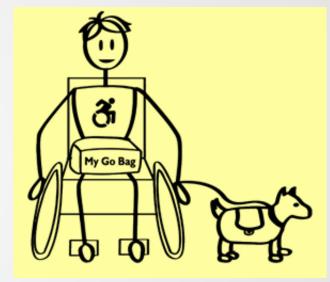
Green Bay Apartment Fire July 2018

Video:

 <u>https://www.wbay.com/content/news/Safety-</u> <u>evacuations-for-people-with-disabilities--</u> <u>489186661.html</u>

Be Prepared, Have a Plan: Emergency Preparedness Toolkit





COUNCIL ON PHYSICAL DISABILITIES

For Persons with Disabilities and AnyBODY Else Adapted and Endorsed by the Wisconsin Council on Physical Disabilities October 2019 About the Wisconsin Council on Physical Disabilities (CPD)

- Created by the state legislature in 1989.
- Vision: The Council envisions a world where all persons with physical disabilities have access to the same opportunities and life choices as any other Wisconsin resident.

About the Wisconsin Council on Physical Disabilities (CPD) – Cont.

Has five major responsibilities:

- Develop and implement a state plan for services to people with physical disabilities.
- Advise and make recommendations to state agencies on relevant legislation.
- Promote public awareness about the abilities of and barriers to people with physical disabilities.
- Encourage the development of programs and policies that prevent physical disabilities.
- And submit recommendations in an annual report to the state legislature.

Presenters

- Ben Barrett, CPD Chair
- Karen Secor, Emergency Preparedness Committee Chair

History on Council's Involvement in Emergency Preparedness

 The Council has been working on emergency preparedness for over 12 years.





History on Council's Involvement in Emergency Preparedness – Cont.

- CPD has an Emergency Preparedness Committee
- Karen Secor, Chair of the CPD Emergency Preparedness Committee, serves on Wisconsin's Emergency Preparedness Advisory Committee as physical disability representative
- CPD developed an Emergency Preparedness Toolkit, customized for people with disabilities

Your Best Chance of Survival is to Have a Plan and Be Prepared

- This toolkit is the first step you can take to be prepared and informed!
- Here are some things you can do to get started:
 - Set up a meeting
 - Take responsibility
 - Plan ahead
 - Discuss how you will communicate with each other
 - Make plans for your pet(s)/service animal(s)
 - Have an evacuation plan and practice evacuating your home twice a year
 - Choose who you will make contact with during a disaster
 - Pack emergency supplies that will last for 5 days
 - Be resourceful
 - Be informed

Overview of the Emergency Preparedness Toolkit

- The toolkit serves as a resource tool providing all people, especially those individuals with physical or other disabilities, emergency preparedness information including tips, checklists, wallet card, visual communications tool, and other resources to be prepared and have a plan for emergencies and natural disasters.
- This toolkit also serves as a resource tool for professionals and volunteers who may assist people with disabilities during an emergency situation.

Get to Know Your Residents...

- A good practice would be to identify residents who may need additional assistance to evacuate the building if there was an emergency or natural disaster.
- How would they be notified of the emergency?
- What evacuation route would they use if they have mobility challenges?
- Do they have assistive technology devices they need such as a smoke alarm or bed shaker that could notify an individual who is Deaf that there is a fire?
- Do they have durable medical equipment or a service animal that needs to go with them in an emergency situation?

Get to Know Your Residents...-Cont.

- If a resident was displaced who was in an accessible unit where would they go?
- Are your local first responders aware you have residents who may need some additional assistance evacuating if there was an emergency?
- It is good to check on residents to make sure any assistive technology devices are working and to see if their needs have changed (maybe an individual who did not previously need assistance evacuating does 6 months later)?
- Disability and health conditions can change so there is a need to check-in with individuals often.

How to Work Through the Toolkit?

There are several ways you can work through the toolkit with residents, especially individuals who have disabilities or who are aging and have mobility challenges.

