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PERSONAL EMERGENCY PREPAREDNESS CHECKLIST

DATE COMPLETED

ACTIVITIES

Establish a **Personal Support Network**.



Customize an **Emergency Health Information Card**.

Keep copies in wallet, purse, and emergency supply kits.

Complete an **Emergency Contact List** (see Earthquake Tips for Collecting Emergency Documents).

Collect **Emergency Documents** (see Earthquake Tips for Collecting Emergency Documents).

Store Emergency Documents in emergency supply kits, wallet, safe deposit box; give copies to personal support network and out of area contacts (see Earthquake Tips for Collecting Emergency Documents).

Conduct an **Ability Self-Assessment**.

Collect **Carry-With-You Supplies** to keep with you at all times.

Collect **Disability-Related Supplies** for emergency kits.

Maintain a seven day supply of **Essential Medications**.

Keep important **Equipment and Assistive Devices** in consistent, convenient, and secured place.

Write Out Instructions for items you will need help with in an emergency.

If you use a **Service Animal** (see Earthquake Tips for Service Animal and Pet Owners).

See Additional Tip Sheets as appropriate (i.e., Health Cards, Emergency Documents; People with Visual Disabilities; Deaf or Hard of Hearing; Communication and Speech-Related Disabilities; Psychiatric, Developmental or Cognitive Disabilities; Mobility Disabilities; Multiple Chemical Sensitivities; People Who Use Life Support Systems; and Owners of Pets or Service Animals).

Collecting Emergency Documents

This fact sheet is designed to provide a checklist of activities for Collecting Emergency Documents to improve your emergency preparedness in an earthquake. It is designed to be used in conjunction with Independent Living Resource Center San Francisco's general EARTHQUAKE TIPS FOR PEOPLE WITH DISABILITIES, EARTHQUAKE TIPS FOR PEOPLE WITH A SPECIFIC DISABILITY (i.e., Mobility, Visual, Communication, Cognitive, Psychiatric, Hearing, etc.) and TIPS FOR CREATING AN EMERGENCY HEALTH INFORMATION CARD. Without all four tip sheets, you do not have all the information you need to be prepared. Preparation may seem like a lot of work. It is. Preparing does take time and effort. So do a little at a time, as your energy and budget permit. The important thing is to start preparing. The more you do, the more confident you will be that you can protect yourself, your family, and your belongings.



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ACTIVITIES

- | | |
|-------|---|
| _____ | Complete an Emergency Contact List. |
| _____ | Collect Emergency Documents. |
| _____ | Store Emergency Contact List and Documents in emergency supply kits, wallet, safe deposit box and give copies to personal support network and out of area contact. |
| _____ | Update Every 6 Months. |

Emergency Contact 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 a quake. 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.)

Emergency Documents (includes important information typically needed after a disaster).

- Copies of Emergency Documents should include:
 - ◆ Specifications for adaptive equipment (in case it needs to be replaced).

- ◆ Proof of ownership or lease of your residence. (This is important when applying for disaster assistance after the quake.)*
- ◆ Social security numbers of family members.*
- ◆ Vehicle, boats, etc. make, identification and license numbers.*
- ◆ Charge and bank account numbers.*
- ◆ Insurance policy numbers.*
- ◆ Securities, deeds and loan numbers including company name, address and telephone numbers.*
- ◆ Will/living trust and letter of instructions.*
- ◆ Photos or video of all valuables for documentation of insurance claim. (This inventory should be backed up on disk if it is on a computer. Consider documenting your inventory by going through your areas with a video or camera to capture all your possessions on film.)*
- ◆ Important business documents.*
- ◆ Family records (birth, marriage, death certificates).*
- ◆ List style and serial numbers of medical devices such as pacemakers.

* Store these documents only in your home emergency supply kit.

Store Emergency Documents

- Store Emergency Contact List and Emergency Documents in a tightly sealed freezer bag in emergency supplies. Send a copy to an out of state contact and keep another copy in safe deposit box.
- Additional copies of Emergency Contact List and all Emergency Documents (except for those followed by an *) should be stored:
 - ◆ in emergency carry-with-you supply kits
 - ◆ in wallet
 - ◆ with personal support network

Update Every Six Months (i.e., when you change the clocks)

- Emergency Health Information Card
- Emergency Contact List

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SITE 2

Address:

Home

Work

Phone/Fax numbers:

Cellular/Pager

Internet Address

Other important contacts:

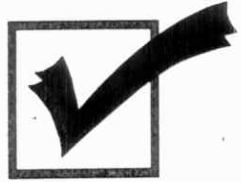
- ◆ Personal support network
- ◆ Equipment vendors
- ◆ Utility company(ies)
- ◆ Animal Control Center
- ◆ Veterinarian

Out of home contacts for each household member:

- ◆ Employer
- ◆ Children's schools, day care centers, etc.

