

#### **PREFACE**

Disaster Preparedness for People with Disabilities has been designed to help people who have physical, visual, auditory or cognitive disabilities to prepare for natural disasters and their consequences.

Information and guidelines have been sourced from a variety of sites and we have endeavoured to make this guideline appropriate to New Zealand and the many types of disaster we can face in our small island situation.

This booklet is designed primarily for use by those with a disability but can also be useful for those who work with the disabled or elderly.

If you have any questions regarding civil defence issues, you should contact your local Civil Defence office or http://www.civildefence.govt.nz

#### **ACKNOWLEDGEMENTS**

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Bay of Plenty Civil Defence Emergency Management Group for the funding to produce this publication for distribution.

**American Red Cross** for allowing us to use their booklet "*Disaster Preparedness* for People with Disabilities" as a basis for ours.

http://www.ready.gov/america/getakit/disabled.html

"Emergency Preparedness: Taking Responsibility for Your Safety. Tips for People with Disabilities and Activity Limitations." County of Los Angeles—Office of Emergency Management (June 2006).

"Emergency Health Information" by June Kailes, Disability Policy Consultant, California.





# INDEX

Page	
4	Introduction
5	Understanding Disasters
8	Establish a Support Network
10	Completing a Personal Assessment
15	Personal Disaster Preparation
19	Disaster Supplies
25	Making Your Home or Office Safer
26	Glossary
27	Appendix A — Disaster Supplies Kits and Other Essential Supplies
31	Appendix B — Disaster Supplies Calendar
36	Appendix C — Important Lists



#### INTRODUCTION



New Zealand is a country which is surrounded by ocean and sitting astride two tectonic plates. It means that we are subject to many disasters as the tectonic plates generate volcanoes and earthquakes. We are also placed in the Pacific 'Ring of Fire' which means we are subject to outfall from other seismic activity elsewhere in the Pacific, for example, Tsunami generated by an earthquake elsewhere in the ocean.

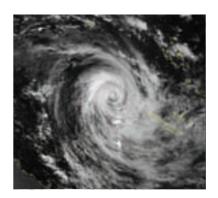
These disasters can happen anytime, anywhere, and often without warning. Although relief agencies and Civil Defence will respond quickly, they cannot be everywhere at once. Being ready for an emergency is part of maintaining your independence. Although you cannot know when a disaster will strike, you will be better able to cope if you are prepared ahead of time, and recovery will be easier.

When a disaster happens, basic needs (food, shelter, water) for everyone who needs them, is the first priority for disaster relief organisations. Your personal needs such as replacing medications or restoring power supplies for power-dependant equipment might not happen right away. It is important for everyone to be prepared to meet their basic needs by storing food and water for a minimum of three days or more. As a disabled person, you should also be prepared to meet your specific needs by storing sufficient oxygen, medications, battery power etc to last for at least seven days after a disaster.

The best way to cope with a disaster is to learn about the challenges you might face if you could not use your home and personal belongings. You can meet your personal needs by preparing beforehand. If you have a disability service animal such as a seeing-eye dog, you need to be aware that they may be frightened and unable to work. Provision for their care will also need to be considered.

This booklet is aimed to help you discover what you need to do to prepare for a disaster so that you will be ready when it strikes.

Self-confidence based on knowledge, preparation, and practice will give you and your family the best chances for recovery.



#### **UNDERSTANDING DISASTERS**

To prepare for a disaster you need to consider what kinds of disasters occur in your area. As New Zealand is of volcanic origin and sitting astride two tectonic plates, most of our country is susceptible to earthquakes and could suffer effects from volcanic eruptions. New Zealand has over 15,000 kilometres of coastline which are at risk for Tsunami and storm surges. The last 30 years have seen numerous instances of devastation through natural disasters in New Zealand (Cyclone Bola, Manawatu floods, Bay of Plenty floods, Edgecumbe and Gisborne earthquakes) and being prepared in advance could be a life saver.

New Zealand Civil Defence has outlined a list of 'what to do' in the back of each regions Yellow Pages telephone book. Only some emergencies will require your evacuation and each possibility needs to be planned for.

Things can be even harder for people with disabilities. Your ability to communicate may be restricted through outside pressures. Your environment may change and become unfamiliar. Stress and uncertainty can become barriers to your wellness. All of these can be lessened with disaster preparedness. Preparing takes time and effort and you might want to do a little at a time but the important thing is to start. The more you do, the better you can protect yourself.

Disasters have many effects—some predictable and others not.

- Storms with high winds and earthquakes, a great deal of shaking can take place. This can cause things to move around and break and leave debris around.
- Floods, earthquakes and severe storms can make roads and walkways impassable and often covered in debris that can take weeks to clear (silt, cracks).
- ♦ Familiar landmarks you use inside and outdoors may move or be destroyed.
- If you have an animal such as a guide dog, these may be hurt or too frightened to work.
- Your home may be damaged and isolated. It may sustain enough damage to make it unlivable for some time.
- Services such as electricity, gas, water and telephone may not be operating for some time.
- Noisy surroundings like evacuation centres may interfere with hearing aid function and may be disorienting for people with visual impairments.