- One-on-One
 - Working through the toolkit with an individual who may need to do more advance planning for emergencies due to disability status or age.
 - Having a local provider or staff person work with a resident on completing forms and creating a plan with the toolkit (recommended order to do this is on next slide).



Recommended Order for Residents to Complete Toolkit

- Family Emergency Planning Form
- Medical Emergency Wallet Card (1 for each member of the household)
- Medical Information and Emergency Health Care Plan
- Preparing a Go Bag (using these checklists: Important Documents, Disability, General)
- Fire Evacuation Plan (How to Make a Fire Escape Plan Form and Evacuation Guide in Toolkit)
- Other sections and tools in toolkit as applicable to individual.

How to Work Through the Toolkit? – Cont.

- Community Conversions
 - Hosting a speaker to discuss a topic inn the toolkit such as seasonal preparations, forms, checklists, etc. at an existing meeting or activity.
- Awareness Events/Themes
 - Publish flyers, newsletter articles, or raise awareness about the need to be prepared for emergencies based on theme or month. For example, April could be Tornado preparation month, what to do, where to go, etc.

What is a Go Bag?

- A bag that leaves with a person and has everything they would need if they had to evacuate in 5 minutes or less.
- This should be with them at all times.

Emergency Preparedness Checklists

- It is important to plan for what you need to have available for different types of emergencies. This toolkit includes four checklists to help you identify what you need.
- These include a:
 - General Checklist
 - Disability Checklist
 - Car Checklist
 - Important Documents Checklist

General Checklist

EMERGENCY PREPAREDNESS CHECKLIST GENERAL CHECKLIST



This checklist should help you prepare for natural disasters and/or emergencies before they occur and includes general items you may want to include in your GO BAG (if you need to evacuate) or HOME KIT (if you are home and have to wait on emergency assistance after an natural disaster). Pack your HOME KIT with supplies for at least five days, so you and your family can be prepared with the necessary supplies to survive independently until you can receive emergency assistance. Also see the DISABILITY CHECKLIST, provided in the *Be Prepared, Have a Plan: Emergency Preparedness Toolkit*, for other items you might want to include in your GO BAG or HOME KIT.

EMERGENCY ITEMS

○ Whistle

O Important documents (see IMPORTANT DOCUMENTS CHECKLIST, included in the	O NOAA weather radio				
Be Prepared, Have a Plan: Emergency Preparedness Toolkit)	 Download APPS on smart phone (NOAA / weather, compass, flashlight, GPS, etc.) 				
O Medications and extra medications	O Matches / lighters (in a waterproof container)				
O Medical tags (bracelet / necklace / ankle bracelet)	⊖ Fire starter kit				

General Checklist – Cont.

- This checklist includes general items you may want to include in your GO BAG or HOME KIT.
- Your GO BAG should include items you need if you are to evacuate.
- Your HOME KIT should include supplies needed to survive for at least five days.

Disability Checklist

EMERGENCY PREPAREDNESS CHECKLIST DISABILITY CHECKLIST

This checklist includes medical devices, supplies, and assistive technology devices for people with physical disabilities. Pack items you will need for yourself in your GO BAG (see GENERAL CHECKLIST). You may need to add additional items or devices to this list to meet your individual and/or family's needs.

GO BAG ITEMS

If you have a mobility disability and use a wheelchair or scooter, you may want to consider having some or all of these items in your GO BAG:

O Thermal blanket (survival)

O Fire blanket (survival)

O Fire starter kit

O Power inverter (110 DC to 12-volt AC)

O 12-volt heater / fan

O Small 12-volt electric pump (120 psi) for car, bicycle, and other sports equipment

O Bicycle tire pump and tire repair kit

O WD-40 (penetrating oil)

O Magnifying glass

O Scissors

O Small sewing kit (needle and assorted thread)

O Paper / notebook and pencil / pen

COMMUNICATION DEVICES

Disability Checklist – Cont.

- This checklist includes medical devices, supplies, and assistive technology devices for people with physical disabilities.
- Pack the items you will need for yourself in your GO BAG.
- Additional items or devices may be needed to meet your individual needs.