Creating an Emergency Health Information Card

This fact sheet is designed to provide a checklist of activities for Creating an Emergency Health Information Card to improve your emergency preparedness in an earthquake. It is designed to be used in conjunction with Independent Living Resource Center San Francisco's general EARTHQUAKE TIPS FOR PEOPLE WITH DISABILITIES, EARTHQUAKE TIPS FOR PEOPLE WITH A SPECIFIC DISABILITY (i.e., Mobility, Visual, Communication, Cognitive, Psychiatric, Hearing, etc.), and TIPS FOR COLLECTING EMERGENCY DOCUMENTS. Without all four tip sheets, you do not have all the information you need to be prepared. Preparation may seem like a lot of work. It is. Preparing does take time and effort. So do a little at a time, as your energy and budget permit. The important thing is to start preparing. The more you do, the more confident you will be that you can protect yourself, your family, and your belongings.



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- _____ **Complete and/or Customize Health Card.**
- _____ **Keep copies** in wallet, purse, and all emergency supply kits.

Customize Card

An emergency health information card communicates to rescuers what they need to know about you if they find you unconscious or incoherent, or if they need to quickly help evacuate you. An emergency health information card should contain information about medications, equipment you use, allergies and sensitivities, communication difficulties you may have, preferred treatment and treatment-medical providers, and important contact people.

Copies of Card

Make multiple copies of this card to keep in emergency supply kits, emergency carry-with-you kits, car, work, wallet and purse (behind driver's license or primary identification card) wheelchair pack, etc.

<p>FRONT</p> <ol style="list-style-type: none"> 1. Name 2. Street Address 3. City, State, Zip 4. Phone (Home, Work) 5. Fax No. 6. Birthdate 7. Blood Type 8. Social Security No. 9. Health Insurance Carrier and Individual and Group # 10. Physicians 	<p>BACK</p> <ol style="list-style-type: none"> 11. Emergency Contacts 12. Conditions, Disability 13. Medications 14. Assistance Needed 15. Allergies 16. Immunization Dates 17. Communication/Equipment/Other Needs
---	---

NOTES FOR COMPLETING EMERGENCY HEALTH CARD

- 1-11 (Self-explanatory) Name, address, phone: home, work, fax, birthdate, blood type, social security number, primary physician(s), insurance carrier, local, and out-of-town emergency contacts and personal support network.
12. **Conditions** which a rescuer might need to know about (if you are not sure, list it):
i.e. diabetes, epilepsy, heart condition, high blood pressure, respiratory condition, HIV positive.
- "My disability, which is due to a head injury, sometimes make me appear drunk. I'm not!"
"I have a psychiatric disability; in an emergency I may become confused. Help me find a quiet corner and I should be fine in about 10 minutes; if not, give me one green pill, (name of medication) located in my (purse, wallet, pocket, etc.)."
"I take Lithium and my blood level needs to be checked every ____."
- Multiple chemical sensitivities--these conditions may not be commonly understood, therefore explanations may need to be detailed. "I react to..., my reaction is, do this"
13. **Medications**
If you take medication that cannot be interrupted without serious consequences, make sure this is stated clearly and include:
- prescriptions--dosage/times taken
- other details regarding specifications of administration/regime; i.e., insulin, etc.
- Instructions: Take my gamma globulin from the freezer; take my insulin from the refrigerator.
Name, address, phone and fax numbers of pharmacy where you get your prescriptions filled.
14. **Anticipated assistance needed.**
"I need specific help with walking, eating, standing, dressing, transferring."
Walking--best way to assist is to allow me to hang onto your arm for balance.
15. **Allergies and sensitivities:**
History of skin or other reaction or sickness following injection or oral administration of:
- | | |
|--|--------------------------------------|
| - Penicillin or other antibiotics serums | - Tetanus, antitoxin or other serums |
| - Morphine, Codeine, Demerol or other narcotics | - Adhesive tape |
| - Novocain or other anesthetics | - Iodine or methiolate |
| - Aspirin, emperin or other pain remedies chocolate, or others | - Foods such as eggs, milk, |
| - Sulfa drugs | - Sun exposure |
| | - Insect bites, bee stings |
16. **Immunization Dates** (self explanatory)
- 17a. **Communication or a speech-related disability:**
Specific communication needs (examples):
- "I speak using an artificial larynx; if it is not available I can write notes to communicate."
"I may not make sense for a while if under stress, let me alone for 10 to 15 minutes and my mind should clear."
"I speak slowly, softly and my speech is not clear. Find a quiet place for us to communicate. Be patient! Ask me to repeat or to spell out what I am saying if you cannot understand me!"
"I use a word board, augmentative communication device, artificial larynx, etc., to communicate. In an emergency I can point to words and letters."
"I cannot read. I communicate using an augmentative communication device. I can point to simple pictures or key words which you will find in my wallet or emergency supply kit."
"I may have some difficulty understanding what you are telling me, please speak slowly and use simple language."