#### Know how disaster-related stress may affect your disability

Experiencing a disaster can be overwhelming. Stress makes many conditions worse. Everyone affected by a disaster may experience one or several of the following:

#### **Psychological and Emotional**

- ♦ Anxiety
- Irritability, restlessness, over-excitability
- Depression, moodiness, crying
- ♦ Anger, blaming
- Feelings of apathy, diminished interest in usual activities
- Feelings of isolation, detachment, estrangement
- ♦ Feelings of guilt about surviving
- Denial or constriction of feelings
- Flashbacks or unwelcome memories of the disaster
- An exaggerated reaction to being startled
- Recurrent nightmares about the disaster or about other traumatic events
- Inability to fall or stay asleep
- ♦ Sleeping excessively

#### **Physical**

- ♦ Headaches
- ♦ Weakness
- Nausea, upset stomach, other gastrointestinal problems
- ♦ Muscle soreness
- Hot or cold spells, sweating or chills
- Numbness or tingling in body parts
- ♦ Heavy feeling in arms and/or legs
- ♦ Feeling a "lump" in your throat
- ♦ Chest pains
- Trouble catching your breath; rapid breathing
- ◊ Tremors
- ♦ Fatigue
- ♦ Increase in allergies, colds, flu
- Heart palpitations

#### **Thought**

- Poor concentration
- Mental confusion
- ♦ Slowness of thought
- Inability to express yourself verbally or in writing
- ♦ Forgetfulness
- Inability to make judgements and decisions
- Loss of ability to think of alternatives or prioritise tasks

#### **Behaviour**

- Hyperactivity
- Outburst of anger or frequent arguments
- Loss of objectivity
- Withdrawal, social isolation, distancing yourself from others
- Increased us of alcohol, tobacco, or other drugs
- Avoidance of activities or places that remind you of the disaster
- ♦ Family problems

If any of these symptoms affect your ability to function, seek medical attention from your doctor or a mental health provider familiar with the effects of disasters. Some people may never have a reaction. Others may have delayed reactions that show up days, weeks, or even months after the disaster happens. Not everyone has reactions right away. These symptoms may go and then come back again when something makes you think of the disaster.

After a disaster, be sure to talk to someone about how you are feeling; a member of the clergy, a counsellor, or workplace counsellor. There may be a specialist post-disaster crisis counsellor appointed in your area.

Remember that service animals may also suffer emotional trauma. Get their daily routine back to normal as soon as possible. This will make it easier for them to serve you as before.

#### Know how a disaster may affect your independence

You are used to being in a certain environment. However, a disaster can change your ability to deal with this environment. It is important that you anticipate for your lowest level of functioning for your personal disaster plan. Your condition may become worse because of physical or emotional reactions to stress. For example, people who do not need the aid of devices on a daily basis may need a wheelchair after a disaster.

After a disaster, you may need to ask for help to do things you usually would have done independently. Understandably, this may make you feel especially vulnerable. You may need help putting your home back in order, filling out forms, or providing documentation and information to disaster relief agencies. This can add to the stress you may be feeling. A personal support network that knows your needs may anticipate some of them and make your recovery easier and less stressful.

#### Know how to reduce the impact of a disaster on you

Now that you know what may happen, what can you do to reduce the effects of the disaster and to develop a personal disaster plan. Start by considering the following actions:

- Create a personal support network (page 8).
- ♦ Complete a personal assessment of your needs (page 10).
- Collect information and take actions that will help you meet your needs during evacuations and after the disaster happens (page 15).
- ♦ Gather essential supplies you will need during and after a disaster, especially those specific to your disability (page 19).
- Make your home and office safer (page 25).

#### **ESTABLISH A SUPPORT NETWORK**

Build a support team of people who will help you in an emergency if necessary. They should be people who are regularly in the same area as you. The first people to assist in an emergency are often your neighbours, friends, caregivers and co-workers. Do not depend on one person. That person may not be able to contact you or be available when you need them, so it is important that your support team includes other people.

Your support network can help you identify and get the resources you need to cope effectively with a disaster. They can help you practice vital activities such as evaluating your home or workplace. Build a support team at each place where you spend a large part of your day (work, home, school). This is especially important when it is hard to predict who will be around you at any given time. Your network should have a minimum of three people.

You need to agree on how you will contact each other during an emergency. Do not count on telephones working. Also, choose a signal for help that you both understand—signals can be shouting, knocking on the wall or using a whistle. Visual signals could include hanging a sheet outside your window.

Arrange with your network to check on you immediately if local civil defence control has given an evacuation order. You need to organise this before an emergency happens so that your network is able to help when you need them. Ask your network to notify you of an emergency you may not know about. For example, if a siren or loudspeaker system notifies of a disaster, and you are hard of hearing or Deaf, be sure that your network knows to give you this information.

Think of what your needs would be in a disaster and discuss these with your networks. Complete a written assessment of your needs with your network.

This can help your network members learn the best way to assist you and offer additional ideas for you to think about.

Practice your plan. Based on your knowledge of the disasters in your area, simulate any problems or obstacles you may experience. Show your network how to operate and safely move the equipment you need for your disability. Ask them to 'practice' with any of your special equipment. This will help them feel more comfortable when using it during an emergency.



Make sure your 'help-animal' knows the people in your network. This will make it easier for the animal to accept care from someone other than you.

Plan multiple ways to give and get information. Different communication systems work differently and in an emergency, some might work when others fail.

The more systems you have available to you, the more likely it is that you will be able to contact other people. These could be:

- A standard telephone that does not need electricity
- Cell phone and text messaging
- ♦ Low cost two-way radio
- Portable radio and batteries
- ♦ Internet/Email
- ♦ Pagers

Inform your network about any areas on your body where you have reduced feeling. Have them check these areas for injuries after a disaster if you cannot.

Let your network know when you are travelling, and away from your usual places.

Review and revise your personal assessment and disaster plan regularly, or as your conditions change (your support network members may change). Your network should help in this review as well. You will also find that as you and your network practice, all of you will find problems and solutions you have not thought of before.

The trusting relationship you develop with the members of your network should be mutual. Learn about each others needs and how to assist each other during an emergency.

<b>Personal Care Equipment</b> — Do you u similar equipment	se a shower chair, transfer bench or other
My capabilities today	Assistance I need because of Disaster
Adaptive Feeding Devices — Do you or eat food independently?	use special utensils that help you prepare
My capabilities today	Assistance I need because of Disaster
Electricity-dependent Equipment — Heat runs on electricity, such as dialysis,	
My capabilities today	Assistance I need because of Disaster

#### **COMPLETING A PERSONAL ASSESSMENT**

You should decide what you will be able to do for yourself and what assistance you may need before, during and after a disaster. This will be based on the environment after the disaster, your capabilities, and your limitations. To complete a personal assessment, make a list of your personal needs and your resources for meeting them in a disaster environment. Consider the following information as you make your personal assessment.