Car Checklist

EMERGENCY PREPAREDNESS CHECKLIST



You may need to evacuate or take shelter in your car. Use this list to determine what you should have in your car for different emergency situations and/or weather events, in addition to your GO BAG. You will want to monitor your water and food supplies when there is excessive heat and/or freezing temperatures.

EMERGENCY ITEMS	O Tire chains		
O Copy of your MEDICAL EMERGENCY WALLET	O Small shovel and non-clumping cat litter or sand		
O Water	O Tools (pliers, flat and Phillips screwdrivers, and adjustable wrench)		
O Blanket	O Wire saw		
O Whistle	O Pocket knife		
O Flashlight and batteries or lantern (hand-crank or solar type; otherwise make sure you pack a supply of new batteries)	O Electrical and duct tape		
	O WD-40 (penetrating oil)		
O Phone / tablet charger with car adapter	OTHER ITEMS		

Car Checklist – Cont.

- Use this list to determine what you should have in your car for different emergency situations and/or weather events.
- You will want to monitor your water and food supplies when there is excessive heat and/or freezing temperatures.

Important Documents Checklist

EMERGENCY PREPAREDNESS CHECKLIST IMPORTANT DOCUMENTS

receipts from large purchases. This will help make



Use this checklist to identify important documents and other items that you should take with you if there is a natural disaster or emergency. Make copies of the documents and other information, and if possible, also copy the information to a flash drive. Put the documents in your GO BAG. Store this document and other important items/documents in a waterproof container. Always keep the originals in a fireproof safe, safety deposit box, or other safe location!

You may not need all the information on this list. Put together only those documents you think you will need to protect yourself, your family and your future!

O Completed Family Emergency Planning Form (included in this toolkit)	 Copies of home or other property deeds, leases, mortgages, etc. 			
O A copy of each family member's MEDICAL EMERGENCY WALLET CARD (included in this toolkit)	O Copies of vehicle titles, leases, loan documents etc.			
• • • • • • • • • • • • • • • • • • •	 Copies of will(s), living will(s), health care power(s of attorney, financial power(s) of attorney, trust(s) etc. 			
O Extra cash	O Computer files backed up on discs or flash drive(s) O Copies of pet medical records, shots, microchip information, etc.			
O Copies of important keys				
O A list of everything of value you own and how				
much each is worth. (Make a video or take pictures of your home inside and outside. Keep copies of	O Copies of paperwork for your service animal(s)			

Important Documents Checklist – Cont.

- This checklist helps to identify important documents and other items that you should take with you.
- Make copies of the documents and other information, and if possible, also copy the information to a flash drive.
- Put the documents in your GO BAG.
- Store this document and other important items/documents in a waterproof container.
- Always keep the originals in a safety deposit box or other safe location!

Medical Emergency Wallet Card

EMERGENCY PREPAREDNESS TOOLKIT MEDICAL EMERGENCY WALLET CARD FOR:



NAME: _

DATE OF LAST UPDATE: ____/____/

Complete both sides of this card using a pencil. Update the information every six months. Keep the card with you at all times (in your wallet or purse). Keep an extra copy in your GO BAG.

PERSONAL DATA

Name:	
Address:	
State:	Zip:
Phone:	
Email:	
Date of Birth:	Blood Type:
Religion:	

Medical Emergency Wallet Card – Cont.

- Fill out the information on the **WALLET CARD** that applies to you. For medication, include dosage, frequency, and specific time you take medication each day.
- Keep your WALLET CARD with you at all times in your wallet or purse. If you have a car, also keep a copy of your WALLET CARD in your CAR KIT.
- All family members in your home should have their own **WALLET CARD** with their information.
- Review your WALLET CARD every six months and update the information as needed. If you set aside your medication for emergencies, replace/rotate every six months or as medication expires.

Family Emergency Planning Form

EMERGEN	CY PREPAR	EDNESS FO	DRM	
FAN	ILY	EME	RGE	NCY
			FORM	

This FAMILY EMERGENCY PLANNING FORM is for everyone in your home. Have a family meeting to talk about emergencies. Fill out this form together.