"My primary language is ASL (American Sign Language). I am deaf and not fluent in English. I will need an ASL interpreter. I read only very simple English."

17b. **Equipment used:**

- motorized wheelchair
- suction machine
- home dialysis
- respirator

Instructions: Take my oxygen tank;, take my wheelchair.

17c. **Sanitary needs:**

- indwelling catheter
- trach

Emergency Health Information Card

1. Name _____
2. Address _____
City _____ State__ Zip_____
3. Phone: Home _____ Work _____ FAX _____
4. Birthdate _____ 5. Blood Type _____
6. Social Security No _____
7. Health Insurance Carrier & Group No. _____

8. Physicians

9. Emergency Contacts (local)

10. Emergency Contacts (out of town)

11. Personal Support Network

12. Conditions/Disability

13. Medications

14. Anticipated Assistance Needed

15. Allergies

16. Immunization Dates

17a. Communication/Equipment/Other Needs

17b. Equipment Used

17c. Sanitary Needs

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IV. SPECIFIC DISABILITIES

In this section are checklists for each of the following:

- People with Mobility Disabilities
- People with Psychiatric Disabilities
- People with Visual Disabilities
- People Who Are Deaf or Hard of Hearing
- People with Environmental Illness or Multiple Chemical Sensitivities
- People with Developmental or Cognitive Disabilities
- People with Communication and Speech-Related Disabilities
- Owners of Pets or Service Animals
- People Who Use Life Support Systems

People With Mobility Disabilities



This fact sheet is designed to provide a checklist of activities for People with Mobility Disabilities to improve your emergency preparedness in an earthquake. It is designed to be used in conjunction with Independent Living Resource Center San Francisco's general EARTHQUAKE TIPS FOR PEOPLE WITH DISABILITIES, TIPS FOR COLLECTING EMERGENCY DOCUMENTS, and TIPS FOR CREATING AN EMERGENCY HEALTH INFORMATION CARD. Without all four tip sheets, you do not have all the information you need to be prepared. Preparation may seem like a lot of work. It is. Preparing does take time and effort. So do a little at a time, as your energy and budget permit. The important thing is to start preparing. The more you do, the more confident you will be that you can protect yourself, your family, and your belongings.

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ACTIVITIES

- | | |
|-------|--|
| _____ | Store Needed Aids in consistent, convenient, and secured location. |
| _____ | Emergency Kit Extras. |
| _____ | Arrange and Secure Furniture and other items to provide multiple barrier-free passages. |
| _____ | Practice using Alternate Methods of Evacuation. |

Storage

- Store emergency supplies in a pack or backpack attached to walker, wheelchair, scooter, etc.
- Store needed mobility aids (canes, crutches, walkers, wheelchairs) close to you in a consistent, convenient, and secured location. Keep extra aids in several locations, if available.

Emergency Kit

- Keep a pair of heavy gloves in your supply kit to use while wheeling or making your way over glass and debris.
- If you use a motorized wheelchair/scooter consider having an extra battery available. A car battery can be substituted for a wheelchair battery but this type of battery will not last as long as a wheelchair's deep-cycle battery.

Check with your vendor to see if you will be able to 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 loss of electricity.

- If you do not have puncture proof tires, keep a patch kit or can of "seal-in-air product" to repair flat tires and/or also keep an extra supply of inner tubes.
- Store a lightweight manual wheelchair, if available.

Evacuation Plan

- Arrange and secure furniture and other items to provide multiple paths of travel and barrier-free passages.
- If you spend time above the first floor of an elevator building, plan and practice using alternate methods of evacuation. If needed, enlist the help of your personal support network.

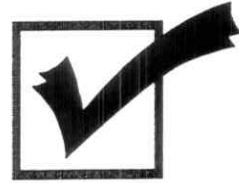
If you cannot use stairs, discuss lifting and carrying techniques that will work for you. There will be instances where wheelchair users will have to leave their chairs behind in order to safely evacuate a structure.