Think about the following questions and note your answers in writing or record them on a tape cassette that you will share with your network. These answers should describe both your physical capabilities right now and the assistance you will need during the time that the disaster disrupts your normal routine. Base your plan on your lowest anticipated level of functioning.

# Personal Care — Do you need assistance with personal care, such as bathing and grooming? Do you use adaptive equipment to help you get dressed? My capabilities today Assistance I need because of Disaster Water Services — What will you do if water service is cut off for several days, or if you are unable to heat water? My capabilities today Assistance I need because of Disaster

Getting Around	
	vith the debris in your home following the
My capabilities today	Assistance I need because of Disaster
Transportation — Do you need a speci transportation?  My capabilities today	ally-equipped vehicle or accessible  Assistance I need because of Disaster
Errands — Do you need to get groceries Think about what you will do if you depe	nd on only one person to shop or run
errands for you. What if your assistant or because the disaster has affected him	cannot reach you because roads are blocked n or her as well?
My capabilities today	Assistance I need because of Disaster

Evacuating	
Building Evacuation — Do you need he	elp to leave your home or office?
My capabilities today	Assistance I need because of Disaster
<b>Building Exits</b> — If the elevator is not we exits? (include using a window as an alte	orking or cannot be used, are there other ernate escape).
My capabilities today	Assistance I need because of Disaster
Getting Help — How will you call for the	help you will need to leave the building?
My capabilities today	Assistance I need because of Disaster
<u> </u>	

<b>Mobility Aids</b> — What will you do if you find or use equipment necessary for you	cannot find your mobility aids, or cannot ur service animal?
My capabilities today	Assistance I need because of Disaster
Ramp Access — What will you do if you separated from the building?	ur ramps are shaken loose or become
My capabilities today	Assistance I need because of Disaster
	ble to care for your animal (provide food, and after a disaster? Do you have another ble to meet its needs?
My capabilities now	Assistance I need because of Disaster

#### PERSONAL DISASTER PREPARATION

How well you prepare and how much you practice before a disaster occurs will determine how successfully you deal with and recover from disasters. Your personal disaster preparation is a continuing process. It helps you and your network identify, get, develop, manage and maintain the information and resources you will need to deal with a disaster when it happens.

Prepare yourself based on the capabilities and limitations you believe you will have after the disaster. Also keep in mind that your usual ways of support and assistance may not be available to you for some time during an evacuation and after the disaster has occurred.

#### **Emergency Information List**

Make an emergency information list that you and your network can use. This list will let others know who to call if they find you unconscious, unable to speak, or they need to help you evacuate quickly. Besides emergency out-of-town contacts, your list should include the names and numbers of everyone in your network.

If you have a communication disability, make sure your emergency information list notes the best way to communicate with you. This may be by writing notes, pointing to letters, words, or pictures, or finding a quiet place.

#### **Medical Information List**

Complete a medical information list that you and your network can use. The list should have information about your medical providers. Also include the names of medications you take and their dosages, when you take a medication, the condition for which you take the medication, the name of the doctor who prescribed it, and the doctors phone number. It is important to record any adaptive equipment you use, your allergies and sensitivities, and communication or cognitive difficulties you may have. Keep this list attached to your emergency information list.

Attach copies of health insurance and other relevant information with your Medical Information List. Keep at least a seven day supply of your essential medications with you at all times. Work with your doctor(s) to get extra supplies of medications and extra copies of prescriptions. Talk with your doctor or pharmacist about what you should do if you do not have enough medicine after a disaster and cannot immediately get what you need. Be sure to ask about the shelf life of your medications and the temperatures at which they should be stored. Determine how often you should replace stored medication. This helps ensure that a medicine's effectiveness does not weaken because of long storage time.

**Note:** If you take medications (such as methadone, chemotherapy or radiation therapy) administered to you by a clinic or hospital, ask your provider how you should prepare for a disruption caused by a disaster.

#### What you can do to Prepare for a Disaster

- Identify safe places to go to during a disaster.
- Earthquake: Identify a sturdy table or desk to get under in each room. This is important because while the earth is shaking, the movement of the ground will probably make it difficult or impossible for you to move any distance. If you cannot safely get under a desk or table, move near an inside wall of the building and cover your head and neck as best you can. Decide how you will get there when the earthquake begins. Lock your wheels if you are in a wheelchair. In bed, pull the sheets and blankets over you and use your pillow to cover and protect you head and neck.
- Volcanic Eruption: If you live in an active volcanic zone, learn about your community's warning systems and emergency plans and what you need to do. Stay indoors with your service animals/pets as much as possible. Save water at an early stage as supplies may become contaminated. If you are able, keep the gutters and roof clear of ash to prevent collapse. If you must go outside, use protective clothing, cover your head, breathe through a mask or cloth and carry a torch.
- Oyclone or Flood: If you have not been advised by officials to leave your home, stay inside and on the highest level you can. Listen to your radio.
- Tsunami: If you live in a Tsunami risk zone, find out what warning systems are in place and what you need to do. If you are on the beach or near the river when a **strong** earthquake occurs, move inland at least one kilometre or 35 metres above sea level immediately. Listen to your radio.
- Pandemic: Liaise with your support network on possible solutions for a situation where outside movement will be severely restricted. If you need intensive care, then you may need to have alternative arrangements made for personal care and meal preparation. Take steps at the early warning stage to make sure care structures are in place for the situation.

For information about how to prepare for disasters that are specific to your area, consult the back cover of your Telecom Yellow Pages or contact your local Civil Defence centre through your local Council.

- ♦ Keep your service animals with you in a safe place at home, or take them with you to a shelter.
- ♦ Install at least one smoke detector on each level of your home, outside sleeping areas. If you are Deaf, or have hearing loss, install a system appropriate to your needs such as an alarm with flashing strobe lights, to get your attention. Replace the batteries once a year, such as on your birthday, New Years Day, etc. Test once a month by pushing the button.

