

ATTENTION FIRST RESPONDERS:

My contact information is located on page 3

My health & medication information is located on page 4

My doctors' contact information is located on page 5

VITAL INFORMATION ABOUT ME IN AN EMERGENCY INCLUDES:

MY EMERGENCY READINESS PLAN



MY PLAN

This Plan Is For:

Date Plan Was First Made:

Date Plan Was Last Updated:

My Go Bag Is Located:

My Stay-At-Home Kit Is Located:



Institute on Disabilities

TEMPLE UNIVERSITY®

College of Education

My Emergency Readiness Plan – INTRODUCTION



Introduction

START MAKING A PLAN TO BE READY FOR EMERGENCIES!

WHAT IS AN EMERGENCY?

An emergency is an event that can threaten public safety, health and welfare. Emergencies can be natural, like a hurricane, tornado or winter storm. They can be man-made, like a building fire, subway crash or chemical spill.

Emergencies may not be something you think about every day, but they can happen at any time. All Pennsylvanians should be ready for an emergency. If you are a person with a disability, emergencies can make it more challenging for you to take care of your daily needs. So start making an emergency readiness plan now!

To help you make an emergency readiness plan, you can use this booklet called “My Emergency Readiness Plan.” There is room in the booklet to add information about you and your daily needs, and what to do to take care of your daily needs during emergencies.

THE BOOKLET HAS FOUR STEPS:

- **Step 1:** My Important Information
- **Step 2:** My Plan For Taking Care Of Myself
- **Step 3:** Should I Stay Or Should I Go?
- **Step 4:** After Emergencies Are Over

WHEN YOU ARE DONE WITH ALL OF THE STEPS IN THE BOOKLET, YOU WILL:

- Have your own **Plan** to be ready for emergencies;
- Know what to do to take care of your daily needs during emergencies; and
- Feel more confident about taking care of your daily needs during emergencies.

My Emergency Readiness Plan – INTRODUCTION

MAKE YOUR PLAN WITH SOMEONE YOU KNOW!

Everyone can make better plans when they work together with someone else. When you work with others that support you, the Emergency Readiness Plan can be completed in a short time.

Who are some people that can help you? Some examples of people in your support network may include your:

- ☐ parent(s)
- ☐ brother(s) and/or sister(s)
- ☐ other family member
- ☐ friends
- ☐ supports coordinator
- ☐ case manager
- ☐ counselor
- ☐ teacher
- ☐ staff or personal assistant

In the space below, list some people you feel can help you complete your Emergency Readiness Plan.

My Emergency Readiness Plan – STEP 1



Step 1: My Important Information

MY CONTACT INFORMATION

My Name: _____

My Address / Street: _____

City/State/Zip: _____

My Cell Phone Number: _____

My Home Phone Number: _____

This Emergency Preparedness Plan includes people living with me:

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

PEOPLE WHO DON'T LIVE WITH ME AND CAN HELP ME IN AN EMERGENCY

Name	Phone Number	How They Will Help

LOCAL FIRE AND POLICE

Local Fire Phone Number (non-emergency): _____

Local Police Phone Number (non-emergency): _____

If You Are Seriously Sick, Injured or in Danger: **CALL 911**

My Emergency Readiness Plan – STEP 1



Attention: Life-Threatening Allergy!

Check here if you have a severe allergy ☐

SEVERE ALLERGY TO: _____

MY HEALTH INFORMATION

MY HEALTH CONDITIONS/DIAGNOSES INCLUDE:

CONDITION/DIAGNOSIS	DESCRIBE CONDITION/DIAGNOSIS

My blood type is: (e.g., A+, A-; B+, B-; AB+, AB-; O+, O-; use “?” if not known).

MY MEDICATIONS INCLUDE:

MEDICATION NAME	PRESCRIPTION NUMBER, DOSAGE/PURPOSE, SPECIAL INSTRUCTIONS

My Pharmacy is:

My Pharmacy Phone Number is:

My Emergency Readiness Plan – STEP 1

MY HEALTH INFORMATION



MY DOCTORS

DOCTOR'S NAME		MEDICAL SPECIALTY	PHONE NUMBER
1			
2			
3			
4			
5			

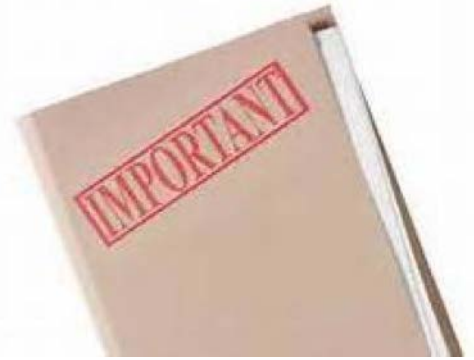
OTHER IMPORTANT HEALTH-RELATED CONTACTS

Contact Person	Name	Phone
Personal Assistant:		
Pharmacy:		
Other Pharmacy:		
Home Health Care:		
Nursing:		
Therapist #1:		
Therapist #2:		
Other:		
Other:		

My Emergency Readiness Plan – STEP 1

MY IMPORTANT DOCUMENTS OR PAPERS

Gather your important documents or papers together, place them in a Ziploc® bag or waterproof bag, and keep them in a safe place! You can make copies to give to a trusted person like a friend or family member. You can also scan them into a computer and keep on a USB flash drive. Examples of important documents include:



- Copy of driver's license or photo ID
- Social Security card
- Copies of prescriptions and medical equipment warranties or manuals
- Legal papers such as birth, adoption and marriage certificates
- Bank account/credit card information
- Insurance policy numbers and information
- Copies of utility bills (to prove where you live)
- Important school or work papers

MY IMPORTANT DOCUMENTS OR PAPERS INCLUDE:

NAME OF IMPORTANT DOCUMENT/PAPER	DESCRIPTION

My Emergency Readiness Plan – STEP 1

I HAVE GIVEN COPIES OF MY IMPORTANT PAPERS TO:

NAME	CONTACT INFORMATION

My Emergency Readiness Plan – STEP 2

Step 2: My Plan For Taking Care Of Myself



CHECK BOX IF “YES” FOR THE FOLLOWING:

I HAVE TROUBLE :

- | | |
|--|--|
| <input type="checkbox"/> Communicating verbally with others | <input type="checkbox"/> Washing or bathing independently |
| <input type="checkbox"/> Hearing sounds like music or alarms | <input type="checkbox"/> Seeing print materials or watching TV |
| <input type="checkbox"/> Remembering directions | <input type="checkbox"/> Keeping my attention focused |
| <input type="checkbox"/> Reading books or magazines | <input type="checkbox"/> Cooking my meals |
| <input type="checkbox"/> Writing down my thoughts or questions | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Walking up and down stairs | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Getting dressed on my own | <input type="checkbox"/> Other: |

CHECK BOX IF “YES” FOR THE FOLLOWING:

I HAVE OR USE

- | | |
|--|--|
| <input type="checkbox"/> A wheelchair or scooter | <input type="checkbox"/> Eyeglasses |
| <input type="checkbox"/> A communication device | <input type="checkbox"/> A shower or commode chair |
| <input type="checkbox"/> Adapted utensils for eating or drinking | <input type="checkbox"/> An oxygen tank, cylinder or other oxygen therapy device |
| <input type="checkbox"/> An adapted phone (picture, big button or amplified) | <input type="checkbox"/> Prescription medication |
| <input type="checkbox"/> A magnifier | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Hearing aids or personal amplification device | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Service animal | <input type="checkbox"/> Other: |



My Emergency Readiness Plan – STEP 2

Now that you have answered the questions page 8, you can customize your preparedness plan to meet your needs. Working with others in your support network, review the worksheets found on pages 10 through 26 (as appropriate) and list information about:

1. The things you do to take care of your needs every day;
2. The things you can do to take care of your needs if you must shelter-at-home; and
3. The things you can do to take care of your needs if you must leave your home or workplace to be safe.



My Emergency Readiness Plan – STEP 2



TAKING CARE OF MY NEEDS IN AN EMERGENCY: ASSISTIVE TECHNOLOGY

MY ASSISTIVE TECHNOLOGY:

Assistive technology I use	Device model / serial number / vendor contact	Check box if device requires electricity.
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Copy this page to list more assistive technology devices.

My Emergency Readiness Plan – STEP 2



GENERAL TIPS

DO YOU USE ASSISTIVE TECHNOLOGY:

- To assist you with mobility?
- To help with your personal care?
- To help you during mealtime?
- To read text or print materials?
- To assist with listening?
- For communication?
- For transfers?
- For transportation?

Plan for the possible need to evacuate your home. Make a list of the assistive technology (AT) you use in your home, at work, at school or in the community. Make sure you have what you need to shelter in place. Compile a list of the AT critical to support your physical well-being and ability to communicate during an emergency. Have an appropriate back-up power supply and know how long the power supply lasts. The following questions will assist you in developing a list of AT used in your daily life.

- If you have a power wheelchair, consider having a manual chair as a backup.
- If you use a custom wheelchair for medical support (e.g. ventilator or oxygen), attach information to it for first responders or other volunteer assistants. For example, make a cheat sheet on how to disengage the wheel mechanism on a power wheelchair.
- Store backup equipment at another location.
- Teach others in your support system how to use your AT and attach laminated instructions.
- Keep critical AT charged and have backup batteries. Purchase a portable external USB battery charger for USB devices.
- Plan to take your AT with you. Remember to take chargers and other components.
- Label or tag your AT with your contact information.
- Register your AT with the manufacturer.

My Emergency Readiness Plan – STEP 2



- Take a photograph of yourself using your AT. This helps clearly identify that the AT belongs to you.
- Keep photographs and a record of all AT serial numbers in a safe location (e.g. safe deposit box).
- Think about how you might go about obtaining a short-term (or long-term) replacement for your AT, if needed. Contact Pennsylvania's Initiative on Assistive Technology (PIAT) at 1-800-204-7428 (voice) or 1-866-268-0579 (TTY) to find out about obtaining AT. You can also email PIAT at ATinfo@temple.edu.
- Since homeowner's/renter's insurance does not cover damage by ground water, flood insurance may be needed to replace AT lost or damaged in a disaster. Factor in the cost of home or vehicle modifications when determining the replacement value of your home or vehicle.



TAKING CARE OF MY NEEDS IN AN EMERGENCY: COMMUNICATION

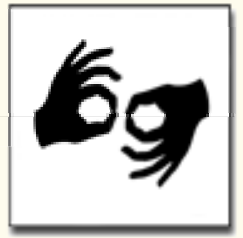
MY DAILY NEEDS

What are my daily communication needs?	How do I take care of these daily needs?

