

Emergency Management Be-Prepared Kit

for HOME
and AWAY



Prepared for West Virginians who have disabilities or other daily functioning needs.



If planning does not embrace the value

Make Your Personal Plan

Get prepared for emergencies. People who are prepared for emergencies usually stay safer when something happens than people who are not ready. Make your personal or family plan. If you will need support during an emergency, include the people who will help you.

Emergency planning is important. Help may not be able to get to you during an emergency. You will need to rely on your Personal Plan for Emergencies.

Complete all three booklets:

- Readiness Checklist: Emergency Plan for Home (blue)
- Shelter Checklist: Be Prepared to Go to a Shelter (green)
- Yellow Checklist: Important People and Papers (yellow)

Get your “Be Prepared Kit” ready. Keep your completed blue, green and yellow booklets together in this orange folder. Keep the items in your kit and these booklets in a strong plastic bag or waterproof container.

Contact your support network partners regularly to confirm their readiness to check with you in an emergency and their ability to come to your aid if needed. If you arranged for transportation in an emergency, check in every couple of months with your transportation contact person to make sure that your plan will still work. Review your contacts and papers every couple months to make sure the information is still current.

that everyone should survive, they will not.

- National Council on Disabilities, 2005

Plan Ahead for Emergencies

Emergencies can happen at any time. Hurricanes, tornados, floods, fires, electrical blackouts and terrorist attacks are in the news everyday. On an individual scale, sudden illness, equipment breakdown, and loss of a personal care assistant are also serious emergencies.

Emergency management is the way governments, communities, agencies and people work together to prepare for and deal with emergencies. Emergency management has three phases: planning, response and recovery. People with disabilities have the right to participate in all phases, in planning for, responding to, and recovery from emergencies.

Planning ahead is a critical phase of emergency management. Planning ahead can make the difference between tragedy and survival.

You have a responsibility in planning ahead for an emergency, because you and the people who assist you know your daily needs best and what you might need in an emergency.

This Emergency Management “Be Prepared Kit” is designed to assist you to plan ahead for emergencies.

The *Emergency Management Be Prepared Kit* including the
Readiness Checklist: Emergency Plan for Home,
Shelter Checklist: Be Prepared to Go to a Shelter and
Yellow Checklist: Important People and Papers
were originally produced by:

Ohio Legal Rights Service in partnership with
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Ohio Department of Aging
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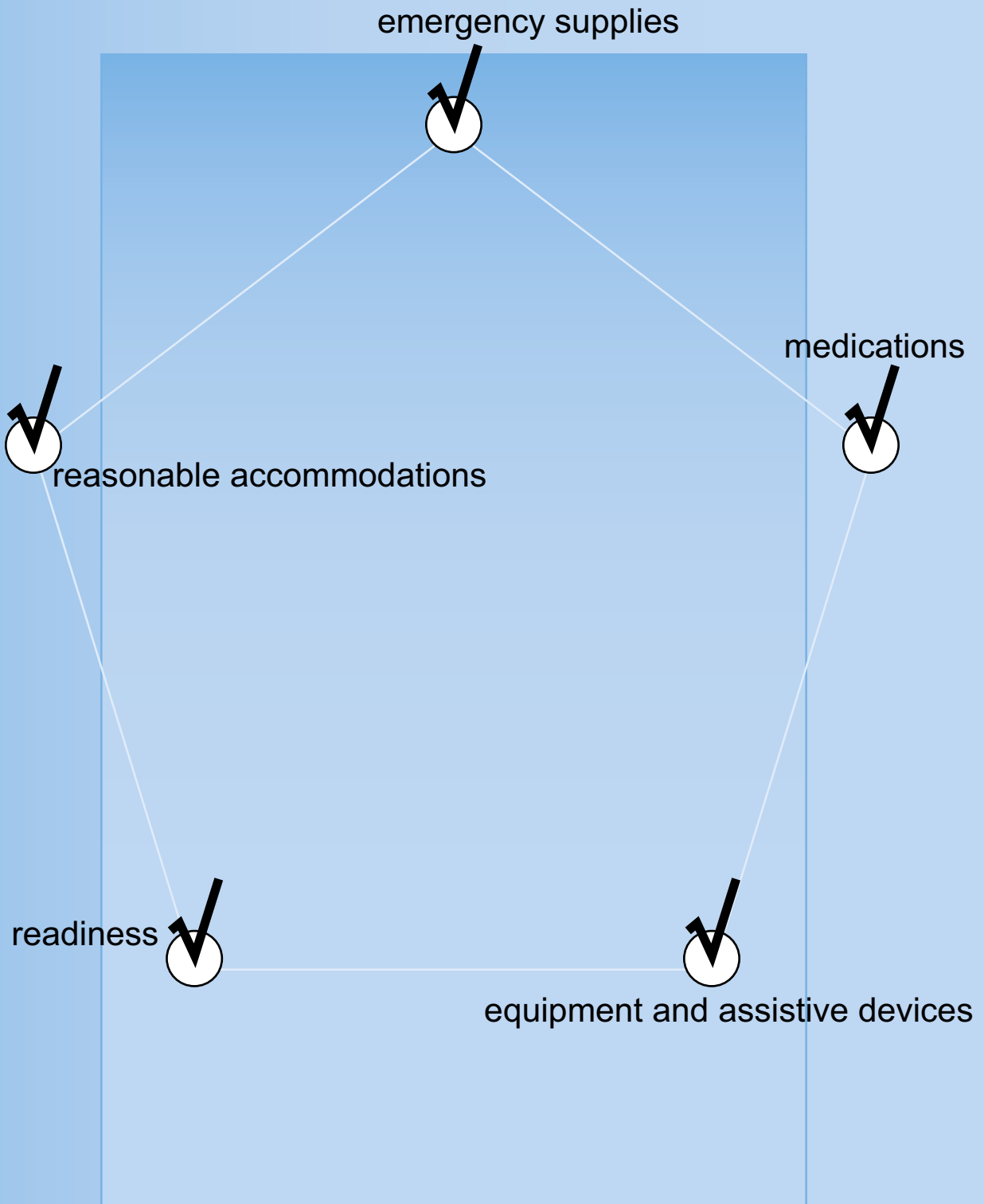
108 Lee St. East, Charleston, WV 25304

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Readiness Checklist: Emergency Plan for Home



Prepare your home for an emergency

Get prepared. People who are prepared for emergencies usually stay safer when something happens than people who are not ready.

During an emergency the general public may be advised by state or local officials to stay where they are. People may need to stay at home, work or another place. Individuals with disabilities and families, like everybody else, should be prepared to take care of themselves at home for at least three days. Your home may need to be your shelter. This “home checklist” can help you create an emergency plan for your home.

Emergency planning tips.

- Be sure to have a battery operated radio with extra batteries. Listen for updates from officials about whether you should stay where you are or leave for a shelter. Don't count on regular communication. Electricity may be out, phones, including cell phones, and wireless devices may not work. Your battery operated radio and backup batteries are your best bet to listen for information from officials.
- Don't take for granted that help will come. Make your personal or family plan. If you will need support during an emergency, include the people who will help you in your plan. Check in with them regularly to make sure they are still available and their personal emergency plans have not changed.
- Make sure contact information and copies of important papers are kept up-to-date. Check the dates on batteries and food supplies every couple months. Complete the check list provided in this booklet. Using this checklist will help you make your plan with your family or support people.

If you are not able to stay at home for at least 3 days, your personal emergency plan should identify:

- who will help you get to a safe place,
- how these people will be contacted in an emergency,
- what kind of transportation you need, for example, a vehicle with a wheelchair lift, an ambulance or ambulette,
- the place that you are likely to go, and
- what you need to take, for example, medicines, equipment, names and phone numbers of people who are important to you, and copies of identification, insurance cards and important papers.