- ♦ Find the location of main utility cutoff valves and switches in your home. Learn how and when to disconnect them during an emergency. Try to do this yourself (do not practice turning off the gas). If you cannot practice alone, arrange for your network to help. Turn off utilities only if local officials tell you to do so or if you believe there is an immediate threat to life. For example, if you smell gas, see of hear sparking wires, of see water gushing from broken pipes, you should turn off utilities immediately. If you turn gas off, only a professional should turn it back on. If you cannot use the proper tools to turn the utilities off at the main valves or switches, turn off the valves under sinks and by the stove. Also turn off all electrical switches in every room (where not needed for life supporting equipment).
- ♦ Make a floor plan of your home. Identify as many exits as possible from each room and from the building you are in. Be sure to include the windows as exits. You may want your network to assist you with the floor plan. Mark the rooms where you spend a lot of time. Also mark where your disaster supplies kit is located. Give a copy of the floor plan to your network. This will help them find you and your supplies if necessary.
- ♦ When travelling, let the hotel or motel front desk know of your possible needs in case of an emergency. Describe the type of help you may need. Remember to let your network members know your travel plans: when you will leave and when you will return.
- ♦ Prepare an evacuation plan before a disaster happens. If you have to leave your home or workplace, you may need someone's help to evacuate safely, especially down stairwells. If you need assistance during an emergency and your network is not available, find helpers and tell them about your condition. Give them instructions on what you need and how they can help you evacuate. Practice using different ways out of a building, especially if you are above the first floor in a building with many stories. Remember, the elevator may not work or should not be used. Decide what type of equipment you many need for assistance during an evacuation. If you cannot use the stairs, talk with your network about how you should be evacuated. They may want to undertake special training to teach them the proper and safe way to lift and carry you without injuring you or themselves. If you need devices for an emergency escape, think about your physical capabilities before making a purchase. Store devices nearby where they can be accessed easily.

♦ Advocate for yourself. Practice how to quickly explain to people the best way to guide or move you and your equipment, safely and rapidly. Be ready to give brief, clear and specific instructions and directions to rescue personnel, either orally or if communicating may be a problem, consider carrying preprinted messages with you. For example:

"Please take my oxygen tank. I can breathe without it for 15 minutes"

"I am blind. Let me take your left arm above the elbow and I'll follow you out"

"I may have trouble understanding what you tell me. Speak slowly and use simple words"

- ♦ When needed, ask for accommodation from Civil Defence. For example, let a responder or relief worker know if you cannot wait in line for long periods for item such as water and food or disaster relief assistance. Practice how to explain clearly and briefly why you need this assistance. You may want to write it down ahead of time.
- ♦ If you have a vehicle, keep your fuel tank more than half full at all times. Also stock your vehicle with a small disaster supplies kit. If you do not drive, talk with your network about how you will leave the area if the authorities advise an evacuation. In some cases, civil defence emergency management teams will organise controlled evacuations. Instructions will be issued via radio.
- ♦ Become familiar with the emergency or disaster/evacuation plan for your office, school or any other location where you spend a lot of time. If the current plan does not make arrangements for people with disabilities, make sure the management at these sites know your needs. Be sure that you are included in the overall plan for safety and evacuation of the building.
- ♦ Choose an alternate place to stay, such as with friends, family or a hotel/motel outside your area if you have been told to leave your home. You may have enough warning (slow rising flood, cyclone) before the disaster occurs.
- ♦ Plan for your animals. Pets, unlike service animals, will not be allowed into any emergency shelters. For service animals, you will need to take vaccination records, food, medications, identification and harnesses with you.
- ♦ Make a checklist of the many parts to your Disaster Preparedness Plan. Note the date that you finish each preparation, and review and update regularly.

#### DISASTER SUPPLIES

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

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

There are different types of disaster supply kits you should assemble. Combine the kits as you need them and store them where it is easy for to access them.

#### **Basic Disaster Supply Kit**

Make a disaster supply kit that contains your basic disaster supplies for home and your disability-related supplies. You should keep enough basic supplies to maintain you in your home for at least three days, preferably seven or more. Supplies related to your disability should last a minimum of seven days. Remember any special dietary needs you may have when planning your kit. (See page 27 for a list of basic disaster supplies).

#### First Aid Kit

Put together a first aid kit. This will go in your basic disaster supplies kit. Include a first aid book, sanitary supplies, extra glasses and case or contact lenses, and solution for contact lenses if you wear them. (See page 27).

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

List the special supplies and equipment you need. Be sure to note the places where they are stored. Keep mobility aids near you at all times. If you have extra aids (such as a walking stick), have them available at several locations.

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

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#### **Portable Disaster Supplies Kit**

Get a drawstring bag, a pouch with lots of pockets, or a small backpack and keep within reach, by or on your chair, wheelchair, scooter or other assistive device. Your portable kit should include a copy of your emergency information list and other lists; a small torch; a whistle or noisemaker; water; extra medication and a list of medications; sanitary supplies; extra glasses and/or hearing aid; a pad and pencil or other writing device; heavy work gloves for wheeling over debris/glass.

At night, keep these portable supplies either next to or under your bed. Keep your cell phone fully charged and within reach at all times.

#### **Disaster Supplies for your Car**

Beside the basic disaster supplies listed on Appendix A, you should also carry other disaster supplies in your car. Store several blankets; an extra set of mittens or gloves, wool socks and a woollen hat; jumper cables and instructions; a brightly coloured cloth to use as a flag; and a CB radio or cell phone in any vehicle you use regularly. In some areas, a small sack of sand or kitty litter for traction; a small shovel and a set of tyre chains or traction mats may be a sensible addition to the car kit.