EXTRA CHALLENGES: SHELTERING AT HOME

What would be the extra challenges to my ability to communicate if I shelter at home?	How would I take care of these extra challenges if I shelter at home?

My Emergency Readiness Plan – STEP 2



EXTRA CHALLENGES: EVACUATING

What would be the extra challenges to my ability to communicate if I need to evacuate?	How would I take care of these extra challenges if I need to evacuate?

COMMUNICATION TIPS

- Think about how you will communicate with emergency personnel. How will you communicate if an interpreter is not available? How will you communicate if you do not have your communication device (such as a speech generating device, word or letter board, or artificial larynx).
- Store copies of a word/letter/picture board, paper and writing materials, pre-printed messages and key phrases specific to an anticipated emergency. Store these low-tech communication materials in all your emergency kits, your wallet, purse, etc.
- Think about carrying a pre-printed copy of key phrase messages with you, such as: "I speak American Sign Language (ASL) and need an ASL interpreter;" "I do not write or read English;" "If you make announcements, I will need to have them written or signed."
- Make sure the emergency health information in your Emergency Readiness Plan explains the best method to communicate with you (e.g., written notes, pointing to letters/words/pictures, finding a quiet place, etc.).
- Determine which emergency alert systems will be accessible in terms of continuous news that is captioned and/or signed.

My Emergency Readiness Plan – STEP 2



ALTERNATE POWER SOURCE

- Obtain an alternative power source (power converter, batteries) if you use a computer or laptop as a means of frequent communication.
- Store extra batteries or chargers in your emergency kit.



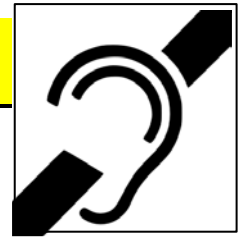
TAKING CARE OF MY NEEDS IN AN EMERGENCY: **HEARING LOSS**

MY DAILY NEEDS

What are my daily needs concerning hearing loss?	How do I take care of these daily needs?

EXTRA CHALLENGES: SHELTERING AT HOME

What would be the extra challenges concerning hearing loss if I shelter at home?	How would I take care of these extra challenges if I shelter at home?



EXTRA CHALLENGES: EVACUATING

What would be the extra challenges concerning hearing loss if I need to evacuate?	How would I take care of these extra challenges if I need to evacuate?

TIPS FOR PEOPLE WITH HEARING LOSS

BATTERIES

- Store extra batteries for hearing aids and implants. If available, keep an extra hearing aid with your emergency supplies.
- Store extra batteries for your hearing aids and battery powered alerting devices. Check your manual for proper maintenance advice.

HEARING AIDS

- Store hearing aids in a consistent, convenient and secured place, so you can quickly and easily locate them after a disaster. Consider storing them in a container attached to your night stand or bed post. Missing or damaged hearing aids will be difficult to replace or fix following a major disaster.

My Emergency Readiness Plan – STEP 2



ALARMS

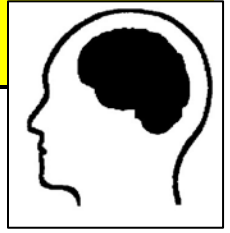
- Install both audible alarms and visual smoke alarms. At least one should be battery-operated.

COMMUNICATION

- Determine how you will communicate with emergency personnel if there is no interpreter or if you do not have your hearing aid(s). Include paper and pens with your emergency supplies.
- Consider carrying a pre-printed copy of key phrases, such as "I speak American Sign Language (ASL) and need an ASL interpreter."
- Determine which emergency alert systems will provide continuous news that will be captioned and/or signed.
- Ask friends and family members to relay emergency messages to you in the event the messages are not accessible.

ADVOCACY

- Encourage interpreters to become involved with volunteer emergency response organizations, such as the American Red Cross or other local emergency response agencies.
- Maintain pressure on TV stations to broadcast all news and emergency information in open caption format and/or secure on-camera interpreters for emergency announcement.



TAKING CARE OF MY NEEDS IN AN EMERGENCY: **COGNITIVE IMPAIRMENT**

MY DAILY NEEDS

What are my daily needs or concerns regarding my cognitive impairment?	How do I take care of these daily needs?

EXTRA CHALLENGES: SHELTERING AT HOME

What would be the extra challenges concerning my cognitive impairment if I shelter at home?	How would I take care of these extra challenges if I shelter at home?

My Emergency Readiness Plan – STEP 2



EXTRA CHALLENGES: EVACUATING

What would be the extra challenges concerning my cognitive impairment if I need to evacuate?	How would I take care of these extra challenges if I need to evacuate?

TIPS FOR PEOPLE WITH A COGNITIVE IMPAIRMENT

If you live in a retirement community, assisted living facility, group or other supported living home, learn about emergency planning and procedures. How will you be kept informed?

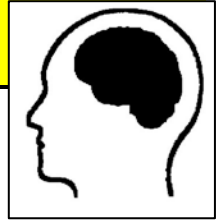
What will the facility or community expect of you and your fellow residents?

This is personal planning, but that doesn't mean you have to do it all on your own! If you can, work through the checklist with a family member or friend. Chances are they'll jump at the opportunity; and it will be a good reminder for them to be ready as well.

EMERGENCY PLAN

- Keep a copy of your Emergency Readiness Plan where you live, work or recreate.
- Give copies of your plan to people you trust in your personal support network.