When you have finished completing this form, make extra copies. Put a copy in your GO BAG. Everyone in your home should also have one. Put a copy near your phone or on your refrigerator. It should be easy to find.

OUT-OF-TOWN CONTACT NAME: PHONE:

Date of last review and

update of this form:

EMAIL:

FAMILY EVACUATION PLAN

Date of last practice evacuation (in case of house fire, wildfire, flood, etc.):____/____

1. Is there a family member that has limited mobility or no mobility? O Yes O No

If yes, has the family practiced getting the person out of the home? O Yes O No

2. Is there a family member that has a mobility device and/or service animal? O Yes O No

If yes, has the family practiced getting the person out both with AND without the mobility device and/or service animal? O Yes O No

3. Is there a family member with a **disability who needs assistance**? O Yes O No

Person responsible for assisting family member:

Contact Information:

A copy of this FAMILY EMERGENCY PLANNING FORM has been given to a trusted third party: O Yes O No

Name: ______Contact Information: _____

Designated Meeting Location:

Outside the home: Outside the neighborhood:

Family Emergency Planning Form – Cont.

- This form is for everyone in your home. Fill out this form together.
- When you have finished completing this form, make extra copies. Put a copy in your GO BAG. It should be easy to find.
- Develop a FAMILY EMERGENCY PLAN that includes everything your family should consider and do in order to be prepared for different emergencies or disasters. See the Evacuation Guide section of the toolkit.
- If you need assistance, let family, friends, and neighbors know how they may help, and let them know your emergency plan.
- Review the four EMERGENCY CHECKLISTS to determine the items which need to go into the emergency kit(s).

Medical Information and Emergency Health Care Plan

EMERGENCY PREPAREDNESS FORM MEDICAL INFORMATION AND EMERGENCY HEALTH CARE PLAN

This MEDICAL INFORMATION AND EMERGENCY HEALTH CARE PLAN is intended to communicate pertinent medical information and how an emergency responder or other person could assist you in case of an emergency or natural disaster. This form should be completed in conjunction with the MEDICAL EMERGENCY WALLET CARD. You should keep this form with a copy of your MEDICAL EMERGENCY WALLET CARD on you at all times and keep an extra copy of both of these items in your GO BAG. You should update this form every six months or when there is a change in your health status/condition(s).

Date of last review and update of this form: /

PERSONAL DATA

Name: ____

Address:

Date of Birth: _____

Phone Number: ____

EMERGENCY CONTACT

Name: ____

Phone Number:

Relationship: ____

Medical Information and Emergency Health Care Plan – Cont.

- This form includes information on your:
 - Personal Data
 - Emergency Contact
 - Medical/Health History
 - Medical Equipment and Devices
 - Daily and Mobility Skills
 - Preferences and Considerations
- This form should be completed with the Medical Emergency Wallet Card.
- You should update this form every six months or when there is a change in your health status/condition.

Fire Escape Plan



- Draw a map of your home. Show all doors and windows.
- Visit each room. Find two ways out.
- All windows and doors should open easily. You should be able to use them to get outside.
- Make sure your home has smoke alarms. Push the test button to make sure each alarm is working.
- Pick a meeting place outside. It should be in front of your home. Everyone will meet at the meeting place.
- Make sure your house or building number can be seen from the street.
- Talk about your plan with everyone in your home.
- Learn the emergency phone number for your fire department.
- Practice your home fire drill!

Fire Escape Plan – Cont.

- <u>How to Make a Home Fire Escape Plan form</u> is available at: (<u>https://www.nfpa.org//-/media/Files/Public-</u> <u>Education/Campaigns/Fire-Prevention-</u> <u>Week/FPW17/FPW17EscapePlanGrid.pdf</u>).
- Pull together everyone in your household and make a plan.
 Everyone in the household must understand the escape plan.
- A closed door may slow the spread of smoke, heat and fire.
- Install smoke alarms in every sleeping room, outside each sleeping area and on every level of the home.
- If there are infants, elderly, or family members with mobility limitations, make sure that someone is assigned to assist them in the fire drill and in the event of an emergency.

