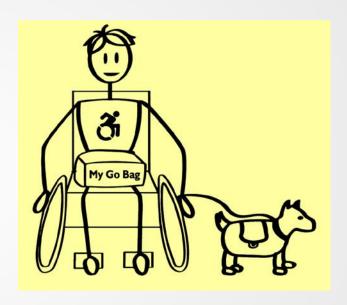
Be Prepared, Have a Plan: Emergency Preparedness Toolkit



For persons with disabilities
Adapted and Endorsed by the
Wisconsin Council on Physical Disabilities

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)

- Has five major responsibilities:
 - Develop a state plan for services to people with physical disabilities.
 - Advise state agencies on programs and policies that affect people with physical disabilities.
 - Promote public understanding of the abilities and concerns of people with physical disabilities.
 - Encourage development of programs to prevent physical disabilities.
 - Submit recommendations in an annual report to the legislature.

Presenters

- Ben Barrett, CPD Chair
- Karen Secor, CPD Chair of Emergency Preparedness Committee
- Jeff Fox, CPD Member-at-Large

History on Council's Involvement in Emergency Preparedness

 The Council has been working on emergency preparedness for over 11 years.





History on Council's Involvement in Emergency Preparedness

- 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.

ACTIVITY WITH BAG

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























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	O Whistle
O Important documents (see IMPORTANT DOCUMENTS CHECKUST, included in the Be Prepared, Have a Plan: Emergency Preparedness Toolkit)	O NOAA radio
	Download APPS on smart phone (NOAA / weather, compass, flashlight, GPS, etc.)
Medications and extra medications	O Matches / lighters (in a waterproof container)
O Medical tags (bracelet / necklace / ankle bracelet)	O Fire starter kit
O Water (1 gallon / person / day)	O Wire Saw
O Food (non-perishable)	O Mess kit
O Food (Special Dietary Needs)	O Water purification filtering system
O Can opener	Disposable gloves (sterile and non-sterile)

General Checklist

- 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. You may need to add additional items or devices to this list to meet your individual and/or family's needs.

GO BAG ITEMS	O Small 12-volt electric pump (120 psi) for car, bicycle, and other sports' equipment O Bicycle tire pump and tire repair kit	
If you have a mobility disability and use a wheel- chair or scooter, you may want to consider having		
some or all of these items in your GO BAG: O Thermal blanket (survival)	O WD-40	
O Fire blanket (survival)	O Magnifying glass	
O Fire starter kit	O Scissors	
O Inverter (12-volt AC to 110 DC)	O Small sewing kit (needle and assorted thread)	
O 12-volt heater / fan	O Tablet and pencil / pen	
O Wire saw	COMMUNICATION DEVICES	
O Hand warmers	O Computer and computer software	

Disability Checklist

- 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

CAR 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. 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 Medical Emergency Wallet Card	O Small shovel and non-clumping cat litter or sand	
O Water O Blanket O Whistle O Flashlight and batteries or lantern (hand-crank type)	Tools (pliers, flat and Phillips screwdrivers, and adjustable wrench)	
	O Pocket knife	
	Electrical and duct tape	
	O Electrical and duct tape	

Car Checklist

- 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



Use this checklist to identify important documents and other items that you should take with you if there is a 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 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!

- Family Emergency Planning Form (provided in your toolkit)
- Medical Emergency Wallet Card (provided in your toolkit): Make a copy for each family member!
- Family Photo (or current picture of each family member and/or pets)
- Extra Cash
- O Copies of Important Keys

- Copies of Vehicle Titles, Leases, Loan Documents, etc.
- Copies of Wills, Living Wills, Health Care Power of Attorney, Financial Power of Attorney, and Trust(s), etc.
- Computer files backed up on CDs, DVD or USB drive
- Copies of Pet Medical Records, Shots, Microchip Information, etc.

Important Documents Checklist

- 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. Up every six months. Keep the card with you at all tim purse). Keep an extra copy in your GO BAG.	es (in your wallet or
PERSONAL DATA	
Name:	
Address:	
City:	
State: Zip:	
Phone:	
Email:	
Date of Birth: Bloo	od Type:

Medical Emergency Wallet Card

- 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

EMERGENCY PREPAREDNESS FORM

FAMILY EMERGENCY PLANNING FORM



This FAMILY EMERGENCY PLANNING FORM is for everyone in your home. Have a family meeting to talk about disasters. 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.