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

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

Your service animal and pet supplies kit should include food; water; a leash or harness; a collar and identification tags; a bowl and plastic bags for disposal of faeces. Other items to be considered are a familiar toy/blanket, basic antibiotic cream from the veterinarian and pad protectors to protect against glass and debris or hot surfaces. Dogs and cats should wear collar and tags. Dogs should be lead with a leash or harness; cats should be moved in a pet carrier. Keep an extra harness with your disaster supplies for each animal. Ensure that all licences and vaccinations are current. Identification tags should list both your telephone number and that of your emergency contact person.

#### **Power Dependent Equipment**

If you use a battery-operated wheelchair, life-support system or other power dependent equipment, you need to plan how you will recharge your batteries or provide an alternative power source for your equipment. Most electricity companies in New Zealand now flag their power-dependent consumers and you may need to contact your local supplier to check that you are on their list.

Check with your equipment supplier to see if there are other ways to charge batteries (for example, by connecting jumper cables to a vehicle battery or by using a converter that plugs into your vehicles cigarette lighter). Plan for other options such as sometimes you can substitute a car battery for a wheelchair battery but it will not last as long as a wheelchair deep-cycle battery.

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

#### If you use a wheelchair or scooter:

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

#### If you use a motorised wheelchair of scooter:

- Have an extra battery. A car battery can be used with a wheelchair but will not last as long as a wheelchairs deep-cycle battery.
- Check with your supplier as to whether you can charge your batteries by either connecting to a vehicle battery or connecting battery to a converter that plugs into your vehicles cigarette lighter. *Caution:* Charge only one battery at a time.



♦ If available, store a lightweight manual wheelchair for backup.

#### If you are Blind or have a visual disability:

- ♦ Store a talking or Braille clock or large-print timepiece with extra batteries
- ♦ Have at least one extra white cane.
- Mark your disaster supply items with fluorescent tape, large print or Braille.
- Mark your gas, water and electricity shutoff valves with fluorescent tape, large print or Braille.
- ♦ Store extra magnifiers.
- ♦ Have an extra pair of glasses if you wear them.

#### If you are Deaf or have a hearing impairment:

- ♦ Keep pads and pencils in your home disaster supply kit and with your portable disaster supply kit. Keep them with you at all times for communication.
- ♦ Keep a torch, whistle or other noisemaker and pad and pencil by your bed.

♦ Keep a card in the disaster supplies kit in your home and car, and with you at all times that indicates that you are Deaf. Include any other appropriate information such as "I do (or do not) know New Zealand Sign Language." or "My hearing dog can legally remain with me".

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

- Onsider buying a power converter if you use a laptop or electric communication device to communicate. This may enable you to use your laptop or communication device through the cigarette lighter of a vehicle.
- Be sure to have pencil and paper with you as a backup communication resource.
- If you use an augmentative communication device, such as an electronic communicator or artificial larynx, that allows you to communicate by voice, be sure to keep it close to you at night in a safe place.
- Store copies of a word or letter board and preprinted key phrases you would use in case of an emergency in all of your disaster supplies kits and your wallet/purse.

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

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

#### If you have cognitive disability:

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

**NOTE** — It is good practice to carry on you at all times emergency health information containing your critical health information and emergency contacts. Emergency health information communicates to emergency and rescue personnel what they need to know about you if they find you unconscious, confused, in shock or just unable to provide information. Sometimes emergency personnel only have seconds to make decisions about your care. This emergency health information needs to be reviewed and updated whenever your medications or other information changes, but no less than twice a year.

#### **Storing Supplies**

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

Keep other emergency documents in your disaster supplies kit for home so you can get to them in an emergency. If you receive benefits from Work and Income New Zealand, put a copy of your most recent award letter with these documents as well. It would be prudent to have copies of your important documentation with an out-of-area support person in a sealed envelope and mark them "open in an emergency for [name] only".

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

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







# **SUMMARY CHECKLIST FOR DISASTER SUPPLIES**

# Date Completed

 Put together a basic disaster supplies kit for your home. It should have food, water and other essential items you would need for at least three, but preferably seven days.
 Obtain a first aid kit and put it with your basic disaster supplies kit for home.
 Collect items for a disaster supplies kit containing items you need that are related to your disability.
 Put together a portable disaster supplies kit in a drawstring bag or pouch to carry with you at all times.
 Assemble a disaster supplies kit for your vehicle.
 Assemble disaster supplies for your service animal and pets.
 Organise a back-up power source for any disability equipment that needs electricity.
 Ask your utility companies if there is a priority reconnection service available in your area.
 Get a patch kit and canned air for wheelchair tyres.
 Put heavy gloves in your portable disaster supplies kit If you use a wheelchair. Wear these gloves when wheeling over debris.
 Keep and extra battery available for motorised wheelchair

#### MAKING YOUR HOME OR OFFICE SAFER

One of the best ways to reduce the damages from a disaster and avoid possible injuries, is to prepare for disasters ahead of time. This will mitigate, or lessen, the effects of a disaster. Here are some suggestions on how you can make your home or office safer before a disaster strikes.

- Check hallways, stairwells, doorways, windows and other areas for hazards that may keep you from safely leaving a building during an emergency. Secure or remove furniture and other items that may block your path. This will allow you to have several unblocked passages to travel after a disaster.
- Keep emergency lights plugged into electrical wall outlets. These lights automatically turn on if there is a power outage and may help light your escape paths for your and your network. Emergency lights will remain lit for four to six hours; however, you can turn them off by hand during the daytime to save their battery charge.

#### For an earthquake -

- ♦ Bolt pictures, mirrors, curio cabinets, and other heavy objects to wall studs using the appropriate hardware.
- Bolt bookcases to wall studs. Use bungee cords or a strip of wood nailed to the edge of the shelf to keep books from falling off.
- Strap your water heater and other large appliances to wall stude using strap iron.
- ♦ Use latches on cabinets so that their contents do not fall out when the building shakes.
- ♦ Use hook-and-loop fasteners (such as Velcro®) to secure computers, oxygen equipment and other heavy items to sturdier objects.

#### **GLOSSARY**

Adaptive Equipment: Equipment that helps a person move, groom or eat independently, such as mobility aids, grooming aids, feeding aids and similar devices used to offset functional limits.