ACTIVITY WITH BAG

 Everyone was given a bag when they came to this workshop.....



Tips for Communicating in an Emergency

- Special consideration should be given to the needs of special populations during a crisis.
- Some possible situations or conditions someone may encounter when working with people with disabilities or the elderly include:
 - Delayed Response Syndrome
 - mobility impairments
 - sensory changes (hearing and/or vision loss)
 - service animals
 - chronic illnesses/medications
 - heat and cold (hypothermia, hyperthermia)
 - dementias
 - transfer trauma
 - fear of institutionalization

Disability Etiquette

- It is Important to Remember:
 - Not all disabilities are visible, such as heart disease, depression, or asthma.
 - Many people have temporary disabilities which are equally as limiting as permanent disabilities.
 - Not everyone with a disability wishes to discuss it or its limitations. Wait until you know an individual before asking personal questions.
- There are tips for communicating with people with various disabilities. These are not all inclusive but may be helpful in emergency situations. <u>Tips from the University of</u> <u>Washington</u> available at:

https://depts.washington.edu/uwdrs/faculty/facultyresources/tips-for-working-with-different-disabilities

Deaf or Hard-of-Hearing

- Tap someone who is deaf on the shoulder or wave your hand to get his or her attention.
- Write notes if you don't sign (short sentences; common words).
- Look directly at the person while speaking and don't obscure your mouth.
- Try to limit gum chewing
- Do not accept a head nod for understanding.
- Talk directly to the person, not the interpreter.
- Speak in a normal speed and tone unless asked to do otherwise.
- Avoid standing in front of a light source.
- Do not walk between two people using sign language as you will be cutting off their conversation.
- Try to be expressive in your body language, gestures and facial expressions.

Wheelchair Users and Other Mobility Device Users

- Position yourself at the same eye level by sitting down if engaged in a long conversation with someone who uses a chair.
- Treat the chair as part of the user's personal space; do not touch or lean on the chair.
- Ask before giving assistance to a wheelchair user and take "No" for an answer.
- Feel free to use words like "run" or "walk". Wheelchair users use these words too.
- Be aware of architectural features which may cause difficulty for wheelchair users, such as steps or insufficiently wide doors.
- Remember that some parking spaces are reserved for people with mobility limitations, they are not a luxury, they are a necessity.
- Direct your comments to the individual, not their companion or care attendant.
- Never pet, feed or otherwise distract a service animal without first obtaining permission from the owner.

Blindness or Visual Impairment

- Understand that legally blind people may have some vision.
- Provide very explicit and specific directions if asked. Avoid using such terms as "over there" or "turn this way".
- Never pet, feed or otherwise distract a service animal without first getting permission from the owner.
- Provide class information in accessible, electronic formats to support the individual in using their technology to speak content aloud.
- Feel free to use words like "see" and "look".
- Offer your arm/elbow when leading someone who is blind.
- Place the person's hand on the side or back of the chair when seating them.

Chronic or Acute Health

Examples: Cancer, Asthma, Emphysema, Diabetes, HIV/AIDS, Sickle Cell

- Understand that each person has unique set of symptoms and treatments.
- Accept that many health conditions are often invisible to others.
- Never define the person by the condition. For example, someone should be referred to as "the girl who has cancer" not "the cancer girl".
- Do not treat the person as if they are contagious.

Tips for Communicating in an Emergency - 2

- 1. Get the person's attention first. Speak to them at eye level. Identify yourself and explain why you are there, no matter how obvious it may seem.
- 2. Look at the person when you speak. Speak slowly with a lowpitched and calm voice.
- 3. Use short, familiar words, such as "What do you need?"
- 4. Ask questions that can be answered with a yes or no, if possible.
- 5. Ask one question at a time. Also give directions one at a time.
- 6. Give the person time to respond to your question or follow directions.
- 7. Repeat, rephrase, or write your message if necessary.
- 8. Ask permission first, before touching the person.
- 9. Ask before moving a person or a person's wheelchair/mobility device.

