticks
- Corned beef or roast beef hash in a can
- Applesauce cups or other fruit cups
- Canned or powdered milk and cereal snack packs
- Trail mix
- Raisins or dried fruit
- Peanuts or almonds
- Unrefrigerated pudding cups
- Granola bars or protein bars
- Juice boxes or protein shakes
- Fruit rolls
- Suckers, lollipops or hard candy
- Crackers
- Canned soup or chili

Source: University of California – Berkley. 72-hour kits. Accessed January 2009

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Prepare Your Service Animals and Pets



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



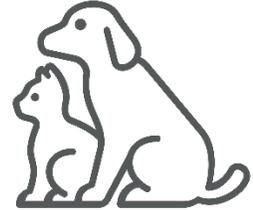
Bombing

Tab 9

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Prepare Your Service Animals and Pets

The Americans with Disabilities Act (ADA) defines a service animal as a **dog [and in some cases, a miniature horse]. Every service animal is trained to do work or perform tasks for a person with a disability.**



Service animals are different from pets. They can go into public places where pets are usually not allowed.

In an emergency, a service animal must be allowed inside a shelter, clinic or any other facility with their owner. A service animal can be made to leave only if it threatens the health or safety of other people, or bothers people with bad behavior, like barking or peeing.

If you have pets, your state website is a good place to find out if there are other ways to protect your pet in a disaster. Some states have pet-friendly emergency shelters during certain disasters.

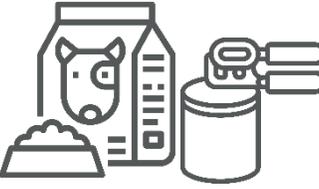
Things to Consider

- Buy stickers or make a sign to put on your doors and windows to show the types of animals you have and where they may be in your house.
- Make sure your service animals and pets have current licenses and ID tags.
- Put your number and your emergency contact person's phone number on the tags.
- Make friends with other animal owners in your neighborhood so someone can help your animals if you are not home.
- Plan who will care for your pet if you have to leave your home in an emergency and can't bring it with you. Call your local Office of Emergency Management for information, and/or check with your veterinarian.
- If you have a pet in a carrier, there is a greater chance that emergency shelter personnel will allow the pet into the shelter. Make sure to include your pet's emergency supply kit (next page). Shelters may not have the supplies needed to care for your pet.
- If you use a service animal, know that he or she may be affected by the disaster, too. They may not be able to work as well. Practice your emergency plans using other assistance and/or cues.

An Emergency Supply Kit for your Service Animal or Pet

In an emergency, your service animal or pet will need supplies too! Here are some supplies to think about:

- A bowl for water 

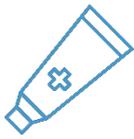
- A 7-day supply of food and can opener 

-  2-week supply of water in plastic gallon jugs

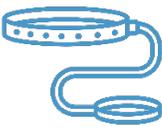
- A blanket or newspaper to sleep on 

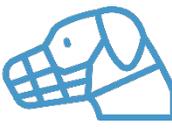
-  Plastic bags and paper towels for disposing of waste

- Rubber gloves for you to use when disposing of waste 

-  Pet first aid supplies for minor injuries, and other first aid supplies your veterinarian may recommend to keep your animal healthy.

- A favorite toy 

-  An extra collar and leash

- A muzzle (in case of injury or unusual behavior) 

- Medicine(s) your animal needs

- Pet/animal shampoo and brush

-  A carrier that has your contact information on it. Make sure you have one for each animal.

- Boots and perhaps coat in case the animal needs to walk and there is a lot of dangerous debris on the ground.

Source: The American National Red Cross. Prepare.org. 2006

Source: National Organization on Disability. *Disaster Readiness Tips for Owners of Pets and Service Animals*. 2007

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Service Animals and Pet Identification

Take a photo of your service animal or pet beside an object that will show its size (like a dining room chair or a kitchen stove). Take a picture of the face and then a picture showing the animal from the side. On the back of the picture, write:

1. The animal's name and owner contact information
2. The current date
3. If the animal has an identification chip implanted, write that info down.
4. The animal's birth year and current weight.
5. Your vet's name, their address and contact info.
6. What shots your animal has had and the dates.
7. What medications the animal takes, if any, and the dosages, how often.
8. What food the animal normally eats.
9. Any allergies the animal might have (food and medicine).
10. What you DON'T let your animal have in the way of food/toys/treats.
11. Any quirks your animal has that first responders need to know about (for example, is afraid of thunder and might try to run away; is frightened by big dogs and may get aggressive).
12. What kinds of things calm the animal (classical music playing on a battery powered radio? a blanket?).