My Emergency Readiness Plan – STEP 2



- After a disaster, information often comes quickly. To keep track of this information, consider using one or more of the following strategies: keep a notepad and pen handy to write information down; use a calendar with room for writing notes; or use a battery-powered digital recorder to record information on radio or television.
- Give copies of your Emergency Readiness Plan to the people in your personal support network.

COMMUNICATION

- Practice how to tell someone what you need.
- Think of what is the best method for you to receive important messages. Do you prefer text messages or voice messages?
- Think of ways to help you remember important things.
- Think about what a rescuer might need to know about you and be prepared to say it briefly. For example: "I forget easily. Please write down information for me."



TAKING CARE OF MY NEEDS IN AN EMERGENCY:

MOBILITY

MY DAILY NEEDS

What are my daily mobility needs?	How do I take care of these daily needs?

EXTRA CHALLENGES: SHELTERING AT HOME

What would be the extra challenges to my mobility if I shelter at home?	How would I take care of these extra challenges if I shelter at home?

My Emergency Readiness Plan – STEP 2



EXTRA CHALLENGES: EVACUATING

What would be the extra challenges to my mobility if I need to evacuate?	How would I take care of these extra challenges if I need to evacuate?

MOBILITY TIPS

STORAGE

- Store emergency supplies in a bag or backpack that can easily attach to a walker, wheelchair or scooter.
- Store your mobility aids (canes, crutches, walkers, wheelchairs) close to you in a consistent, convenient and secured location. Keep extra mobility aids in several locations, if possible.

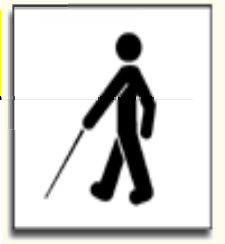
EMERGENCY SUPPLY KIT

- Keep a pair of heavy gloves in your supply kit to use while wheeling or making your way over glass or debris.

My Emergency Readiness Plan – STEP 2



- If you use a motorized wheelchair or scooter, consider having an extra battery available. **Check with your vendor** to see if you can charge batteries by either connecting jumper cables to a vehicle battery, or by connecting batteries to a specific type of converter that plugs into your vehicle's cigarette lighter in the event of a power outage.
- If your chair does not have puncture-proof tires, keep a patch kit or can of "seal-in" air product to repair flat tires, or keep an extra supply of inner tubes.
- Store an extra lightweight manual wheelchair, if available.
- Contact your local AT reuse program for help obtaining a backup device. In Pennsylvania, contact PA's Initiative on Assistive Technology at 1-800-204-7428 (voice) or 1-866-268-0579 (TTY) to find your local reuse program, or email ATinfo@temple.edu.
- If you spend time above the first floor of a building with an elevator, plan and practice using alternative methods of evacuation. If needed, enlist the help of your personal support network.
- If you cannot use stairs, discuss lifting and carrying techniques that will work for you.
- Consider the possibility that you could be asked to leave your chair behind in order to safely evacuate a building you are in. How would you respond to this possibility?
- It is very important to discuss the safest way to transport you if you need to be carried, and to alert helpers, including first responders, to any areas of vulnerability. For example, the traditional "firefighter's carry" may be hazardous for some people with respiratory weakness.



TAKING CARE OF MY NEEDS IN AN EMERGENCY: VISION LOSS

MY DAILY NEEDS

What are my daily needs concerning vision loss?	How do I take care of these daily needs?

EXTRA CHALLENGES: SHELTERING AT HOME

What would be the extra challenges concerning vision loss if I shelter at home?	How would I take care of these extra challenges if I shelter at home?

My Emergency Readiness Plan – STEP 2



EXTRA CHALLENGES: EVACUATING

What would be the extra challenges concerning vision loss if I need to evacuate?	How would I take care of these extra challenges if I need to evacuate?

TIPS FOR PEOPLE WITH VISION LOSS

CANES

- If you use a cane, keep extras in strategic, consistent and secured locations at work, home, school, volunteer sites, etc. to help you maneuver around obstacles and hazards.
- Keep a spare cane in your emergency kit.

ALTERNATE MOBILITY CUES

- If you have some vision, place security lights in each room to light paths of travel. These lights plug into electrical wall outlets and light up automatically if there is a loss of power. They will, depending on type, continue to operate for 1 to 6 hours.
- Store high-powered flashlights (with wide beams) and extra batteries.

My Emergency Readiness Plan – STEP 2



- Service animals may become confused, panicked, frightened or disoriented in and after a disaster. Keep them confined or securely leashed or harnessed. A leash (or harness) is an important item for managing a nervous or upset animal. Be prepared to use alternative methods to negotiate your environment.
- Regular auditory clues (e.g. traffic sounds, crossing signals, etc.) may change following a major disaster.

LABEL SUPPLIES

- If helpful, mark emergency supplies with large print, fluorescent or tactile tape or Braille.

SECURE COMPUTERS

- Secure special equipment such as computers with screen reading or magnifying software. Create a backup system for important data and store it off site.

ADVOCACY ISSUES

- Advocate that TV news not only post important phone numbers but also announce them slowly and repeat them frequently for people who cannot read the screen.

Step 3: Should I Stay Or Should I Go?

WHAT KINDS OF EMERGENCIES COULD HAPPEN NEAR YOU?

Talk with others who help you about:

- What emergencies could happen at home?
- If there was no electricity at home, what do I do?
- What type of severe weather can happen where I live or work?
- What emergencies could happen where I work?
- What emergencies could happen when I am out with friends?
- Are dangerous products made, stored or transported near my neighborhood or town?
- If the roads to my home were blocked for several days, who would check on me?