1. Emergency Supplies

If you can not afford to stock up on supplies for an emergency, contact organizations like the American Red Cross and those that serve people with disabilities. If you have a Case Manager or Service Coordinator, ask them to help. Store your emergency supplies where you can easily get to them.

- Battery operated radio
- Flashlight
- Extra batteries for radio and flashlight (check expiration dates every couple months)
- Signaling device, such as a whistle, beeper, bell, screecher
- Food for at least 3 days – packages or cans that you can open and prepare easily (check expiration dates every couple months)
- Water – one gallon per person per day for at least three days
- Food and water for your service and companion animals or pets
- Non-electric can opener that you are able to use
- Extra blankets, especially for winter emergencies
- First aid kit with Band-Aids, bandages, hand sanitizer, insect repellent, topical ointments, flu and cold remedies, and vitamins to boost general health

Notes:

2. Medications

- Extra supply of medicines you need to take (if possible, a two-week supply, check expiration dates every couple months)
- Extra copies of prescriptions (ask your doctors, let them know they are for your emergency kit)
- Ice chest if your medication needs to be cold (keep your ice trays filled in your refrigerator in case you need ice)

Notes:

3. Equipment and assistive devices

- Equipment and assistive devices are easy to locate during an emergency
- If needed, back-up equipment, for example, spare batteries or a manual wheelchair
- Written instructions to operate and move your medical and adaptive equipment

Notes:

4. Readiness

- Know where main valves and switches are for gas, water and electricity. Get help adapting handles, valves and switches, if it makes a difference to help you to turn them off
- Fire extinguisher that you can use, for example, one with extended handles
- An emergency plan, including transportation, if you need to get to a shelter or other safe place
- Written instructions and copies of important papers listed in your Yellow Checklist booklet

Notes:

5. Reasonable Accommodations

Be prepared to quickly explain to rescue personnel with the least amount of words in the least amount of time how to move your mobility aids and how to move you or assist you to move safely and rapidly. (For example, “take my oxygen tank,” “take my insulin from the refrigerator,” “use the board to transfer me from bed to my wheelchair.”)

Your needs should be reasonably accommodated as much as possible during an emergency so that you remain as safe as possible and keep as much control of your life and choices as possible. Know what accommodations related to your disability you may need to ask of rescue personnel. For example, if you are unable to wait in long lines for extended periods of time, practice clearly and concisely explaining why, because of your disability, you cannot wait in line.

List accommodations you may need to ask of rescue personnel during emergency response and recovery periods. Accommodations you may need are described in your Shelter Checklist booklet.

Notes:

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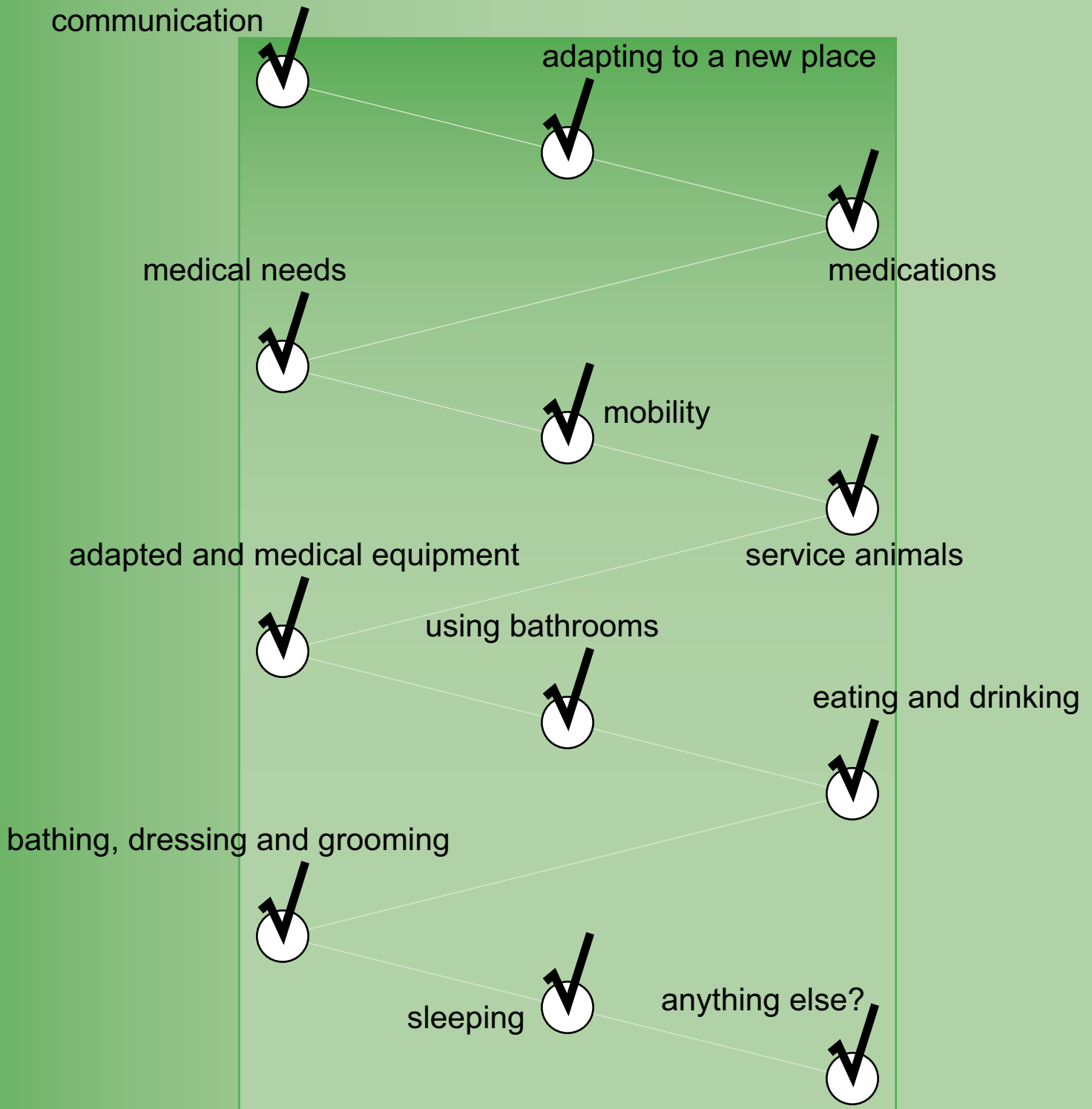
Phone: 304-348-1088

web: www.kchdwv.org



Shelter Checklist:

Be Prepared to Go to a Shelter



Be ready to go to a shelter

Get prepared. People who are prepared for emergencies usually stay safer when something happens than people who are not ready.

During an emergency the general public may be advised by state or local officials to go to a shelter. The shelter's location probably will not be announced until the emergency happens and officials know where to set up safe places for people to go. Don't take for granted that help will come. Make your personal or family plan! If you will need support during an emergency, include the people who will help you. Check in with them regularly to make sure they can help and their personal emergency plans have not changed.

Listening for instructions. Be sure to have a battery operated radio with extra batteries in case of an emergency. Listen to officials when they tell you to stay where you are or leave for a shelter. Don't count on regular kinds of communication. Electricity may be out, phones, including cell phones, and wireless devices may not work. Your battery operated radio and backup batteries are your best bet to listen for information from officials.

Getting to a shelter. Think about how you will get to a shelter during a general emergency. Public transportation and taxis may not be operating. Officials may organize transportation to shelters, but you can't count on this. If you need to, ask for help arranging for transportation and making a plan for an emergency. If you have a Case Manager or Service Coordinator, ask them to help line up emergency transportation that will meet your needs. If you don't know how to arrange for the accessible transportation you need, for example, a vehicle with a wheelchair lift or an ambulette, find out your options. Contact organizations like the American Red Cross and those that serve people with disabilities or older adults.