Date of last review and
update of this form:
,

OUT-OF-TOWN CONTACT NAME:		
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? $\,$ $\,$ $\,$ Yes $\,$ $\,$ $\,$ 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:

Family Emergency Planning Form

- 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:	
Phone Number:		

Medical Information and Emergency Health Care Plan

- 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



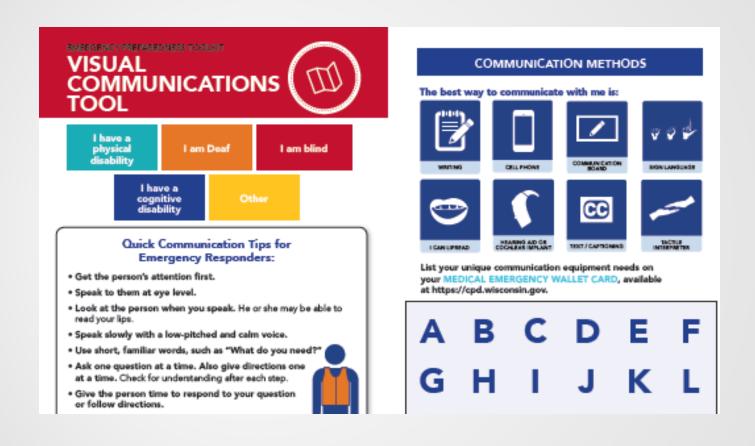
How to Make a Home Fire Escape Plan

- 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.

Fire Escape Plan

- How to Make a Home Fire Escape Plan form is available at:
 http://www.nfpa.org/public-education/by-topic/safety-in-the-home/escape-planning/basic-fire-escape-planning.
- 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.

Visual Communications Tool



Visual Communications Tool

- 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 <u>DOES NOT</u> 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: https://cpd.wisconsin.gov/toolkit.htm.



Five Essential Element of Mass Trauma Intervention

- 1. Promotion of Safety
- Promotion of Calmness
- Promotion of Connectedness
- 4. Promotion for Self and Community Efficacy
- Instilling Hope

(Source: Five Essential Elements of Immediate and Mid-Term Mass Trauma Intervention: Empirical Evidence. Hobell, Walson, Bell, et al 2007)

Impact of Disaster Events

- Initial Response
 - Immediate support of victims and first responders
 - Command support
- Push Pull Intervention Model
 - Push Hotlines, Roving Response Teams
 - Pull Assistance centers, center
- Recovery Support

Importance of Psychological First Aid (PFA)

- This is an evidence informed approach that is built on the concept of human resilience. Its aim is to reduce stress symptoms and assist in health recovery following a traumatic event, natural disaster, public health emergency, or even a personal crisis.
- Core Actions of PFA are:
 - Contact and Engagement
 - Safety and Comfort
 - Stabilization
 - Information Gathering: Current Needs and Concerns
 - Practical Assistance
 - Connection with Social Supports
 - Information on Coping
 - Linkage to Collaborative Services
- The National Child Traumatic Stress Network and the National Center for PTSD are pleased to make the Second Edition of Psychological First Aid Field Operations Guide and accompanying handouts available at: http://www.nctsn.org/content/psychological-first-aid.

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 Sensitivity

 Watch the Utube video on Disability Sensitivity at: https://www.youtube.com/watch?v=Gv1aDEFIXq8&list=PLbFK GFkIKL21ureNznAlzeQmeB4zECsOc#action=share

- 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.
- On the next few slides are tips for communicating with people with various disabilities. These are not all inclusive but may be helpful in emergency situations.

(These tips and resources are from University of Washington: https://depts.washington.edu/uwdrs/faculty/faculty-resources/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.

Speech and Language

- Allow time for the person to speak, as they may need more time to respond to you.
- Avoid the urge to interrupt or complete a sentence for the person.
- Ask for repetition if you do not understand what the person said.
- Do not fake understanding.
- Be aware that you may need to use a variety of communication methods such as writing notes, emailing, or technological options.
- Be patient and encourage the person toward expression.

