

Preparing for Disasters:

*Information for People
with Special Needs*



Queensland Government
Counter Disaster and Rescue Services

Department of Emergency Services

Preparing for **Disasters:**

Anyone who has a disability, or anyone who works with, lives with, or assists a person with a disability can use *Preparing for Disasters: Information for People with Special Needs*.

This booklet contains important and useful information to assist people with special needs to prepare for natural disasters and their consequences.

It also contains information on how to develop a Personal Disaster Plan and includes advice on the care of service animals and/or pets during a disaster.

At the back of the booklet you will find a set of 7 worksheets that make up a Personal Disaster Plan. These worksheets can be filled out by you or with the help of a family member, friend or carer.

Your local Counter Disaster and Rescue Services office can provide you with additional worksheets in hard copy, on a floppy disk or on cassette tape. The contact details are below.

If you have questions about this booklet, please contact your local Counter Disaster and Rescue Services office.

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Information for People with Special Needs



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The Department of Emergency Services has been granted permission to use this information and modify it to suit Queensland conditions.

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A MESSAGE FROM THE MINISTER FOR EMERGENCY SERVICES



The Department of Emergency Services is committed to providing *all* Queenslanders with the highest possible level of emergency care and disaster response.

Queenslanders face the constant threat of disaster. Each year cyclones, floods, storms and bushfires affect our communities. The Department of Emergency Services and Local Governments promote disaster planning and preparedness initiatives and manage response and recovery during and after emergency and disaster situations.

It is vital that Queenslanders do all they can on an individual basis to better prepare themselves for emergencies and disasters before they occur.

This is particularly important for people with special needs including people with disabilities and elderly people.

It is for this reason that the Department of Emergency Services has developed this publication for people with special needs and their carers.

Peak bodies, representing people with a range of special needs, were consulted in developing this guide. These representatives provided some very valuable comments on its content and overall suitability and I would like to express my appreciation to these peak bodies for their enthusiastic assistance.

I am proud to present *Preparing for Disasters: Information for People with Special Needs*. This publication and accompanying Worksheets serve as an excellent guide for Queenslanders with special needs, their carers, family, and friends.

It provides important and useful information to assist individuals and their support networks to better prepare themselves for disaster situations.

A handwritten signature in black ink, appearing to read 'S. Robertson', with a long horizontal flourish extending to the right.

Hon Stephen Robertson MLA
Minister for Emergency Services





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INTRODUCTION

Disasters can happen anytime, anywhere, and sometimes without much warning. Your community and Local Government agencies respond when a disaster threatens and after a disaster strikes, but they can't be everywhere at once. Being ready for a disaster is part of maintaining your independence. Although you may not know when a disaster will strike, being prepared ahead of time means you will be better able to cope and recover more quickly.

When a disaster occurs, the first priority of disaster relief organisations, community and Government agencies is to provide the basic needs of food, water, and shelter to anyone who needs them. Your personal needs, such as medications, adaptive equipment, electricity for power-dependent equipment, and regular ways of support for daily living activities may not happen right away.

It is important for everyone to be prepared to meet his or her own basic needs by storing food and water for a minimum of three days or more. You should also be ready to meet your specific disability-related needs by storing sufficient oxygen, medications, battery power, etc, for at least seven days after a disaster.

Knowing about disaster threats, their aftermath and being prepared are critical for staying self-sufficient after a disaster. This guide identifies issues that people with special needs may face when a disaster strikes.

The best way to cope with a disaster is to learn about the challenges you might face if you could not use your home, office, and personal belongings. You may also have to deal with a service animal that is unable to work or is frightened, or a pet that needs care and assistance.

This guide will help you identify what you need to do to prepare for a disaster so that you will be ready if one strikes. Self-confidence based on knowledge, preparation, and practice will give you, your family, and your community the best chances for recovery from a disaster.

As you review the information in this booklet, be sure to refer to the glossary for the definitions of terms that are unfamiliar to you.

DON'T BE SCARED - BE PREPARED

To find the best ways to prepare for a disaster, ask yourself the following questions:

- What kinds of disasters may occur in my area?
- What are the effects of disasters on me and my community?
- How will I be informed of possible disasters?

It is a good idea to contact your local Council or the Counter Disaster and Rescue Services Office (Department of Emergency Services) in your region to obtain information on the types of disasters that could occur in your area.

You should also check with your insurance agent about whether your insurance policies cover the types of disasters that could happen where you live. For example, flood damage may not be covered by your insurance policy and you may need to pay a higher premium or obtain a separate policy that covers flood damage. Check that your insurance policies cover both your home and its contents (two separate policies are sometimes needed).



THE ROLE OF THE BUREAU OF METEOROLOGY

The Bureau of Meteorology issues advice to the public about various severe weather events such as cyclones and their associated storm tides, severe thunderstorms and their associated wind squalls and hail, and floods.

These advice notices will be issued on radio and television broadcasts.

Tropical Cyclone Advices cover both **Watch** and **Warning** phases. A **Watch** phase means that cyclonic conditions are likely in designated coastal or inland communities within 48 hours but not within 24 hours. A **Warning** phase means that cyclonic conditions are already occurring or are likely in designated coastal or island areas within 24 hours. If a significant **Storm Surge** is expected, details are included in the Tropical Cyclone Advice once there are just 12 hours or less to complete any necessary evacuations.

Severe Thunderstorm Warnings are issued once destructive wind gusts or damaging hail is detected on radar. Severe thunderstorms typically occur during the afternoon or evening. On days when this is expected a **Thunderstorm Advice** will be issued earlier in the day indicating the possibility of severe storms later that day. However, severe thunderstorms can occur at other times such as morning or overnight. On those occasions it is unlikely that a Severe Thunderstorm Advice would precede Severe Thunderstorm Warnings.