Talk about ways you could respond to different emergencies.

Ask yourself the following questions:

- What emergency information do I need to decide whether I stay at home or go to a safe area (evacuate)?
- If I was told to evacuate or leave my home, can I do it quickly?
- What do I need to have with me if I shelter at home?
- What do I need to have with me if I have to evacuate or leave my home?

My Emergency Readiness Plan – STEP 3

HOW WILL YOU GET EMERGENCY ALERTS?

During emergencies, staying safe is important! To help people stay safe, Emergency Managers will send out “alerts” on local radio, television or by telephone. Emergency managers may also send text messages or post messages using social media like Facebook or Twitter.



Emergency alerts:

- Will include information about the emergency;
- May include instructions for people to either shelter-at-home (or “shelter-in-place”) or to leave the area to be safe (or evacuate);
- May not be accessible to everyone. If you have a hearing or vision loss, talk about what alerts would fit your needs.



My Emergency Readiness Plan – STEP 3

IN THE SPACES BELOW, LIST HOW YOU CAN GET EMERGENCY ALERTS AND SUPPORT INFORMATION.



MY EMERGENCY RADIO AND TELEVISION SOURCES (INCLUDE FREQUENCY)

Local radio station: _____

Local television station: _____

NOAA radio (if available): _____

MY SOURCES OF PERSONAL SUPPORT DURING EMERGENCIES

I will receive phone calls from: _____

I will receive mobile phone or text messages from: _____

I will receive email or internet-based messages from: _____

I will receive TTY messages from: _____

I will get a visit from: _____

I will receive information from other sources based on my needs from: _____

I AM REGISTERED WITH THE FOLLOWING PENNSYLVANIA EMERGENCY ALERT REGISTRIES:

Registry Name: _____ ☐ Yes ☐ No Registration Date _____

Registry Name: _____ ☐ Yes ☐ No Registration Date _____

Registry Name: _____ ☐ Yes ☐ No Registration Date _____

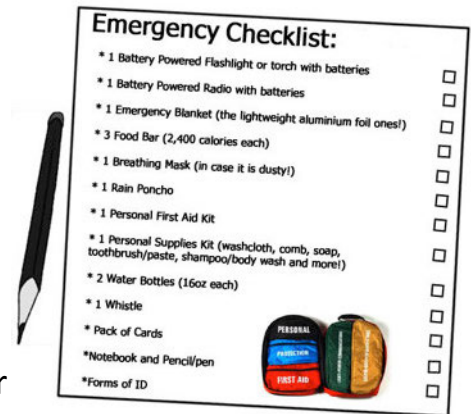
Registry Name: _____ ☐ Yes ☐ No Registration Date _____

My Emergency Readiness Plan – STEP 3

START GETTING YOUR EMERGENCY PREPAREDNESS SUPPLIES READY!

It is best to make two kinds of emergency preparedness supply kits or bags:

1. A **Shelter-At-Home Kit** that includes items you will need to stay at home for five days or longer.
2. An **Evacuation Go Bag** (sometimes called a “Go Kit”) that includes the most important things you need to be safe away from your home for five days or longer. The Evacuation Go Bag is easy to carry so you can evacuate or leave home quickly.



Gathering supplies for your kit will take time. Start gathering a few items at a time. Ask people who support you to help you find and buy your supplies.

Some supplies can be used for both staying at home and evacuating, such as food, water, medications, flashlight with batteries and a first aid kit. Include bathroom supplies like toilet paper, toothbrushes and toothpaste.

MY PLAN FOR SHELTERING-AT-HOME

First actions to take when sheltering at home:

- Listen to your radio or television for alerts or updates about the emergency.
- Call people in your support network and ask how you can contact them. It is best to have several ways to contact them, such as texting, cell phone or work phone numbers.

Start getting your Shelter-At-Home Kit ready NOW!

- Use one or more sturdy plastic storage containers to keep items in.
- Keep the Kit in a safe place in your home.
- The Kit should include enough supplies for everyone living at home for 5 or more days.

My Emergency Readiness Plan – STEP 3

MY SHELTER-AT-HOME KIT CONTAINS (BASIC ITEMS) TO HELP ME FOR AT LEAST FIVE DAYS:

Check each item contained in your Kit then fill in the date it was added.

CHECK	DATE	ITEM
<input type="checkbox"/>		Copy of “My Emergency Readiness Plan”
<input type="checkbox"/>		Cash, credit cards, and/or debit gift cards (cash is better)
<input type="checkbox"/>		Water: Five gallons for each person
<input type="checkbox"/>		Water: Five gallons of water for each pet or service animal
<input type="checkbox"/>		Five days worth of non-perishable, ready-to-eat food for you
<input type="checkbox"/>		Five days worth of pet food for each pet or service animal
<input type="checkbox"/>		Manual can opener and other cooking supplies
<input type="checkbox"/>		Plates, utensils and paper towels
<input type="checkbox"/>		First Aid kit
<input type="checkbox"/>		Warm clothes and rain gear
<input type="checkbox"/>		Personal hygiene items including toilet paper, feminine supplies, hand sanitizer and soap
<input type="checkbox"/>		Plastic sheets, duct tape and utility knife to cover broken windows
<input type="checkbox"/>		Tools such as a crowbar, hammer and nails, staple gun, adjustable wrench and bungee cords
<input type="checkbox"/>		Blanket or sleeping bag
<input type="checkbox"/>		Large heavy duty plastic bags and plastic bucket for waste and sanitation
<input type="checkbox"/>		Flashlight and extra batteries
<input type="checkbox"/>		Weather radio (hand crank or battery operated)

My Emergency Readiness Plan – STEP 3

My Shelter-At-Home Kit also contains items for my specific needs:

LIST ANY ADDITIONAL ITEMS CONTAINED IN YOUR KIT THEN FILL IN THE DATE IT WAS ADDED.