Use laminating paper or clear contact paper to laminate the picture(s). Put the picture INSIDE the carrier. Make a reminder on your calendar to update the picture as the animal's looks change over time.

Source: The American National Red Cross. Prepare.org. 2006

Source: National Organization on Disability. *Disaster Readiness Tips for Owners of Pets and Service Animals* 2007.

Common Questions about Service Animals

It's important to consider your rights to have service animals with you during an emergency. Please visit this website for more details:

www.droregon.org/service-animals

Emergency Evacuation Plans



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 10

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Emergency Evacuation Plans

In some emergency situations, you may decide to leave your home or you may be ordered to leave. Keep in mind that your usual ways of support may not be available to you for some time during and after an evacuation. Prepare yourself based on the capabilities and limitations you believe you will have in an emergency situation.



Evacuation

If you smell gas, see smoke or fire or fear for your safety for other reasons, immediately evacuate everyone in your home. Once you are in a safe place, call 9-1-1 and report what happened.

If local authorities tell you to evacuate, follow their instructions. Use the evacuation routes they give you. Carpool if possible. Follow these steps if you are told to leave your home:



- Decide where you will go beforehand, if you can.**

Think about at least 3 places you could go, like a friend or family member's house, a hotel or a motel outside the area you live. Sometimes public emergency shelters do not provide all the help you may need.

- Call for transportation if you need help.**



Plan more than one way to leave your home and be ready to leave early. Think about how you will call for transportation help if the phones and electricity are not working. In some areas, local government agencies provide transportation for people who need help during an emergency. Ask your local

Emergency Management Office or fire department if transportation services are available for people with disabilities where you live.

Grab your emergency supply kit.



Make sure you take your emergency supply kit and that it has your medicine and important documents in it. Put items that are important to you in the supply kit, or somewhere safe.

Know what equipment you need.

Decide what type of equipment you need to help you. If you can't use the stairs, talk to your emergency support people about how you can leave your building in an emergency.



Take care of your pets.



Unlike service animals, pets may not be allowed into emergency shelters. Contact your local Red Cross chapter, Humane Society or your veterinarian for more information about where you can take your pet while you are at a shelter.

Turn off the electricity.

Except for the refrigerator, freezer and emergency heating in the winter to keep pipes from freezing, all your electricity should be turned off at the main box.



Call your personal support group.

It's important that you call the people in your personal support group to let them know you are safe and where you are going. If you plan to leave the area or the state, you may know a telephone number where you will be able to be reached. Give them that number.



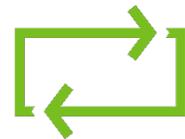
Advocate for yourself.



Practice how to quickly explain how to guide or move you and your adaptive equipment safely and fast. Be ready to give brief, clear and specific instructions to rescue personnel, either verbally or in writing.

Practice your plan.

Practice, practice, practice! Identify anything that could make it difficult. Get your personal support group involved. Ask them to practice how to help you. Practice on different days of the week, and at different times of the day. Evacuating during the day is not the same as evacuating at night when you may not be able to see landmarks that usually guide you.



Practice using more than one evacuation route, since some routes may be blocked by the disaster.

Review and update your plan.



Review and change your plan when you need to, or as your condition or your area changes (such as when new streets are opened or old streets closed). Make sure that if you change your support group people, they practice with you and know your plan.

Adapted from the 'Emergency Preparedness Tool Kit for People with Disabilities' from the Occupation Therapy Department at VCU & Virginia Leadership Education in Neurodevelopmental Disabilities (VA-LEND) 2007.

Emergency Shelters

You can find out what shelter to go to by listening to your local radio, watching the news or by calling or texting your local Red Cross office. If it is not safe to stay where you are or have a safe place to go, get to a chosen emergency shelter. Stay there until the emergency is over. Remember to:



- Take your emergency supply kit with you to the shelter.
- Tell your emergency support group where you are going.