Plan how your transportation contact person will know who you are, where you live, and when it is an emergency and you need to go to a shelter. Check in every couple of months with your transportation contact person to make sure that your plan will still work. If you move, be sure to tell your contact person.

Planning for your needs for your shelter stay. Complete the check list in this booklet and get your "Be Prepared Kit" ready to take with you in an emergency. Think about the accommodations you will need so you can talk with people at the shelter. Make your plan with your family or other support network. Complete the yellow "Important People and Papers" booklet and have copies of important papers to take with you. Make sure contact information and copies of important papers are kept up-to-date.

1. Readiness

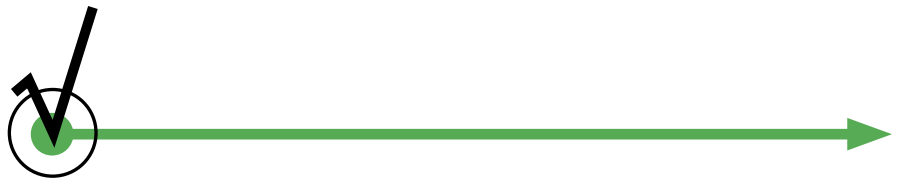
- Know where main valves and switches are for gas, water and electricity. Get help adapting handles, valves or switches if that will help you be able to turn them off.
- Fire extinguisher that you can use, for example, one with extended handles.
- Battery operated radio.
- Flashlight.
- Extra batteries for radio and flashlight (check expiration dates every two months).
- Signaling device, such as a whistle, beeper, bell, screecher.
- An evacuation plan, including transportation, when you need to get to a shelter.

2. Make your “Be Prepared Kit”

Organize your “Be Prepared Kit” and complete the three booklets (blue, green and yellow) with you. Tell people helping you evacuate what you need to take and where it is located.

- Completed “Important People and Papers” booklet.
- This completed “Be prepared to go to a shelter” booklet.
- Equipment and assistive devices.
- Back-up equipment (for example, spare batteries or a manual wheelchair).
- Extra supply of medications.
- Extra copies of prescriptions.
- Essential supplies for a medical condition.
- Food, collar and leash if you use a service or companion animal.
- Strong plastic bag or waterproof container to keep items in your kit dry.

Shelter Accommodations Checklist



What will you need? On the following pages, check what applies to you. Based on your answers, write the accommodations you will need on the form at the end of this booklet. The form has sections where you can describe your short-term needs (no overnight) and your longer-term needs (overnight or longer shelter stay).

3. Communication

Sign language interpreter

I read others' lips

TTY

Large print materials

Braille materials

Recorded materials

Someone to read and explain information to me

Other (please describe)

Communication device (for example, augmentative communication device, word or picture board, artificial larynx). If yes, please describe:

Anything else about communication?

4. Adapting to a new place

I have a hard time adjusting to new places or being around people I don't know.

It is difficult for me to adjust to crowded and noisy rooms.

I am blind or visually impaired and need someone to help orient me with the layout of the shelter.

Anything else about adapting to a new place?

5. Medications

I need help to remind me when to take medications.

I am allergic to this medication:

Anything else about medications?

6. Medical needs

I have a medical condition that is unstable or another health issue that needs continual attention (ex. seizures).

I need help with on-going medical therapy, such as IV therapy, catheterization, ostomy, or wound care.

I need these essential medical supplies (if possible, keep these in your “Be Prepared Kit”):

I have a medical device implant (for example, heart defibrillator, pacemaker, vagus nerve stimulator, Baclofen pump, etc.):

I have environmental allergies or chemical sensitivities.

I cannot tolerate excessive heat or cold.

I have a weakened immunity system and need to be away from others because I catch illnesses easily.

Anything else about medical needs?

7. Mobility

I use a wheelchair or other mobility device (please describe):

I can walk but have trouble standing for extended periods (for example, waiting in line).

I am unable to walk and need someone to help me get into different seating or laying positions.

I need a lift, such as a Hoyer lift, to transfer me from one place to another. If no lift is available, I need people for a safe transfer.