[illegible]

My Emergency Readiness Plan – STEP 3

MY PLAN FOR EVACUATING

FIRST ACTIONS WHEN EVACUATING:

- Plan places where you can meet with members of your family or others that support you if you need to evacuate.

PLACES I WILL EVACUATE TO AND HOW I WILL GET THERE:

Evacuating to a Place IN THE NEIGHBORHOOD

Address of the safe location:

Phone:

How will I get to this safe location? Car ☐Bus ☐Walk ☐Other

Who will help me to get to the safe location?

Evacuating OUT OF TOWN

Address of the safe location:

Phone:

How will I get to this safe location? ☐Car ☐Bus ☐Walk ☐Other

Who will help me to get to the safe location?

Evacuating OUT OF STATE

Address of the safe location:

Phone:

How will I get to this safe location? ☐Car ☐Bus ☐Walk ☐Other

Who will help me to get to the safe location?

My Emergency Readiness Plan – STEP 3

OTHER FIRST ACTIONS WHEN EVACUATING:

- Know what support will be available at your meeting places. Will water, food, clothing, or personal assistance be available?
- If you have a service animal, make sure it is wearing a collar with identification. Bring medical records and a go-bag for your service animal, too!
- If you have a pet, make sure it is wearing a collar with identification. Bring your pet in a pet carrier labeled with your name and the pet's name. Bring medical records and a go-bag for your pet, too!
- If you have a car, keep a half tank of gas in it at all times in case you need to evacuate.
- If you do not have a car, you need to plan for how you will evacuate
- Learn about other routes or transportation out of your area.
- Take your Evacuation Go Bag with you.
- When you leave your house, lock the door behind you.

IF TIME ALLOWS:

- Contact your Evacuation Contacts. Tell them where you are going.
- Leave a note telling others when you left and where you are going.

START GETTING YOUR GO BAG READY NOW!

- Use a sturdy container to keep items in, but keep it small enough to take with you during an evacuation.
- Don't overload your Go Bag –only include items that are essential for your survival.
- If you are evacuating with your family members with you, the Evacuation Go Bag can include items and supplies for everyone, or you can have individual Go Bags for every member.

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MY GO BAG CONTAINS (BASIC ITEMS):

Check all the items contained in your bag and fill in the date it was added.

CHECK	DATE	ITEM
<input type="checkbox"/>		Copy of “My Emergency Readiness Plan”
<input type="checkbox"/>		Cash and credit cards (cash is better)
<input type="checkbox"/>		Flashlight and extra batteries
<input type="checkbox"/>		Radio – battery operated or hand-crank, and extra batteries
<input type="checkbox"/>		Whistle
<input type="checkbox"/>		Dust mask
<input type="checkbox"/>		Pocket knife
<input type="checkbox"/>		Sturdy shoes, a change of clothes and a warm hat
<input type="checkbox"/>		Local maps
<input type="checkbox"/>		Water and non-perishable food
<input type="checkbox"/>		Photos of family members and pets for re-identification purposes
<input type="checkbox"/>		Prescription medications and first aid supplies
<input type="checkbox"/>		Toothbrush and toothpaste
<input type="checkbox"/>		Extra keys to your house and vehicle
<input type="checkbox"/>		Personal hygiene items (soap, wipes, toilet paper, deodorant, feminine hygiene products)
<input type="checkbox"/>		Leather gloves
<input type="checkbox"/>		Pen, paper and duct tape

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MY GO BAG ALSO CONTAINS ITEMS FOR MY SPECIFIC NEEDS:

List any additional items contained in your Kit and fill in the date it was added.

CHECK	DATE	ITEM
<input type="checkbox"/>		
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COMMUNITY EVACUATION SHELTERS

When emergencies or disasters lead to evacuation orders by Emergency Managers or the Governor, emergency shelters will be opened in designated areas of the county or state. A list of emergency shelters will be announced through local radio and television to the public. You might also receive a text message on your cell phone.

Only use emergency shelters as a last resort and nothing else is available to you. It is always better if you already have a plan to leave your home and go to the home of a family member or friend that lives away from the emergency area. Refer to your list of places where you can meet with members of your family or others that support you.

If you must go to an emergency shelter:

- Tell your out-of area-contact where you are going.
- Take your Go Bag with you to the shelter.
- At first, emergency shelters may not be able to provide basic supplies and materials. It is a good idea to bring extra items (e.g. blanket, pillow, towel, washcloth, diapers, food and supplies for infants.)
- Have a care plan for your service animal. Service animals **are allowed** in emergency shelters. When you leave your home, remember to take a collar, harness, identification tags, records of vaccinations, medications, and food for your service animal with you.
- Pet-friendly shelters may be available for your pet. Shelters that care for pets will be announced through local radio or television to the public. When you leave your home, remember to take a collar, leash or carrier, identification tags, records of vaccinations, medications, and food for your pet with you.

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AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS FOR EMERGENCY SHELTERS

WHICH SHELTERS ARE COVERED?

