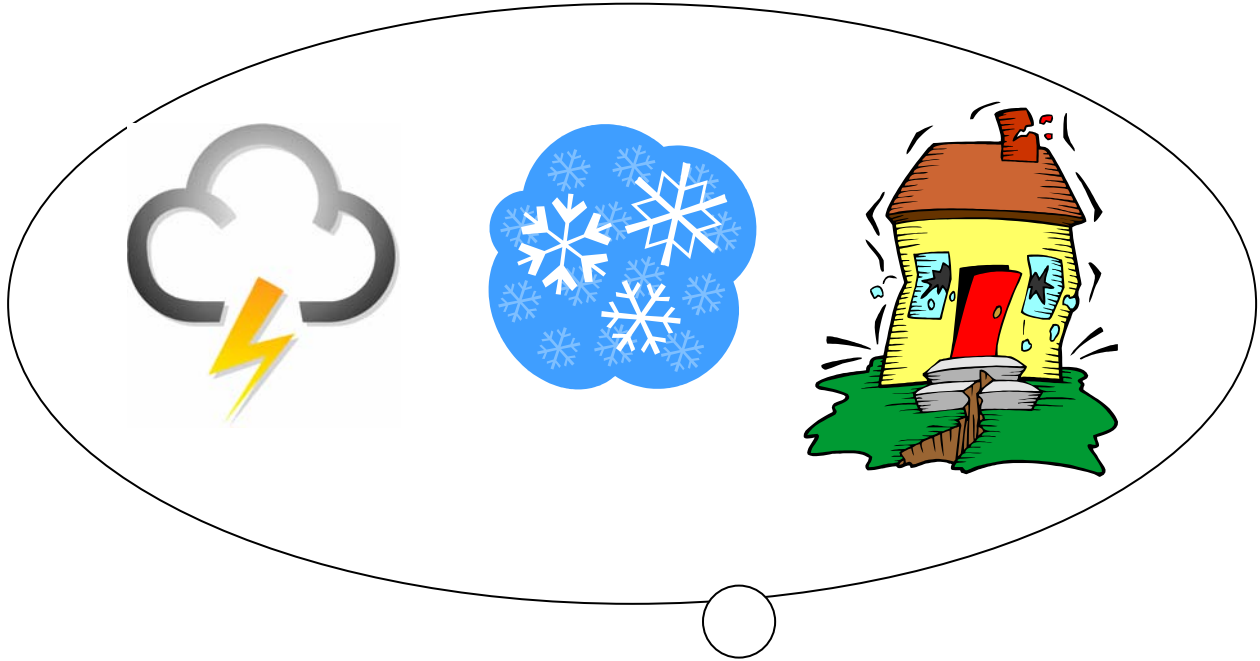


Emergency Preparedness for All Utahns: Preparing Your Family



Sample Guide

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Sample Comprehensive Emergency Preparedness Checklist

THINKING AHEAD- QUESTIONS TO CONSIDER

The time to prepare for a disaster is BEFORE it happens. Use this checklist to assist you in making sure that you have done everything possible to prepare for a disaster and prevent serious outcomes, should one hit your community.

Your Child with Special Needs:

- Do you have a current care plan and list of medications from your child's physician?
- Do you have an emergency information form filled out on your child?
- Do you have two weeks supply of medications and supplies for your child?
- Do you have back up systems or plans for medical equipment that require electricity?
- Have you discussed your child's doctor the best place for him/her in the event there is a disaster?
- Are your local emergency management team and neighbors aware that you have a child with special needs and familiar with those needs?
- Do you have a disaster plan for your child while he/she is at school, day care or church?

Your Family:

- Does your family have a disaster plan? Have you practiced your plan?
- Do you have a disaster supply kit for your family?
- Have you designated and shared with friends and family a "meeting" place and central point of contact should your family be separated during a disaster?
- Have you discussed disasters and preparation with your children and shared information on common disasters?
- Have you shown your small children pictures of emergency workers common to disaster scenes (such as workers in uniform, in fire suits, and workers wearing protective face gear)?
- Have you made plans for your pets?

Your Home:

- Have you checked your home for materials and items that might pose a hazard during a disaster? (Don't forget to check the outside)
- Have you located and learned how to turn on and off utilities such as gas and electricity?
- Do you have a working smoke and carbon monoxide detectors in your home?
- Does your home have necessary resources such as a water hose, fire extinguishers, generators, etc?
- Have you developed a plan with your neighbors on how you will assist one another in case of a disaster?