Anything else about mobility?

8. Service animals

I use a service animal.

My service animal does not adapt well to emergencies.

I need help while my service animal adjusts.

This is how I use my service animal:

Anything else about service animals?

9. Adapted and medical equipment

I use:

oxygen

glasses

cane

walker

wheelchair

communication device

diabetes kit

ventilator

feeding pump

suction machine

Other adapted or medical equipment (please describe):

Anything else about medical equipment?

10. Using bathrooms

I need disposable undergarments. (If possible, keep these in your Kit.)

I need help changing undergarments.

I need an adapted toilet.

I need to be catheterized every hours.

Anything else about using bathrooms?

11. Eating and drinking

I need special formula.

I need modified plates or silverware to eat on my own.

I need straws or modified cups to drink on my own.

I have food allergies (please describe):

I need special foods because of an illness (please describe):

Anything else about eating and drinking?

12. Bathing, dressing, and grooming

I need help taking a shower or bath.

I need help buttoning or fastening clothes.

I need help with grooming (for example, brushing your hair, brushing your teeth, etc.).

Anything else about bathing, dressing or grooming?

13. Sleeping

I need help getting into and out of bed.

I need to be repositioned while I sleep.

I have medical issues when I sleep that require monitoring (for example, sleep apnea, seizures).

Anything else about sleeping?

14. Anything else?

Is there anything else that shelter staff should know about you or a family member for you to be safe and healthy during your stay?

15. Personal List for the Shelter



Complete the form on the next two pages. When you arrive at the shelter, ask to photocopy it or tear it out, and give it to the shelter staff so you can be included in as safe and healthy way as possible.

Fill in now. Fill in your name and address, the equipment or assistive devices you use, and medications you need. List the accommodations you will need based on your answers in this booklet and the blue Readiness Checklist booklet.

Fill in at the shelter. When you arrive at the shelter, place checkmarks in the squares to show what equipment and medications you were able to bring with you and which medications must be kept cold.

Note about assertive communication. Be prepared to quickly explain to rescue personnel and shelter personnel with the least amount of words in the least amount of time how to move your mobility aids and how to move you or assist you to move safely and rapidly. For example, “take my oxygen tank,” “take my insulin from the refrigerator,” “use the board to transfer me from bed to my wheelchair.”

To the Shelter Staff:

This two-page form tells you any equipment and devices I use, any medications I take, and accommodations I need. Ask me if you have any questions. Thank you for giving me shelter during this emergency.

My name and address:

Equipment or devices I use:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

I brought
this with
me

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Medications or special formulas:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

I brought
this with
me

Must be
kept
cold

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

photocopy or tear-out this form to give to the shelter

I request the following accommodations for a short-term stay (not overnight) in your shelter.

In addition to the accommodations listed above, I request the following accommodations for an overnight or longer stay in your shelter.

Comments:

--

photocopy or tear-out this form to give to the shelter

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web: www.kchdvw.org

To the Shelter Staff:

This two-page form tells you any equipment and devices I use, any medications I take, and accommodations I need. Ask me if you have any questions. Thank you for giving me shelter during this emergency.

My name and address:

Equipment or devices I use:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

I brought
this with
me

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Medications or special formulas:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