Learning Disability or ADHD

- Understand that learning disabilities may impact a person's reading, writing, math, memory, and/or information processing.
- Realize that this is rarely visible evidence of learning disabilities.
- Use multiple methods to deliver information.
- Minimize environment distractions (screen savers, background noises, etc.).
- Keep in mind that an unconventional response may be influenced by a processing difficulty which affects social interaction.

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.

Neurological

Examples: Cerebral Palsy, Seizures, MS, Tourette, Muscular Dystrophy, TBI (traumatic brain injury)

- Know that some of these conditions will have symptoms that look like mobility issues, others may have similar effects as learning disabilities.
- Understand that someone may look like they have no disability.

Psychological

- Understand that social skills may be impaired.
- Be sensitive to emotional stress or triggers.
- Be patient.
- Set clear boundaries for people repeatedly interacting with you. For example, "Thanks Bob for stopping by. If you want to chat, you need to make an appointment first".

Cognitive

- Be very clear and specific in your language. Sarcasm and subtle humor is often missed.
- Present instructions in a clear, easy to understand way.
- Present oral information at a measured pace, using pauses as appropriate to encourage understanding.
- Offer cues to help with transitions like "we have 5 minutes left until our meeting is done".
- Reinforce information in multiple formats.
- Employ modeling, rehearsing and role-playing to help students learn appropriate interactions.
- Keep in mind that an unconventional response may be influenced by a cognitive difficulty which affects social interaction.

In Case of an Emergency

- Be aware of a person with a disability in emergency situations. It may be necessary to alert someone who is deaf to a fire alarm or lead someone who is blind out of a building.
- Stay calm. Do your best to keep yourself and others safe.
- Remember that people with disabilities are not helpless.
 Offer help, but only give it when accepted or requested.
- Use first aid and other emergency responses according to your training.

Tips for Communicating in an Emergency

- 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 low-pitched 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.
- Ask before moving a person or a person's wheelchair/mobility device.

Apps for Volunteers and First Responders

 Disability Tips - Mobile-friendly website with information and tips for first responders

Description: The Mobile TIPS for First Responders was developed by Project REDD at the Center on Disability and Development at Texas A&M University. The Mobile TIPS are adapted from Dr. Tony Cahill's 3rd Edition of the TIPS for First Responders, developed at the Center for Development and Disability at the University of New Mexico and from the TIPS for First Responders and Texas Resources for Services and Supports, developed at the Texas Center on Disability Studies at the University of Texas at Austin.

Please visit: http://disabilitytips.tamu.edu/

Apps for Volunteers and First Responders

SAMSHA Behavioral Health Disaster Response App

Description: In a disaster, it's essential that behavioral health responders have the resources they need—when and where they need them. The SAMHSA Disaster App makes it easy to provide quality support to survivors. Users can navigate pre-deployment preparation, on-the-ground assistance, post-deployment resources, and more—at the touch of a button from the home screen. Users also can share resources, like tips for helping survivors cope, and find local behavioral health services. And, self-care support for responders is available at all stages of deployment.

Apple: https://itunes.apple.com/us/app/samhsa-behavioral-health-disaster/id787518271?mt=8&WT.ac=LP 20140206 DISASTERAPP IT UNES

Google:

https://play.google.com/store/apps/details?id=gov.hhs.samhsa.app.disaster&WT.ac=LP 20140206 DISASTERAPP GOOGLEPLAY

Apps for Volunteers and First Responders

Show Me - A communication tool for emergency shelters
 Description: The Maryland Office of Preparedness and
 Emergency Management has created a simple, hands-on tool
 to reduce communication barriers and better assist individuals
 with access and functional needs, and professional shelter
 staff and volunteers, make their needs and concerns
 understood within a community shelter setting during an
 emergency.

Apple: https://itunes.apple.com/in/app/show-me-for-emergencies/id840012297?mt=8

Google:

https://play.google.com/store/apps/details?id=gov.ma.dph.sh owme

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



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Contact Information

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