At first, emergency shelters may not be able to give you basic supplies. Consider bringing extra items you may need. These may include:

- Blanket
- Pillow
- Air mattress
- Towel
- Washcloth
- Food
- Supplies for your children and babies

Usually, only service animals are allowed in emergency shelters. If you can't make other plans for your pets, Animal Care and Control staff at the emergency shelter may be able to help you find a safe place for your pet. Remember to take your pet's emergency supply kit with them!

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Summary Checklist



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



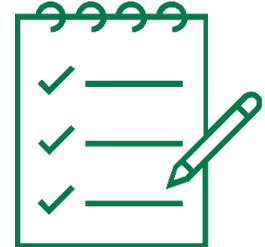
Bombing

Tab 11

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Summary Checklist for Personal Emergency Preparedness

Write the date you finish each part of your emergency preparedness plan in the space provided. Update your checklist regularly.



1. Make an emergency information list. Include:

- Medical and emergency contact information
- Emergency contacts for when you are out-of-town
- Names and phone numbers of everyone in your personal network
- Name and number of a relative or friend who lives more than 100 miles away

Date Completed: _____

2. Write down the best way to communicate with you on a card or piece of paper that you can always carry with you if you have communication difficulties.

Date Completed: _____

3. Fill out a medical information list. Include:

- Your medical providers
- Medicines you use
- Adaptive and support equipment you use

- Allergies and sensitivities
- Communication or cognitive difficulties

Date Completed: _____

4. Attach copies of health insurance cards and related information to your medical information list.

Date Completed: _____

5. Keep enough of your medicines to last 7 days at all times. Fill your prescriptions at the earliest date possible. Remember: prescriptions for non-narcotic medicines can be used only 1 year after they are written, and narcotic prescriptions can be used for only 6 months. Put reminders on your calendar to check your medications and prescriptions monthly.

Date Completed: _____

6. Have extra copies of your prescriptions.

Date Completed: _____

7. Talk with your doctor or pharmacist about what you should do if you do not have enough medicine during an emergency. Find out how long your medication is usable and what temperature to keep it at.

Date Completed: _____

8. Check the expiration dates on your emergency supply of medications. Find out how often you should replace the medications so they can be used for your everyday needs before they expire. Put reminders on your calendar to switch them out each time you get newer ones.

Date Completed: _____

9. Identify safe places to go during a/an:

- Earthquake
- Fire
- Tornado
- Flood
- Hurricane
- Terrorist attack
- Tsunami
- Wildfire

Date Completed: _____

10. Install at least one smoke detector on each level of your home and in every bedroom.

Date Completed: _____

11. Find utility shutoff valves and switches. Learn how to use them.

Date Completed: _____

12. Identify as many exits as possible from each room in your home and the buildings you spend your time in.

Date Completed: _____

13. Make a floor plan of your home that includes your main escape routes to keep posted on the refrigerator or other easy place to see.

Date Completed: _____

14. Practice leaving your home from different exits, especially if you are in a building with many stories.

Date Completed: _____

15. Decide what type of equipment you will need for help during an evacuation.

Date Completed: _____

16. Be ready to give brief, clear, specific instructions and directions to rescue workers.

Date Completed: _____

17. If you do not drive, talk with your service coordinator or personal agent about how you will leave the area if authorities tell you to leave.

Date Completed: _____

18. Ask your local Emergency Management Office if transportation services are available for people with your disability during an emergency evacuation. Find out how to get the service.

Date Completed: _____

19. Learn all about the emergency evacuation plan for work, school, and any other location where you spend a lot of time.

Date Completed: _____

20. Choose a place to stay if you can't go home.

Date Completed: _____

21. Have a care plan for your pet and/or service animal.

Date Completed: _____

Source: American Red Cross (2007). *Disaster Preparedness Information*. Retrieved November 2008 from redcross.org

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Resources



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 12

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Helpful Resources

Visit these additional websites to learn more about emergency preparedness:

American Red Cross Disaster Services for People with Disabilities

202-303-5000

[redcross.org/get-help/how-to-prepare-for-emergencies/inclusive-preparedness-resources.html](https://www.redcross.org/get-help/how-to-prepare-for-emergencies/inclusive-preparedness-resources.html)

American Red Cross: General Disaster Campaign

[redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies.html](https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies.html)

Department of Homeland Security

202-282-8000

[dhs.gov](https://www.dhs.gov)

FEMA: Disaster Preparedness for People with Disabilities

1-800-621-3362

<https://www.fema.gov/press-release/20230425/disaster-preparedness-people-disabilities>