Augmentative Communication Device: A device used to help a person communicate by voice.

Blindness/Visual Disability: A visual condition that interferes with a person's ability to see or results in the absence of all sight.

Cognitive Impairment: A medical condition or injury that affects a person's ability to understand spoken or written information.

Communication Disability: A medical condition or injury that interferes with a person's ability to communicate by using one's voice.

Deafness/Hearing Disability: A medical condition or injury that interferes with a person's ability to hear sounds.

Evacuation Assistive Equipment: Equipment or devices used to help people leave a building in an emergency.

Mobility Disability: A medical condition or injury that impedes a person's ability to walk or move.

Personal Assessment: A written list of your needs and your resources for meeting these needs in an environment affected by a disaster.

Personal Care Assistance: The help you accept from someone to meet your daily personal needs (bathing, dressing, grooming, cooking, feeding).

Personal Support Network/Self-Help Team: A group of people who will help you at your home, school, workplace, or any other location in which you spend a lot of time. Members of your support network can include roommates, relatives, neighbours, friends and co-workers you trust. Your network must be able to check if you need assistance, know your capabilities and needs and be able to help you within minutes.

Power-Dependent Equipment: Equipment that requires electricity to operate.

Service Animal: A specially trained animal used by a person with a disability to help with daily living. These animals are allowed by law to accompany their owners anywhere.

Weather warning: A "warning" means that the event is happening **now**, is going to happen, or has been observed on weather radar. You must act *immediately* to protect yourself.

Weather Watch: A "watch" means that severe weather is threatening and may occur in your area. Listen to the radio and/or watch television for information and advice.

# APPENDIX A: DISASTER SUPPLIES KITS AND OTHER ESSENTIAL SUPPLIES

#### **Disaster Supplies Kit**

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

#### **Essentials**

- Battery-operated radio and extra Batteries
- ♦ Torch and extra batteries.
  \*Note there are now available torches that are dynamo (wind-up) controlled, many which have additional features such as radio and cell phone chargers included. (see www.survive-it.co.nz and look under the heading all other products for an example). Do not include candles as they cause more fires after a disaster than anything else.

#### Water

Store water in plastic containers such as large drink bottles. Avoid using containers that will decompose or break (glass bottles). A person who is generally active needs to drink at least 2 litres of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people need to drink more. Store at least 3 litres of water per person per day. Store an extra 2 litres per person per day for food preparation and sanitation.

New plastic containers can taint water. This can be fixed by filling the new containers with a vinegar solution of about half a cup of vinegar to 20L of water. Leave it overnight, then flush out with fresh water. Fill and store in a cool dark place. Remember - it is best to replace the water every six months.

#### Food

Store at least a three day supply of non-perishable food. Select food that requires no refrigeration, preparation or cooking and little or no water. Include a selection of such things as ready-to-eat canned meat, canned fruit, dried fruit and nuts, canned vegetables in your disaster supplies kit.

#### **First Aid Kit**

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

- Sterile, adhesive bandages
- Assorted sizes of safety pins
- ♦ Cleansing agent/soap
- ♦ Latex gloves (2 pairs)
- ♦ Sunscreen
- ♦ 2 inch sterile gauze pads (4-6)
- ♦ 4 inch sterile gauze pads (4-6)
- ♦ Triangular bandages (3)
- ♦ 2 inch sterile roller bandages (3)
- ♦ 3 inch sterile roller bandages (3)
- ♦ Scissors
- ♦ Adhesive tape
- ◊ Tweezers
- ♦ Needle
- Moistened towelettes
- ♦ Antiseptic
- ♦ Extra eye glasses
- ♦ Petroleum jelly or other lubricant

#### **APPENDIX A**

#### Non-prescription Drugs

- ♦ Aspirin or Paracetamol Pain reliever
- ♦ Anti-diarrhoea medication
- ♦ Antacid (for stomach upset)
- ♦ Laxative

#### Sanitation

- ♦ Toilet paper, towelettes
- ♦ Soap, liquid detergent
- ♦ Feminine hygiene supplies
- ♦ Personal hygiene items
- Plastic rubbish bags, ties (for personal sanitation uses)
- ♦ Plastic bucket with tight lid
- Disinfectant and/or household chlorine bleach
- ♦ Tissues

#### **Clothing and Bedding**

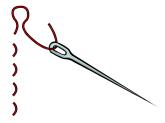
- One complete change of clothing and footwear per person
- ♦ Sturdy shoes or work boots
- ♦ Rain gear
- ♦ Blankets or sleeping bags
- ♦ Hat and gloves
- ♦ Thermal underwear
- ♦ Sunglasses

#### **Tools and Supplies**

- ♦ Plastic plates, cups and utensils
- ♦ Money (cash, cheques)
- ♦ Non-electric can opener, utility knife
- Pliers, screwdriver, hammer, drill, crowbar, assorted nails, wood screws.
- Shutoff wrench to turn off household gas and water.
- ♦ Tape such as Duct tape
- ♦ Compass
- ♦ Matches in waterproof container
- ♦ Aluminium foil
- Plastic storage containers
- ♦ Signal flare
- ♦ Paper, pencil
- ♦ Needles, thread
- ♦ Medicine dropper
- ♦ Adhesive labels
- ♦ Safety goggles
- ♦ Heavy work gloves
- ♦ Whistle
- ♦ Heavy rope
- ♦ Patch kit and can of seal-in-air
- Disposable dust masks
- ♦ Plastic sheeting

#### Baby

- ♦ Formula
- ♦ Nappies, wipes
- ♦ Bottles and sterilising equipment
- ♦ Baby food
- ♦ Medications
- ♦ Spoons
- ♦ Changes of clothing/bedding







#### **APPENDIX A**

#### **Important Family Documents**

# Keep these records in a waterproof, portable container.

- Open of will, insurance policies, contracts, deeds, stocks and bonds.
- ♦ Copy of passports
- ♦ Community card details, Work and Income account details.
- ♦ Immunisation records
- ♦ Record of credit card accounts
- Record of bank account numbers, names and phone numbers.
- Inventory/value of valuable household goods
- Family records (birth, death and marriage certificates)