I brought
this with
me

Must be
kept
cold

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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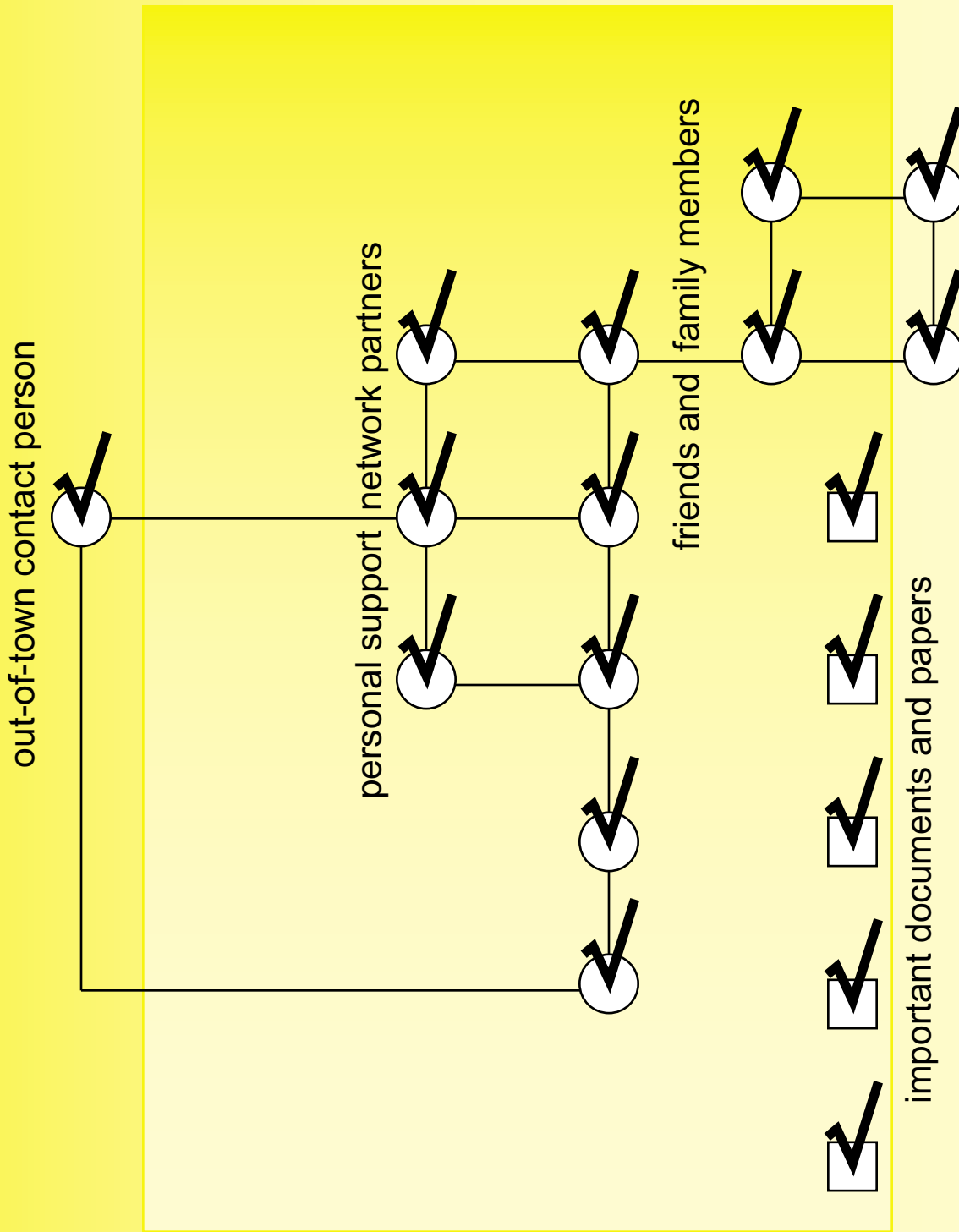
Comments:

--

photocopy or tear-out this form to give to the shelter

Yellow Checklist:

Important People and Papers



Gather contact numbers and papers

Get prepared. People who are prepared for emergencies usually stay safer when something happens than people who are not ready.

The purposes of this “Important People and Papers” booklet are to organize contact information so you can reach your support network and other important contacts, and organize copies of important papers that you may need in an emergency.

In an emergency, don’t count that regular communication will work. Electricity may be out, phones, including cell phones, and wireless devices may not work. Plan how your support network partners will contact you in an emergency if the telephone does not work.

Contact your support network partners regularly to confirm their readiness to check with you in an emergency and their ability to come to your aid if needed. If you arranged for transportation in an emergency, check in every couple of months with your transportation contact person to make sure that your plan will still work.

Review your contacts and papers every couple months to make sure the information is still current.