- The ADA applies to shelters that are operated directly by, or on behalf of, state or local governments, including those operated by public accommodations
- Shelters operated by religious entities (like a church or synagogue) are not covered unless they operate on behalf of a covered entity

WHAT EMERGENCY SHELTER SERVICES ARE COVERED BY THE ADA?

- All of them!
- Shelters must provide equal access to whatever benefits are provided, including:
 - Safety
 - Food
 - Comfort
 - Information
 - A place to sleep
 - Support and assistance of family and friends

WHAT RIGHTS DO PEOPLE WITH DISABILITIES HAVE IN SHELTERS?

- During an emergency, people with disabilities have the same rights as everyone in the community when it comes to sheltering
- People with disabilities have a right to be accommodated in mass shelters when possible
- The ADA requires people with disabilities to be accommodated in the most integrated setting appropriate to their needs

PEOPLE WITH DISABILITIES HAVE THE RIGHT TO MAKE CHOICES ABOUT WHERE TO SHELTER

- Communities MAY designate shelters as an emergency shelter for people with disabilities BUT communities MAY NOT require that people with disabilities ONLY use these shelters

For more information, contact: Mid-Atlantic ADA Center (serving DC, DE, MD, PA, VA, WV)
Information, Guidance and Training on the Americans with Disabilities Act (ADA)

Phone: 1-800-949-4232 (V/TTY) Web: www.ADAinfo.org

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AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA is divided into five titles (or sections) that relate to different areas of public life.

TITLE I - EMPLOYMENT

- Designed to help people with disabilities access the same employment opportunities and benefits available to people without disabilities.
- Employers must provide reasonable accommodations to qualified applicants or employees. A “reasonable accommodation” is a change that accommodates employees with disability without causing the employer “undue hardship” (too much difficulty or expense).
- Employers with 15 or more employees must comply with this law.
- The regulations for Title I define disability, establish guidelines for the reasonable accommodation process, address medical examinations and inquiries, and define “direct threat” when there is significant risk of substantial harm to the health or safety of the individual employee with a disability or others.
- This portion of the law is regulated and enforced by the U.S. Equal Employment Opportunity Commission. www.eeoc.gov/laws/types/disability.cfm

TITLE II - PUBLIC SERVICES: STATE AND LOCAL GOVERNMENT

- Prohibits discrimination on the basis of disability by “public entities,” which are programs, services and activities operated by state and local governments.
- The public entity must make sure its programs, services and activities are accessible to individuals with disabilities.

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- Outlines the administrative processes to be followed, including requirements for self-evaluation and planning; requirements for making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination; architectural barriers to be identified; and the need for effective communication with people with hearing, vision and speech disabilities.
- Regulated and enforced by the U.S. Department of Justice. www.ada.gov

TITLE III - PUBLIC ACCOMMODATIONS AND SERVICES OPERATED BY PRIVATE ENTITIES

- Prohibits private places of public accommodation from discriminating against individuals with disabilities. Examples of public accommodations include privately-owned, leased or operated facilities like hotels, restaurants, retail merchants, doctor's offices, golf courses, private schools, day care centers, health clubs, sports stadiums, movie theaters, and so on.
- Sets the minimum standards for accessibility for alterations and new construction of facilities. It also requires public accommodations to remove barriers in existing buildings where it is easy to do so without much difficulty or expense.
- Directs businesses to make "reasonable modifications" to their usual ways of doing things when serving people with disabilities.
- Requires that businesses take steps necessary to communicate effectively with customers with vision, hearing, and speech disabilities.
- Regulated and enforced by the U.S. Department of Justice. www.ada.gov

TITLE IV - TELECOMMUNICATIONS

- Requires telephone and Internet companies to provide a nationwide system of interstate and intrastate telecommunications relay services that allows individuals with hearing and speech disabilities to communicate over the telephone.
- Regulated by the Federal Communication Commission. www.fcc.gov

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TITLE V - MISCELLANEOUS PROVISIONS

- Contains a variety of provisions relating to the ADA as a whole, including its relationship to other laws, state immunity, its impact on insurance providers and benefits, prohibition against retaliation and coercion, illegal use of drugs, and attorney's fees.
- Provides a list of certain conditions that are not to be considered as disabilities.

PUBLIC TRANSPORTATION

- Public Transportation is covered by Title II of the ADA if it is offered by a state or local government.
- If it is offered by a private company, public transportation is covered by Title III.
- Publicly funded transportation includes, but is not limited to, bus and passenger train (rail) service. Rail service includes subways (rapid rail), light rail, commuter rail, and Amtrak.
- Privately funded transportation includes, but is not limited to, taxicabs, airport shuttles, intercity bus companies, such as Greyhound, and hotel-provided transportation.
- The U.S. Department of Transportation, Federal Transit Administration releases information, guidance and regulations on public transportation and the ADA.

www.fta.dot.gov/ada

MORE INFORMATION ABOUT THE ADA

ADA NATIONAL NETWORK:

<https://adata.org>

The ADA National Network provides information, guidance and training on the Americans with Disabilities Act (ADA), tailored to meet the needs of business, government and individuals at local, regional and national levels.