#### Medical Needs

- Heart and high blood pressure Medication
- ♦ Insulin
- ♦ Prescription drugs
- ♦ Denture supplies
- ♦ Contact lenses and supplies

#### **Service Animals and Pets**

- ♦ Food and water, feeding dishes
- ♦ Leash/harness
- ◊ Identification tags
- Medications and medical records
- ♦ Litter and pan

#### **Entertainment**

♦ Games and books



#### **Other Disaster Supplies**

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

#### <u>Disability Related Supplies and</u> <u>Special Equipment</u>

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

♦ Glasses
♦ Eating Utensils
Grooming Utensils
Dressing Devices
Writing Devices
→ Hearing Device
Oxygen Flow Rate
Suction Equipment
Dialysis Equipment
◇ Sanitary Supplies

# **APPENDIX A**

♦ Urinary Supplies	Portable Disaster Supplies Kit
	<ul> <li>◇ Emergency information list/other lists</li> <li>◇ Small torch</li> <li>◇ Whistle/other noisemaker</li> </ul>
♦ Wheelchair Motorised/Manual	V LATIA ITICUICATION
Repair Kit	
♦ Crutches	Car Supplies
	<ul> <li>♦ Several Blankets</li> <li>♦ Extra set of warm gloves, socks and hat</li> </ul>
♦ Dentures	
♦ Monitors	♦ Cell phone or radio
	If you live in an area susceptible to snow and ice:  ◇ Small shovel  ◇ Small bag of sand or kitty litter for traction



#### APPENDIX B—DISASTER SUPPLIES CALENDAR

This Disaster Supplies Calendar is intended to help you prepare for disasters before they happen. Using the calendar, you can assemble a disaster supplies kit in small steps over a five-month period. Check off items you gather each week. Remember to change and replace perishable supplies (such as food and water) every six months.

#### WEEK 1 WEEK 3 **Grocery Store Grocery Store** □ 2 Litres water \* □ 2 Litres water \* ☐ 1 Jar peanut butter □ 1 can meat or fish \* □ 1 Litre container of juice \*¹ ☐ 1 can fruit \*1 □ 1 can meat or fish \* ☐ Feminine hygiene products □ Pencil and paper ☐ Hand operated can opener ☐ Permanent marker pen ☐ Aspirin or nonaspirin based pain reliever Also pet food, nappies, and baby food □ Laxative if needed. Also 2 litres of water for each pet To Do To Do ☐ Date each perishable food item using the marking pen. ☐ Create personal support net-☐ Learn more about the kinds of work who can help you identify and obtain the resources you will need disasters that can happen in your Area. to cope effectively with disaster. WEEK 2 WEEK 4 **Hardware Store Hardware Store** ☐ Patch kit and can of seal-in-air ☐ Heavy rope (cotton/hemp) □ Duct tape product for tyres of mobility aids. ☐ 2 torches with batteries or □ Compass dynamo powered torches Also extra medications or ☐ Matches in waterproof container prescriptions marked 'emergency Also a leash or carrier for your pet. use'. To Do To Do ☐ Develop a personal disaster ☐ Complete a personal assessment of your needs and your resources for meeting your needs in a ☐ Give copies of the following lists to your network: emergency changed disaster environment. information list, medical information list, disability-related supplies and special equipment list, and

- \* One for each member of the household
- <sup>1</sup> Make sure to keep a check on expiry dates

personal disaster plan.

#### WEEK 5 WEEK 7 **Grocery Store Grocery Store** □ 2 Litres water \* □ 2 Litres water \* □ 1 can meat or fish \* ☐ 1 can ready-to-eat soup (not ☐ 1 can fruit \* concentrated) \* □ 1 can fruit \* □ 1 can vegetables \* ☐ 2 rolls toilet paper □ 1 can vegetables \* □ extra toothbrush □ sewing kit ☐ disinfectant □ travel size toothpaste Also special food for special diets if Also extra plastic baby bottles, formula, needed e.g. diabetic nappies if needed To Do To Do ☐ Identify safe places to go in case of ☐ Set up an out-of-town contact to call fire, earthquake, flood. in case of emergency and share this ☐ Practice fire, earthquake and information with your network. ☐ Make arrangements for your evacuation drills with your network. ☐ Make a floor plan of your home network to check on you Including escape routes. immediately after the disaster. WEEK 6 WEEK 8 **First Aid Supplies First Aid Supplies** ☐ Sterile adhesive bandages in □ Scissors assorted sizes ☐ Tweezers □ Safety pins ☐ Thermometer ☐ Adhesive tape ☐ Liquid antibacterial hand soap □ Latex gloves □ Disposable hand wipes □ Sunscreen □ Needles ☐ Gauze pads ☐ Petroleum jelly or other lubricant ☐ Sterile roller bandages Also extra eye glasses if needed — put in first aid kit. Also extra hearing aid batteries if needed. To Do To Do ☐ Place pair of shoes and torch beside ☐ Ask your local civil defence your bed in case of emergency. emergency management centre if ☐ If blind — mark supplies with emergency transportation services fluorescent tape and store extra are available in case of evacuation. white cane and talking clock.