Visual Communications Tool

SMERGENICY PREPAREDNESS TOOLK



Quick Communication Tips for Emergency Responders:

- Get the person's attention first.
- Speak to them at eye level.
- Look at the person when you speak. He or she may be able to read your lips.
- Speak slowly with a low-pitched and calm voice.
- Use short, familiar words, such as "What do you need?"
- Ask one question at a time. Also give directions one at a time. Check for understanding after each step.
- Give the person time to respond to your question or follow directions.
- Repeat, rephrase or write your message if necessary.
- Ask permission first, before touching the person.
- Ask before moving a person or their wheelchair/mobility device.

COMMUNICATION METHODS

The best way to communicate with me is:



List your unique communication equipment needs on your MEDICAL EMERGENCY WALLET CARD, available at https://cpd.wisconsin.gov.

Α	В	С	D	E K Q W	F
G	н	Т.	J	Κ	L
Μ	Ν	0	Ρ	Q	R
S	т		V	w	X

Visual Communications Tool – Cont.

- The VISUAL COMMUNICATIONS TOOL can be used for quick and easy communication during an emergency as stress may make it more difficult to understand others.
- This tool can be used to tell others what you need. They can also use the card to tell you what is going on.
- The VISUAL COMMUNICATIONS TOOL DOES NOT substitute for accommodations required by the Americans with Disabilities Act (ADA). Shelters and federal aid programs must provide interpreting services and other public accommodations as required by the ADA.

Additional Information Included in the Toolkit

- Evacuation Planning Guide
 - Evacuating Yourself and Your Family
 - Basic Fire Escape Planning
 - Escape Planning in Tall Buildings
 - Evacuation Procedures/Evacuation Devices
- Tips for Professionals and Volunteers Working with People with Disabilities During Emergencies
 - Communicating with People in Emergency Situations
 - Disability Etiquette
 - Tips for Effective Communication
- Emergencies and Disasters to Plan for by Season
- Other Emergencies and Disasters
- Global Weather
- Frequently Asked Questions
- Basic Rights for People with Disabilities in Emergencies and Disasters
- References and Resources



All Toolkit Materials Available Online

 To download an electronic copy of the Wisconsin Council on Physical Disabilities, Emergency Preparedness Toolkit, visit: <u>cpd.wisconsin.gov/toolkit</u>.

Now Be Prepared, Have a Plan! – For Individuals

- Fill out and carry with you your Medical Emergency Wallet Card
- Pack a GO BAG (take with you everywhere)
- Share emergency plan with family and caregivers
- Have drills for emergencies and natural disasters
- Check GO BAG and emergency kits when time change occurs



Now Be Prepared, Have a Plan! – As An Agency/Partner

- Create a plan to share this information with all interested staff, community partners, and stakeholders.
- Educate members of the public about having an emergency plan with family and caregivers
- Encourage volunteer or first responder agencies to have drills for emergencies and natural disasters and how to respond.
- Teach people about the importance of having a GO BAG and remind people to check their GO BAG and emergency kits supplies when time change occurs.



Questions



Acknowledgements

This material was made possible in part, by a cooperative grant from the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP), Grant Number CFDA 93.074-CDCRFA-TP12-1201. Additional support for this material was provided in part, by the Wisconsin Division of Public Health Public Health Emergency Preparedness Program, Grant Number 5U90TP000561-05 from Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) Program. The views expressed in the materials do not necessarily reflect the official policies of the Department of Health and Human Services nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Contact Information

- You can also contact the Council at:
 - Website: <u>cpd.wisconsin.gov</u>
 - Mailing Address: Wisconsin Council on Physical Disabilities 1 W. Wilson Street, Room 551 Madison, Wisconsin 53703
 - Phone: 608-266-3118 (Maia Stitt, DHS, Staff Support to Council)
 - Email: <u>maia.stitt@dhs.wisconsin.gov</u>