1. Personal Support Network

Build a personal support network of people who have agreed to check with you in an emergency and help you if needed.

- If possible, have more than one support person in case your designated person is not able to help you.
- If you decide to, give keys to your support network partners.
- Tell your support network partners where you keep emergency supplies.
- If you decide to, give copies of your plan, copies of important papers, emergency plans, and written instructions to your support network partners.
- Plan how your support network partners will contact you in an emergency if the telephone does not work.
- Contact your support network partners regularly to confirm their ability to check with you in an emergency and to come to your aid if needed.

Local phones may not work during an emergency. It may be easier to call a support network person long distance than to call someone within your area. The long distance person can serve as the point of contact.

- Identify a relative or friend - someone who lives about 100 miles away - to be your out-of-town contact person during an emergency.
- Instruct your support network partners to try to call your out-of-town contact person to report your condition and your location.
- Make a list of your support network partners, your out-of-town contact person, local service providers and emergency response agencies.

SEE CONTACT LIST ON THE NEXT PAGE >

2. Emergency Contact List

During and after an emergency the 911 system may be overwhelmed with calls or out of service entirely. Make a list of direct-dial telephone numbers, cell phone numbers, e-mail addresses, and any alternate methods of contact.

Out-of-town contact person: _____
Contact:

Support network person: _____
Contact:

Support network person: _____
Contact:

Support network person: _____
Contact:

Police department/county sheriff: _____
Contact:

Fire department: _____
Contact:

Local Red Cross: _____
Contact:

Case manager, service coordinator or other provider: _____
Contact:

Emergency Contact List (continued)

Service and repair for medical equipment: _____
Contact:

Primary physician: _____
Contact:

Other treatment providers: _____
Contact:

Other treatment providers: _____
Contact:

Other treatment providers: _____
Contact:

Pharmacy/prescription mail order: _____
Contact:

Electric company: _____
Contact:

Gas company: _____
Contact:

Water company: _____
Contact:

Emergency Contact List (continued)

Other emergency contact: _____
Contact:

Other emergency contact: _____
Contact:

Other emergency contact: _____
Contact:

Other emergency contact: _____
Contact:

Other emergency contact: _____
Contact:

Other emergency contact: _____
Contact:

Other emergency contact: _____
Contact:


Other emergency contact: _____
Contact:

Other emergency contact: _____
Contact:

3. Important Documents and Papers

During and after an emergency you will need important documents. Keep copies of your important documents in this folder, together with your emergency contacts. Store your original documents in another place, one that is waterproof and fireproof if possible.

Prepare an Emergency Health Information Card to carry with you at all times. Keep a copy with your important papers. Your Card should list your name, address, phone number, medications, equipment, allergies and sensitivities, sensory and communication limitations, treatment wishes, case manager, service coordinator or other providers, their names and telephone numbers, your family, contact people, and support network partners.

- 
- Emergency Health Information Card
 - license, state identification or passport
 - recent photo, if you have no license, state identification or passport
 - birth certificate
 - Social Security card
 - food stamps card or eligibility letter
 - extra copies of medication prescriptions
 - Social Security benefits (SSI or SSDI) eligibility letter
 - private health insurance, Medicaid and Medicare cards
 - power of attorney, health care power of attorney, living will forms
 - written instructions to turn off your utilities
 - written instructions for your personal care, transport and medical equipment

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After you complete this booklet,
pull out this card and fill in
the emergency health and
contact information.

Carry this card with you
at all times.

FOLD HERE

Emergency Health Information Card

My name, phone and address:

EMERGENCY CONTACTS

Contact Person
Name & Phone

Contact Person
Name & Phone

Physician
Name & Phone

Physician
Name & Phone

Case Worker
Name & Phone

EMERGENCY HEALTH INFORMATION

Sensory
Limitations

Communication
Limitations

Allergies &
Sensitivities

Medication Doses,
Times & Routes

Dietary
Information

Medical
Equipment

Mobility &
Transfers

Treatment
Preferences