Sometimes transporting someone downstairs is not a practical solution unless there are at least two or more strong people to control the chair. Therefore, if you need to be carried it is very important to discuss the safest way for you to be transported. Alert those transporting you to any areas of vulnerability.

For example, the traditional "fire fighter's carry" may be hazardous for some people with some respiratory weakness. You need to be able to give brief instructions regarding how to move you.

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People with Psychiatric Disabilities



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ACTIVITIES

Practice how to **Communicate** your needs.

Anticipate the types of **Reactions** you may have after a quake and plan strategies for coping with these reactions.

Keep with you **Instructions for Treatment** if you are hospitalized.

Communication

- Think through what a rescuer might need to know about you and be prepared to say it briefly, or keep a written copy with you. For example:

I have a psychiatric disability. In an emergency I may become confused.
Help me find a quiet corner and I should be fine in approximately 10 minutes.

I have a panic disorder. If I panic, give me one green pill (name of medication) located in my (purse, wallet, pocket, etc.).

I take Lithium and my blood level needs to be checked every
_____.

Reactions

- There are a number of emotional reactions that may occur or become more severe after an earthquake. These reactions include: confusion, thought processing and memory difficulties, agitation, paranoia, crying, fear, panic, sleep disturbance, pacing, shouting, depression, withdrawal, irritability, anxiety, shaking, and sleep disturbance. **Think through the types of reactions you may anticipate having and plan**

strategies for coping with these reactions. Consider seeking input from your friends, family, therapist, or service provider(s).

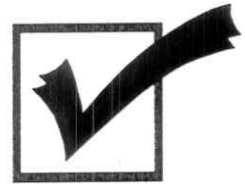
- Be prepared to have members of your personal support network offer **emotional support** so you can acknowledge and express feelings about the quake.

Treatment Instructions

- You may need medical assistance. You may even be hospitalized. Keep instructions with you for your care and treatment, or a copy of a durable power of attorney for health so that someone you have chosen may intervene for you.

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People with Visual Disabilities



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ACTIVITIES

Store extras Canes.

Alternate Mobility Cues in each room.

Label Emergency Supplies with Braille, large print, or fluorescent tape.

Secure Computers and important information.

Canes

- If you use a cane, keep extras in strategic, consistent, and secured locations at job, home, school, volunteer site, 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 automatically for 1 to 6 hours and can be turned off manually and used as a short-lasting flashlight.
- Store high-powered flashlights with wide beams and extra batteries.

- If you wear soft contact lenses, plan to have an alternative because you will not be able to operate the cleaning unit without power.
- Service animals may become confused, panicked, frightened, or disoriented in and after a disaster. Keep them confined or securely leashed or harnessed. A leash/harness is an important item for managing a nervous or upset animal. Be prepared to use alternative ways to negotiate your environment.
- Plan for losing the auditory clues you usually rely on after a major quake.

Label Supplies

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

Secure Computers

- Anchor special equipment such as computers. Create a back-up 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.

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People Who Are Deaf or Hard of Hearing



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ACTIVITIES

- | | |
|--|---|
| | Store and maintain extra Batteries . |
| | Store Hearing Aids . |
| | Install both Audible Alarms and Visual Smoke Alarms . |
| | Written Communication for emergency personnel. |

Batteries

- Store extra batteries for hearing aids and implants. If available, store an extra hearing aid with emergency supplies.
- Maintain TTY batteries (consult manual).
- Store extra batteries for your TTY and light phone signaler. Check the manual for proper battery maintenance.

Hearing Aids

- Store hearing aid(s) in a strategic, consistent, and secured location so they can be found and used after a quake.
- For example, consider storing in a container by the bedside, which is attached to the nightstand or bedpost using string or Velcro. Missing or damaged hearing aids will be difficult to replace or fix immediately after a major disaster.

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; if you do not have your hearing aid(s). Store paper and pens.
- Consider carrying 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."
- If possible, obtain a battery-operated television that has a decoder chip for access to signed or captioned emergency reports.
- Determine which broadcasting systems will be accessible in terms of continuous news that will be captioned and/or signed. Advocate that television stations have a plan to secure emergency interpreters for on camera emergency duty.

Advocacy

- Recruit interpreters to be Red Cross emergency volunteers.
- Maintain pressure on TV stations to broadcast all news and emergency information in open caption format.
- Ensure that hotels have access packets for deaf and hearing impaired persons, including audible alarms, when you travel. Ask for them when you check in.