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I. CREATING A DISASTER SUPPLY KIT

Priority: _____ Difficulty: _____ Not Applicable: _____ Completed: _____

When putting together your Disaster Supply Kit consider how you would meet your child's needs if there was:

- No electricity, telephone, heat, air conditioning, computer
- No water
- No local access to prescription refills or health products
- No refrigeration
- Separation from family
- Evacuation to a shelter or elsewhere
- Confinement to home
- Limited health care access
- Lack of transportation
- Limited emergency rescue services

The “**Disaster Supply Kit for Families of Children with Special Health Care Needs**” checklist below (also contained in the “*Disaster Preparedness for Families of Children with Special Needs*” handout in your folder) can help you get started with your family’s kit. It contains sections on basic supplies, specialty supplies, important documents, etc. to include in your kit.

A Note about Prescription Medications

Many insurance plans, including Medicaid, allow prescriptions to be refilled every 25-28 days. By refilling each prescription as early as possible, over the course several months you can build a surplus of medication to use in a emergency. As always, it is critical that you maintain a system of rotation that allows you to use any medication before it expires or loses its potency. Ask your insurance company about how often you can refill prescriptions and talk to your pharmacist about expiration dates and proper rotation of medications.

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A Note about Important Documents

We have provided a supplemental list of important documents to consider including in your kit that are not listed in the checklist above, along with some tips on how to securely store and update these documents. In addition, we have included a sample Emergency Information Form for Children with Special Healthcare Needs below. The Emergency Information Form is perhaps the most important document to have in your kit, and with you during an evacuation, because of the vital information it contains about your child's specific situation. While the form is designed for children with special healthcare needs it can be used for anyone and we would encourage you to complete one for each family member.

Additional Documents to Consider Including in the Kit

- Specifications for adaptive equipment; style and serial numbers of medical devices such (in case they need to be replaced)
- Proof of ownership or lease of your residence. (This is important when applying for disaster assistance after an emergency.)
- Vehicle, boats, etc. make, identification and license numbers.
- Medicaid and SSI case information and #'s
- Living trust and letter of instructions.
- Photos or video of all valuables for documentation of insurance claim.

Storage of Emergency Documents

- Store copies of your important documents in a tightly sealed freezer bag in your Supply Kits, with your personal support network, and with an out of state contact (you may consider keeping certain documents in a safety deposit box).

Update Every Six Months

- **Emergency Information Form**-Make multiple copies of this form to keep in emergency supply kits, emergency carry-with-you kits, car, work, wallet and purse (you may want to shrink a copy to fit behind driver's license or primary identification card).
- **Emergency Contact list** (discussed in section IV)

An easy way to keep your documents up-to-date is to schedule reviewing and updating your information on the same day clocks are set forward or back for Daylight Savings Time.

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II. CREATING A PERSONAL SUPPORT NETWORK

Priority: _____ Difficulty: _____ Not Applicable: _____ Completed: _____

A personal support network is made up of individuals who will check with you and your family in an emergency to ensure you are okay and to give assistance if needed. This network can consist of friends, relatives, neighbors, etc. They may be your first source of help in an emergency.

Some people rely on personal assistance services (attendants). This type of assistance may not be available after a major quake. Therefore it is vital that your personal support network consist of different people than those who are your child's personal attendants. If you employ a personal attendant or use the services of a home health agency or other type of in home service, discuss with these people a plan for what your child will do in case of an emergency. How will your family get along in an emergency for as long as 7-10 days without these services? A critical element to consider in your family's emergency planning is the establishment of a personal support network.

Even if your child does not use a personal attendant, it is important to consider having a personal support network to assist your family in coping with an emergency. Do not depend on any one person. Work out support relationships with several individuals. Identify a minimum of three people at each location where your child regularly spends a significant part of their week: home, school, church, community site, etc.

In spite of your best planning, sometimes a personal support network must be created on the spot. For example you may find your family in a shelter and needing to assemble help for immediate assistance. Think about what your child will need, how they want it done and what kind of person you would select.

Important Items for Your Personal Support Network:

- Tell your support network about your child's special needs and where your emergency supplies are stored.
- Show others how to handle your child's wheelchair or other equipment.
- Talk to other families who have a child with the same condition as your child about ideas and tips.
- Make arrangements, prior to an emergency, for your support network to immediately check on you after a disaster and, if needed, offer assistance.
- Exchange important keys.
- Show where you keep emergency supplies.
- Share copies of your relevant emergency documents, evacuation plans and emergency information form.