<sup>\*</sup> One for each member of the household

#### **WEEK 11** WEEK 9 **Grocery Store Grocery Store** □ 1 can ready-to-eat soup \* ☐ 1 Litre container of juice \*1 ☐ Dish wash liquid □ Large plastic food bags ☐ Household chlorine bleach ☐ 1 box quick energy snacks (muesli ☐ Heavy duty rubbish bags with ties bars etc) ☐ Antacid (for stomach upset) ☐ 3 rolls paper towels ☐ Medicine dropper Also saline solution and a contact lens case if needed. To Do ☐ Purchase phone card for emergency To Do phone calls. ☐ Familiarise your network with any ☐ Take a field trip to find a public card areas on your body where you have phone that is close to your home. reduced sensation ☐ Test your smoke detector(s) and ☐ Choose a signal with your network replace battery in each that is not that means you are okay and have Working. left the disaster site ☐ If you have a communication disability, store a letter board with disaster supplies **WEEK 10 WEEK 12 Hardware Store Animal Care Store** ☐ Waterproof portable plastic ☐ Extra harness, leash, ID tags and Container with lid (for important food for your service animal and/or papers) pets □ Battery powered radio ☐ Litter and pan ☐ Wrench/spanner needed to turn off □ Extra water utilities Veterinarian Obtain current vaccination and medical records for your animal(s). To Do ☐ Medications ☐ Take your network out to check the gas and water shutoffs. Discuss To Do when it is appropriate to turn off ☐ Develop a pet care plan in case of Disaster. Utilities. ☐ Attach a wrench/spanner next to ☐ Make photocopies of all vaccination shutoff valves for each utility to it will records and put in disaster kit. be there when needed. ☐ Put extra harness, leash, ID tags in ☐ Make photocopies of important your disaster kit. papers and store safely.

- \* One for each member of the household
- <sup>1</sup> Make sure to keep a check on expiry dates

#### **WEEK 13 WEEK 15 Hardware Store Hardware Store** ☐ Whistle ☐ Extra torch and radio batteries □ Pliers ☐ Assorted nails □ Screwdriver ☐ Wood screws ☐ Hammer ☐ Brackets for fixing bookcases and ☐ Perforated metal tape (plumbers tape cabinets to walls ☐ Labels for your equipment and or strap iron) □ Crowbar Supplies To Do To Do ☐ Take a first aid/CPR course. ☐ Make arrangements to bolt bookcases and cabinets to wall ☐ Arrange to have your hot water cylinder strapped to wall studs using Studs. the strapping iron). ☐ Label equipment and attach instruction cards. **WEEK 14 WEEK 16 Grocery Store Grocery Store** ☐ 1 can fruit \* □ 1 can meat or fish \* □ 1 can meat or fish \* □ 1 can vegetables \* □ 1 can vegetables \* ☐ 1 box tissues □ 1 pack eating utensils ☐ 1 box of quick energy snacks □ writing paper ☐ Dried fruit/nuts ☐ Cups To Do To Do ☐ Find out if you have a ☐ Make sure your neighbours know Neighbourhood Support group and what help you may need in an emergency and how best to assist. ☐ Develop a disaster supplies kit for ☐ Practice using alternate methods of your vehicle. evacuation with your network.

<sup>\*</sup> One for each member of the household

7.1. 2.12.1.2			
WEEK 17	WEEK 19		
Grocery Store  ☐ 2 packets Digestive biscuits ☐ Assorted plastic containers with lids ☐ Dry cereal  First Aid Supplies ☐ Anti diarrhoea medication ☐ Antiseptic	Grocery Store  ☐ 1 box quick-energy snacks ☐ Comfort food (such as sweets, biscuits, chocolate) ☐ Plastic wrap ☐ Aluminium foil  Also denture care items if needed.		
<ul> <li>To Do</li> <li>□ Arrange for a friend or neighbour to help your children if you are not able to respond or are at work.</li> <li>□ Check with your child's school or daycare centre to find out about their emergency plans.</li> </ul>	To Do  ☐ Review your insurance coverage with your insurance companies to be sure you are covered for disasters that may occur in your area. Update as needed. In New Zealand, the provisions of the Earthquake Commission Act 1993 mean that you should have automatic cover with your house/contents insurance		
WEEK 18	WEEK 20		
WEEK 18  Hardware Store  "Child proof" latches or other fasteners for your cupboards Double-sided tape or Velcro® fasteners to secure moveable objects Plastic bucket with tight lid Plastic sheeting	Hardware Store  ☐ Camping or utility knife ☐ Work gloves ☐ Safety goggles ☐ Disposable dust masks  Specialty Store ☐ Extra battery for motorised mobility		
Hardware Store  □ "Child proof" latches or other fasteners for your cupboards □ Double-sided tape or Velcro® fasteners to secure moveable objects □ Plastic bucket with tight lid	Hardware Store  ☐ Camping or utility knife ☐ Work gloves ☐ Safety goggles ☐ Disposable dust masks  Specialty Store		

# **APPENDIX C: IMPORTANT LISTS**

# **EMERGENCY INFORMATION LIST**

Please complete this form and distribute copies to your emergency contact people as well as to each member of your network

Name:	Birth date:
Address:	
Telephone:	
Local Emergency Contact Person:	Emergency Contact Number:
Network Members:	Network Members Contact Numbers:
Out-of-town contact:	Out-of-town contacts numbers:
How Best to Communicate With Me:	

#### **APPENDIX C**

#### **MEDICAL INFORMATION LIST**

Please complete this form and distribute copies to your emergency contact people as well as to each member of your network

Name and Address of Doctor:			
		Telephone Number:	
Hospital Where Your Records	Are:		
Blood Type:	Allergies:		
Medications and dosages being	g taken:		
Specific Medical Conditions:			
Physical Limitations:			
Adaptive Equipment:			
Communication Difficulties			
Cognitive Difficulties:			

#### **APPENDIX C**

#### **DISABILITY RELATED SUPPLIES AND SPECIAL EQUIPMENT LIST**

Check items you use, and describe item type and location. Distribute copies to your emergency contact people as well as each member or your network.

□ Glasses	□ Ostomy Supplies
□ Eating Utensils	□ Wheelchair: Repair Kit
☐ Grooming Utensils	Motorised
□ Dressing Devices	Manual
□ Writing Devices	□ Walker
☐ Hearing Devices	□ Crutches
□ Oxygen	□ Walking Stick(s)
Flow Rate	□ Dentures
□ Suction Equipment	□ Monitors
□ Dialysis Equipment	□ Other
□ Sanitary/Continence Supplies	

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