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People with Environmental Illness or Multiple Chemical Sensitivities



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- | | |
|-------|--|
| _____ | Emergency Supplies based on your worst days. |
| _____ | Carry-With-You Supplies to keep with you at all times (medications, first aid kit, evacuation kit). |
| _____ | Special additions to your Emergency Supplies . |
| _____ | In case of Evacuation , locate the safe places nearest your home. |

Emergency Supplies

- Collect emergency supplies based on your worst days. After a major quake an excess of smoke, excessive dust, molds, gas leaks, diesel from idling rescue vehicles, flashing lights, radio waves, electro magnetic fields (from generators, emergency lights, cellular phones and walkie talkies), and airborne toxins may trigger stronger reactions than you normally experience.

Carry-With-You Emergency Supplies

- **Emergency Health Information Card** should clearly explain your sensitivities and reactions, helpful treatments, and treatments which are harmful. Be specific, as environmental illness is not commonly understood. Remember that some reactions (disorientation, aphasia, panic) may be diagnosed and treated as something other than chemical sensitivity and you may not be able to describe your needs verbally.
- Medications including inhalers, epinephrine shots, anticonvulsant.

- Prescriptions and Treatment Authorization Request (T.A.R.'s) from your doctor for unusual, orphan or hard-to-find medications.
- Supplements, herbs, homeopathic remedies.

First Aid Kit:

- Cotton bandages, gauze, and paper tape.
- Hydrogen peroxide, zephiran chloride, or your tolerated disinfectant.

Emergency Supplies

- Charcoal mask and/or respirator.
- Well aired-out (outgassed) plastic or steel tubing and ceramic mask or outgassed plastic mask for oxygen.
- Rolls of aluminum foil for such things as covering chairs, sleeping area, food, etc.
- Baking soda stored in a waterproof container (for washing).
- Food that requires no cooking.
- Water; if storage in glass containers is necessary, consider using one quart bottles, stored inside layers of thick socks to protect the glass and to enable carrying. Note: Glass bottles will break if the water freezes and expands.
- Portable charcoal water filter.
- Before purchasing a fire extinguisher, check your sensitivity to the contents.

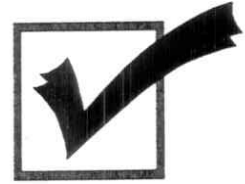
Evacuation Plan

- Know where the nearest safe places are, especially open air places such as a beach, up wind from traffic, refineries, and fires.
- Avoid hermetically sealed shelters.

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People with Developmental or Cognitive Disabilities

(mental retardation, brain injury, stroke, and other conditions which may reduce the ability to process information)



This fact sheet is designed to provide a checklist of activities for People with Developmental or Cognitive Disabilities to improve your emergency preparedness in an earthquake. It is designed to be used in conjunction with Independent Living Resource Center San Francisco's general EARTHQUAKE TIPS FOR PEOPLE WITH DISABILITIES, TIPS FOR COLLECTING EMERGENCY DOCUMENTS, and TIPS FOR CREATING AN EMERGENCY HEALTH INFORMATION CARD. Without all four tip sheets, you do not have all the information you need to be prepared. Preparation may seem like a lot of work. It is. Preparing does take time and effort. So do a little at a time, as your energy and budget permit. The important thing is to start preparing. The more you do, the more confident you will be that you can protect yourself, your family, and your belongings.

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- | | |
|-------|--|
| _____ | Practice what to do during and after an earthquake. |
| _____ | Keep a written Emergency Plan with you. |
| _____ | Copies of plan to Personal Support Network buddies. |
| _____ | Ways to Help Remember. |
| _____ | Practice how to tell someone about what you need. |

Before, During and After an Earthquake

- Practice what to do during and after an earthquake. **Practice leaving places** where you spend time (job, home, school, volunteer assignment, etc.) **until you feel comfortable and confident that you will know what to do** during and after a quake.

Emergency Plan

- Keep a **written emergency plan** with you and in several locations. Make sure your emergency plan is easy to read and understand.
- After a quake, information often comes at you quickly. Think through ways to do things you will need to do after a quake. Small tape recorder, calendar with room for notes, to do lists, etc., will help you remember things.

- Give copies of your written emergency plan to your personal support network buddies.

Communication

- Think through what a rescuer might need to know about you and be prepared to say it briefly, or keep a written copy with you:

I cannot read. I communicate using an augmentative communication device. I can point to simple pictures or key words which you will find in my wallet or emergency supply kit.

I may have difficulty understanding what you are telling me; please speak slowly and use simple language.

I forget easily. Please write down information for me.

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