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- Agree and practice a communications system regarding how to contact each other in an emergency. Do not count on the telephones working.
- You and your personal support network should always notify each other when you are going out of town and when you will return.
- The relationship should be mutual. Learn about each other's needs and how to help each other in an emergency. You could be responsible for food supplies and preparation, organizing neighborhood watch meetings, interpreting, etc.

Traveling Tip:

When staying in hotels/motels identify yourself to registration desk staff as a family who will need assistance in an emergency and state the type of assistance you may need.

Inventory of Neighborhood Resources

Priority: _____ **Difficulty:** _____ **Not Applicable:** _____ **Completed:** _____

1. In an extended power outage where is the closest facility that is likely to have back-up power? *You should also let the local utility company know about your use of power for critical equipment before an emergency happens. Many utility companies maintain registries of customers using life sustaining equipment that require electricity.

Name, address, phone where you can access back-up power: _____

*If your child depends on dialysis or other life sustaining treatment, know the location of more than one facility and find out their plans for emergencies and how your child will get treatment, medications etc. Get their emergency contact numbers (these may be out of state).

Name, address, phone where you can access treatment: _____

Name, address, phone where you can access treatment: _____

Name, address, phone where you can access treatment: _____

2. In an extended power outage could you rent or borrow a generator? Can you (or someone in your support network) operate and/or maintain a generator?

Name, address, phone where you can rent or borrow a generator (if applicable): _____

Name of support network member that can operate generator: _____

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3. Where is the nearest public health clinic?

Name, address, phone: _____

4. Where is the nearest place to go for help, if the phones aren't working?

Name and address: _____

5. Does the nearest fire station know about your child?

Address and phone for fire station: _____

6. Does the nearest police station know about your child?

Address and phone for police station: _____

7. Does the community emergency manager know about your child?

Name and phone for local emergency manager: _____

* Consider registering your child on the Utah Special Needs Registry by calling 211 or going to <http://www.specialneedsutah.org/>. Being on the registry allows emergency planners and first responders have a better idea of the needs in their communities. The registry does not guarantee that your family will be served first in an emergency and should not replace or

8. Store extra medicines and equipment at your child's school.

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III. DEVELOPING A FAMILY COMMUNICATION PLAN

Priority: _____ Difficulty: _____ Not Applicable: _____ Completed: _____

Develop a family communication plan that will address what you will do before an emergency to prepare as a family and what you will do as a family in different emergency situations. Talk with your family about different types of emergencies, how to prepare for them, and how to care for your child with special needs during an emergency. Develop a system to check-in the event your family is separated at the time of an emergency.

Family Check-In:

Do family members know who to call following an emergency so they can check-in and report how they are and find out about other family members?

You should have a telephone contact who lives out of the area, preferably out of the state. Separated family members can use this contact to find out if everyone in the family is OK, to relay messages, and to set up an alternative meeting place. Family members not living in the area can call this contact to find out if everything is OK.

Developing an Emergency Call List:

- Ask several relatives or friends who live outside your immediate area (approximately 100 miles away) to act as a clearing house for information about you and your family after an earthquake or other emergency.
- It is often easier to place an out of state long distance call from a disaster area, than to call within the area. All family members should know to call the contact person to report their location and condition.
- Once contact is made, have the contact person relay messages to your other friends and relatives outside the disaster area. This will help to reduce calling into and out of the affected area once the phones are working. (See attached worksheet)
- Besides emergency out-of-town contacts, list should include personal support network, equipment vendors, doctors, utility companies, employers, schools, day care centers, for other family or household members.
- Talk with your child's doctor or health care team about how to care for your child during different types of emergencies. Develop a plan for how you will communicate with your child's care team during an emergency.

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EMERGENCY CONTACT LIST

Out-Of- Town Emergency Contacts

First person reached needs to call others on this list.
Listed in priority order.

Contact 1:

Contact Name:

Home Phone:

Work Phone:

Pager:

Fax:

Cellular Phone:

E-Mail Address:

Contact 2:

Contact Name

Home Phone

Work Phone

Pager

Fax

Cellular

E-Mail Address

Contact 3:

Contact Name

Home Phone

Work Phone

Pager

Fax

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Cellular

E-Mail Address

Other Important Contacts:

Healthcare Team:

Contact Name

Home Phone

Work Phone

Pager

Fax

Cellular

E-Mail Address

Personal support network:

Contact Name

Home Phone

Work Phone

Pager

Fax

Cellular

E-Mail Address

Employer:

Contact Name

Home Phone

Work Phone

Pager

Fax

Cellular

E-Mail Address

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Children's schools, day care centers, etc.:

Contact Name

Home Phone

Work Phone

Pager

Fax

Cellular

E-Mail Address

Veterinarian:

Contact Name

Home Phone

Work Phone

Pager

Fax

Cellular

E-Mail Address

Other:

Contact Name

Home Phone

Work Phone

Pager

Fax

Cellular

E-Mail Address

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IV. DECIDING TO STAY OR GO

1. Shelter-In-Place Plan

The following assumes that an emergency may require your family to remain in your home.