Ready.gov

[ready.gov](https://www.ready.gov)

If you do not have a computer, look for these resources in your local library. You can call the local offices of the organizations if there is a number for them in your phone book, or you can call the national office at:

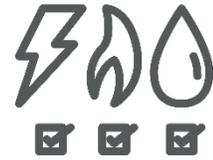
American Red Cross: 202-203-5000

Department of Homeland Security: 202-282-8000

Federal Emergency Management Agency: 1-800-480-2520

How and When to Turn Off Utilities

If there is damage to your home or local authorities tell you to turn off your utilities, there are important things to keep in mind:



- ✓ Know where the electric, gas and water shutoff valves are located.
- ✓ Keep the tools you will need near the shut off valves for easy access.
- ✓ Teach your family members how to turn off the utilities.
- ✓ If you turn the gas off, a professional must turn it back on. Do not try to do it yourself!

Even if you live in an apartment, it is possible that the manager or landlord does not live on the property or is not able to turn off utilities. You may need to do it, or you may need to be able to tell someone else how to do it. It is a good idea to hold an emergency planning meeting with your manager and all the residents in your building or complex.

Source: Ready.Gov. Deciding to Stay or Go. Information adapted from [ready.gov/plan](https://www.ready.gov/plan) Accessed January 9, 2009.

Source: Information adapted from the City of San Francisco Department of Emergency Management <https://www.sf72.org/>

Things to Know about Your Utilities in an Emergency

Gas



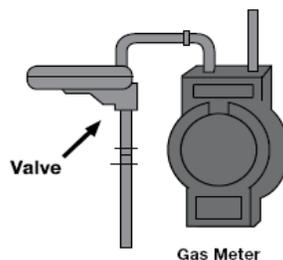
If you smell or hear gas, see a broken pipeline or think you have a leak:

- Shut off the main valve.
- Open all the windows and doors.
- Do not turn on electrical switches or appliances.
- **Do not light a match or candle. It could cause an explosion.**

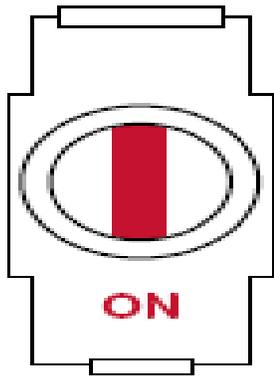
Here's how to turn off your gas:

1. First, find the main valve. It's usually on the outside of large buildings and inside a closet in many homes. If the shut-off valve is inside a landlord's apartment, find out what to do if they are not home or cannot get home.

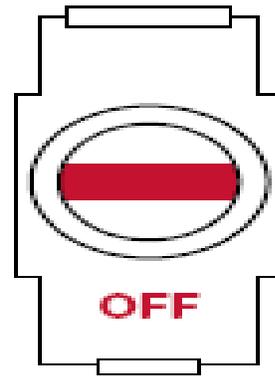
Your main valve may look like this:



2. After you find the valve, turn it slightly. You'll know the gas is off when the lever is in a straight line from left to right on the pipe.



The gas is **on** if the lever is straight from top to bottom.



The gas is **off** when the lever is straight from left to right.

- Keep a wrench or another tool you can use to help you turn the lever.
- Remember: You do NOT turn the gas back on yourself.** Call your gas company to ask them to do it.

The name of my gas company is: _____

My gas company's phone number is: _____

Water



Water leaks can cause damage to your home and electrocution. Here are some general rules for handling water leaks:

- Shut off your water after an earthquake or explosion.

Here's how to turn off your water:

1. The water shut off valve is usually in the basement, garage or where the water line comes into your house by the curb. You will see a pipe coming out of the ground with a valve on it that looks like a wheel.
2. Turn the wheel clockwise (toward the right) to shut off the water.

The name of my water company is: _____

My water company's phone number is: _____

Electricity



You can be electrocuted and killed if you touch live electrical wires or anything that has been touched by live electrical wires. Shut off the electricity when:

- The insides of electrical devices burn when you plug them in.
- There is a fire or water leak.
- You smell the insulation in your house burning.
- The area around switches and plugs is hot when you touch it.
- The area around switches and plugs is black.
- The power goes out and you smell something burning.

The name of my electric company is: _____

My electric company's phone number is: _____

Sewer Service



Damage to sewer lines can affect the way you deal with human waste. When sewer lines aren't working, you will not be able to flush the toilet. If you think your sewer line is damaged, don't flush the toilet! Turn off the water at the main valve and call your sewer company.