NATIONAL NETWORK PUBLICATIONS

- **ADA Questions and Answers:**
<http://adata.org/publication/america>
- **Disability Law Handbook:**
<http://adata.org/publication/disability-law-handbook>

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WEB BASED SELF-STUDY COURSES

- **ADA Building Blocks:** www.adabasics.org

A free introductory webcourse that explores the legal requirements and spirit of the Americans with Disabilities Act of 1990 (ADA). The course takes 2-3 hours and includes quizzes and a Post Test. Presented by the Southeast ADA Center.

- **ADA Employment Course:** www.adaemploymentcourse.org

A free, self-paced webcourse available 24/7 on the employment requirements in the Americans with Disabilities Act (ADA), including the important changes made to the ADA by the ADA Amendments Act of 2008. The course takes approximately 2.5 hours and includes real life scenarios, quizzes and a final exam. Presented by the New England ADA Center.

- **Disability Rights Course:** www.disabilityrightscourse.org

A free, self-paced webcourse available 24/7 that provides an overview of federal disability rights laws. The course takes approximately 1.5 - 2 hours and includes real life scenarios, quizzes and a final exam. Presented by the New England ADA Center.

Mid-Atlantic ADA Center / Information, Guidance and Training on the Americans with Disabilities Act (ADA)

1-800-949-4232 V/TTY (DC, DE, MD, PA, VA, WV)

301-217-0124 V/TTY

www.ADAinfo.org

A member of the ADA National Network <https://adata.org>

Mid-Atlantic ADA Center is a project of TransCen, Inc.

www.transcen.org

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Step 4: My Post Emergency Plan

WHAT TO DO WHEN THE EMERGENCY IS OVER

Contact members of your personal support network to let them know where you are and how to reach you.

If your home is damaged, contact your insurance company. Seek government disaster assistance, if needed.

Visit the Federal Emergency Management Agency (FEMA) Web site www.fema.gov/help-after-disaster about post-disaster help.

Don't forget these important phone numbers!

- 9-1-1 for emergencies (24-hours a day, seven days a week)
- 3-1-1 for FREE municipal or local government services (only in the City of Philadelphia)
- 2-1-1 for FREE support finding health and human services in your community (like childcare or emergency food or housing services). Help is available seven days a week from 8 a.m. to 8 p.m.

If you live in Southeastern Pennsylvania, look for more help on the internet by visiting www.211sepa.org

If you live in Southwestern Pennsylvania, look for more help on the internet by visiting <http://pa211sw.org>

If you live in Central Pennsylvania, look for more help on the internet by visiting <http://pa211central.org>

Pennsylvania residents can look for more help on the internet by visiting <https://pa211.communityos.org>

If you need help replacing your AT/DME, call Pennsylvania's Initiative on Assistive Technology (PIAT) at 1-800-204-7428 (VOICE), 1-866-268-0579 (TTY) or email ATinfo@temple.edu

My Emergency Readiness Plan – STEP 4

SEEKING DISASTER ASSISTANCE

After an emergency or disaster is over, listen to local radio or television reports for information about where to get emergency housing, food, first aid, clothing, and financial help.

DIRECT ASSISTANCE

Direct assistance to individuals and families may come from:

- American Red Cross: www.redcross.org/
- Salvation Army: www.salvationarmyusa.org/
- Other volunteer organizations

These organizations provide food, shelter, supplies and assist in clean-up efforts.

THE FEDERAL GOVERNMENT ROLE

Most federal assistance becomes available when the President of the United States declares a “Major Disaster” for the affected area at the request of a state governor. FEMA will provide information through the media and community outreach about applying for federal assistance.

My Emergency Readiness Plan – STEP 4

COMMONLY USED ACRONYMS

ACRONYMS	WHAT THEY STAND FOR
AFN	Access and Functional Needs
ARC	American Red Cross
CBO	Community-Based Organization
CDC	Centers for Disease Control
CERT	Community Emergency Response Team
DHHS	U.S. Department of Health and Human Services
DHS	U.S. Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DOH	Department of Health
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMS	Emergency Medical Services
FEMA	Federal Emergency Management Agency
GPS	Global Positioning System
HA	Housing Assistance
IA	Individual Assistance
ICS	Incident Command System
NGO	Non-Governmental Organization
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
ODIC	Office of Disability Integration and Coordination (FEMA)

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ACRONYMS	WHAT THEY STAND FOR
OEM	Office of Emergency Management
OES	Office of Emergency Services
PA	Pennsylvania
PEMA	Pennsylvania Emergency Management Agency
PHS	Public Health Service
PIAT	Pennsylvania's Initiative on Assistive Technology
PIO	Public Information Officer
POD	Point of Dispensing
RTF	Regional Task Force
SBA	Small Business Administration
SEPA	Southeast Pennsylvania
SEOC	State Emergency Operations Shelter (PA)
SERT	State Emergency Response Team
SERVPA	State Emergency Registry of Volunteers in Pennsylvania
SNPS	Special Needs Population Shelter
VOAD	Voluntary Organizations Active in Disaster

USE THIS SPACE BELOW TO LIST MORE ACRONYMS:

My Emergency Readiness Plan – STEP 4

MY EMERGENCY READINESS PLAN

Available in alternative formats upon request

(Para informacion en espanol: 215-204-9348)

For alternative formats or additional copies, please contact:

Institute on Disabilities at Temple University

Room 411S. Student Center

1755 N. 13th Street

Philadelphia, PA 19122

Website: disabilities.temple.edu

Voice: 215-204-1356

TTY: 215-204-1805

Fax: 215-204-6336

Email: iod@temple.edu

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My Emergency Readiness Plan – NOTES

NOTES

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