Priority: _____ Difficulty: _____ Not Applicable: _____ Completed: _____

- List possible circumstances when you will need to shelter-in-place.
 - 1.
 - 2.
 - 3.
- Maintain 72 hour kit- (see Supply Kit Checklist and Resource Guide).
- What area of the home will be utilized for shelter if the building integrity is threatened?
Location: _____
- If needed, what one room in your house would you use as a "Seal the Room" Shelter
Location: _____
- Learn about emergency plans at your child's school or child care. Learn their plans for shelter-in-place emergencies and how your child will get treatment, medications etc. Get their emergency contact numbers (these may be out of state).

Home Safety Survey:

- Prepare all the furniture, appliances, computers, and other freestanding objects so that they are adequately secured.
- Move heavy items to lower shelves in closets and cabinets.
- Check cabinet doors to make certain that they can be closed securely.
- Remove or isolate flammable materials (should implement ongoing policies to address this issue on a regular basis).
- Clearly mark gas and water shut-off valves and fuse box. Post legible (laminated, if possible) instructions on how to shut off each one.

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- Maintain a conveniently located set of tools (including pipe and crescent wrenches) to facilitate prompt gas shut-off.
- Post locations of water and gas shut-off valve and fuse box in central locations.
- Place a facility evacuation plan in an area accessible to the public (post at entrances and other selected locations such as stairs, elevators, etc.)
- Indicate the location at each site where the following items, in working condition, can be found:
 - Portable radio and extra batteries
 - Emergency first aid supplies
 - Flashlight and extra batteries
 - Wrenches and other tools
 - Fire extinguishers
- Assign a staff member(s) the task of maintaining these supplies and making sure that they are in working order.
- Have a landline if possible (a cheap landline phone can be purchased for around \$10)
- Acquire a NOAA Weather Radio and know how to use it. (NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week to NOAA Weather Radios). Search online for the best price.
- Acquire an alternate power source such as a backup generator to supply short term power to critical equipment and/or identify closest location likely to have back up power supply (see Tips on Alternate Power Sources handout).

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2. Evacuation Plan

*The following assumes an emergency may require you to **evacuate** your home. In order to better prepare for such an event, it is suggested that you contact your local American Red Cross to receive updated information on evacuation plans and potential shelters in your community.*

Priority: _____ **Difficulty:** _____ **Not Applicable:** _____ **Completed:** _____

- List circumstances under which evacuation may be required.
 - 1.
 - 2.
 - 3.
- List family responsibilities in the event of an evacuation.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
- For each person in your home, keep a pair of shoes stored under their bed to use in an evacuation.
- What is your family's established assembly site outside the home, in the event that an evacuation takes place while family members are in different community locations?
- Will you need assistance from your support network to evacuate your child?
If yes, who:
- Obtain a medical alert and/or identification bracelet for your child.

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- What is the location of the nearest possible official shelter?

Possible Shelter sites

Outside neighborhood but within local area, listed in priority order.

Site 1:

Address

Telephone

Alternate Phone

Pager

Fax

Cellular

E-Mail Address

Site 2:

Address

Telephone

Alternate Phone

Pager

Fax

Cellular

E-Mail Address

Site 3:

Address

Telephone

Alternate Phone

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Pager

Fax

Cellular

E-Mail Address

*Your family can use an emergency shelter for storing medicine, charging equipment, help with medical needs, getting a meal and more. You do not have to be staying in a shelter to use its resources.

- In case official shelters are not open, identify a temporary shelter to be used (consider churches, nearby community centers, schools, or other residential facilities). You may want to develop mutual aid agreements with these sites in order to make sure space is available for your child, and you will want to have an alternate site prepared.

Temporary Shelter Name:

Address:

Contact Person:

Phone:

- Create and practice an escape plan for your home. Are there clear exit paths for a child who uses mobility devices or has vision loss? We will practice evacuation procedures _____ times a year.
- If evacuated, what will your child need that may not be available in mass shelters? Who is responsible for obtaining and maintaining these resources?