Here are some things you can do to keep clean if the sewer line is damaged:

- If there is no water in the toilet bowl but your sewer lines still work, pour 3 to 5 gallons of water into the toilet bowl so you can flush it.
- If there is no water in the toilet bowl and the sewer lines are broken, line your toilet bowl with double garbage bags to collect waste. After you use the toilet, add a small amount of bleach to the bowl. Then, seal the garbage bag and put it into a container with a lid that fits tightly. Keep the container away from people.
- If your toilet can't be used at all, line a bucket that has a tight-fitting lid and line it with garbage bags. Remember to add a small amount of bleach and keep the bucket away from people and animals.

The name of my sewer company is: _____

My sewer company's phone number is: _____

How to Make a Home Inventory

If your home was damaged by fire or a burglar took your valuables, would you remember the details of your possessions? If asked, could you remember your TV's screen size and brand name? How about your camera or video game system? Do you remember when and where you bought these items and how much they cost?



If your belongings are stolen or destroyed, your insurance company will ask you to provide a record of them. Without an inventory, you will forget important information. Add the trauma and stress a major loss can cause, and likely, you will forget items. Save yourself time, money and frustration by planning ahead and completing a personal property inventory.

How an inventory can help you

If a disaster strikes, a personal property inventory will help you:

- Provide your insurance company with a complete list of your household goods and personal belongings so you're sure to receive compensation for everything your policy covers.
- File a complete claim that can be settled quickly and accurately.
- Confirm that you have enough coverage for your belongings.
- Know which items were stolen and identify recovered property after a burglary.
- Provide a record of serial and model numbers for easy identification of your items.

- Provide a receipt from the original place of purchase.
- Verify any parts of your loss that you may write off on your federal income taxes.

A complete inventory has:

- A listing of all your items with important details
- Receipts for your most valuable objects
- A video or photos of your home and contents
- Current appraisals



It's easy to get started

Prepare your inventory by hand or on a computer. Several software packages are available just for this purpose, or design your own form with a spreadsheet program. Keep in mind, a computerized inventory is easy to update and store.

If you design your own form, include columns for the name and description of each item, the quantity, model and serial number, purchase date, where you bought it, original cost and what you think is the current value. You may want to add a column to mark if you have a receipt or photo of the item.

Cover one room at a time

One way to complete your inventory is to tackle a different room of your home each week until you have everything listed. Record your high-valued items, such as jewelry, silverware, special collections, antiques, paintings and artwork.

Then list furniture, carpeting and electronics such as TVs, stereo equipment and computers. Remember clothing, draperies, wall hangings, rugs, CDs, DVDs, pots and pans, linens, tools, lamps and appliances that were not included in the purchase of your home.

Open drawers, cupboards and closets. Record what's inside. Open toolboxes, cabinets and storage bins and include their contents.

Use a camera or recording device

Add photos or a video of your belongings to your inventory. This will give you further proof of ownership and add detail to your written descriptions. They also help document each item's condition and size. Take wide-angle photos of entire rooms, which will help show the size of a loss. When making a video, you can record audio descriptions and make comments. Take close-up shots of expensive items and group shots of lower-value items. Zoom in on labels and special features, like signatures on artwork or serial numbers on appliances and electronics. Be sure to date each photo or use the date imprint function on your video camera.

When you make a list of outdoor items, include bicycles, sporting goods, yard equipment and other things kept outside. While you're outside, take a photo of each side of the outside of your home. Include your carport and other structures, like a storage shed. Include rare trees or shrubs and unusual landscaping. These things aren't considered personal property, but it will be helpful to have a record of them in case of a loss.

After you've finished your inventory

Once you've completed your list, copy everything, including appraisals, receipts, videos, disks and computer printouts, and have an extra set of photos printed. Store one inventory packet away from your home. A safe deposit box is the most secure location, or ask a friend or relative to keep a copy.

Be sure to update your inventory packet every 4 to 6 months. In the meantime, save receipts for any new items you'll need to add. If you make

a major purchase, update your inventory as soon as possible. And remember to delete items you no longer have.

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Emergency Preparedness Tool Kit for People with Disabilities



Oregon Office on Disability and Health (OODH)
University Center for Excellence in Developmental Disabilities (UCEDD)

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