For floods the Bureau issues both **Flood Warnings** and **River Height Bulletins**. Flood Warnings will indicate minor, moderate or major flooding depending on the extent of expected community disruption.



Tip: For more information about the Bureau of Meteorology, visit their website at: <http://www.bom.gov.au>

WHAT YOUR ENVIRONMENT MIGHT LOOK LIKE AFTER A DISASTER

Disasters have many effects and while some are predictable, others are not. You should know what can happen and what your environment may be like after a disaster. This booklet aims to help you deal with the hardships of a disaster, but first it is important to take a realistic look at what may happen during a disaster and what measures you need to take to prepare properly.

Floods, earthquakes, storm surge, cyclones, and bushfires can cause footpaths and roadways to crack or become impassable. Mud, water, or debris may cover roads and footpaths so you may not be able to tell where they begin and end. Mud, sand and other materials may be left behind for long periods. In floods, the water may be moving very rapidly and can stop you from leaving an area.

There could be so much debris on the streets that it would take weeks to clear it away. This could leave you stranded at home and stop caregivers from reaching you.



Familiar landmarks you use to help guide you may move or be destroyed, both indoors and out.

Your home may be isolated and it could have enough damage to make it unlivable for a lengthy period of time. In extreme situations it may even be destroyed.

Your usual ways of getting groceries, medications, and medical supplies may be disrupted and it may take several days before shops reopen. You may not be able to readily replace even basic items related to your disabilities such as hearing-aid batteries or prescription medications.

In extreme cases it may be difficult to reach or receive help from police, fire and rescue services, ambulance services, doctors, hospitals, pharmacies, veterinarians, supermarkets, personal assistants, and home health providers.

Services like electricity, water, gas, and telephones may be disrupted for a long time.

Disasters that have high winds can break things and scatter debris. Hanging objects, such as plants, mirrors, and pictures may fall and block your pathway.

If you have a service animal such as a guide dog or hearing dog, the animal may be hurt or too frightened to work after a disaster.

You may be unable to do the following:

- Cook.
- Cool or heat your home.
- Make or receive phone calls to or from your doctor, fire service, ambulance service, support network, and others.
- Use telephone relay systems and/or teletype equipment because systems may be overloaded or damaged.
- Light your home; you may have to move or communicate in the dark.
- Receive emergency information from your television or radio.
- Use equipment dependent on power, such as battery chargers, oxygen, suction devices, or home dialysis equipment.
- Access cash through automatic teller machines (ATM); banks may also be closed.
- Fill vehicles with petrol as pumps may not be working.

Be aware of other effects following a disaster

Public transportation routes and schedules may be changed or may not be operational at all. Public and private wheelchair transport services may not be operating and road signs may be damaged or missing. Traffic lights and walking signals used to cross the street may not be working properly and your travel time may be longer because of detours and added traffic.

Noisy surroundings, such as those experienced in a shelter, might interfere with how well your hearing aid functions. Also, the vibratory cues you are used to may be disturbed. A busy, crowded environment can be very disorienting for people with visual impairments as well.

Remember that you may need to arrange temporary housing for your pets.



HOW A DISASTER MAY AFFECT YOU PHYSICALLY AND EMOTIONALLY

Experiencing a disaster can be overwhelming and stress can make some medical conditions worse. Everyone affected by a disaster may experience any number of the following symptoms:

Psychological and Emotional:

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

Thought:

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

Physical:

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

Behaviour:

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

If any of these symptoms affect your ability to function, you should seek medical attention from your doctor or a mental health service provider who is familiar with your symptoms.

Some people might never have a reaction while others may have delayed reactions that can show up days, weeks, or even months after a disaster happens.

Also, the symptoms of stress might go away and then come back again when something makes you think about the disaster.

COUNSELLING AND ASKING FOR HELP

After a disaster, be sure to talk to someone about how you are feeling (eg a counsellor or a member of the clergy).

It is important to understand that a disaster may affect your independence. While you are currently used to living in a certain environment, a disaster can restrict your ability to deal with this changed environment. It is important that when you are preparing your Personal Disaster Plan (page 14) that you prepare for your lowest level of functioning.

Be aware that your condition may become worse because of physical or emotional reactions to stress. For example, people who do not currently require mobility devices on a daily basis may find that they will need a wheelchair for a period after a disaster.

With all this in mind, you may find that you need to ask for help to do things that you usually do yourself. For example, you might need help putting your home back in order, filling out forms, or providing information to disaster relief agencies.

A Personal Support Network (see page 15) may be able to anticipate some of your needs and assist to make your recovery easier and less stressful.

Remember that service animals may also suffer emotional trauma and you should try to return your animals to their daily routine as soon as possible.

WHAT YOU CAN DO TO HELP YOURSELF

There are certain things that you can do now to help reduce the impact of a disaster.

You can:

- Collect information and take actions that will help you meet your needs during an evacuation and following a disaster. (Your local Council and Counter Disaster and Rescue Services office can help you with this - see contact list on the inside front cover).
- Prepare a Personal Disaster Plan by completing the following Worksheets
 - Worksheet 1- Personal Support Network (see page 15)
 - Worksheet 2- Personal Assessment (see pages 16 and 17)
 - Worksheet 3- Emergency Information List (see page 18)
 - Worksheet 4- Medical Information List (see page 19)
 - Worksheet 5- Evacuation Plan (see pages 20 - 23)
 - Worksheet 6- Basic Disaster Supplies Kit Checklist (see pages 24 - 27)
 - Worksheet 7- Disability Related Supplies and Special Equipment Checklist (see page 28)

The following sections cover these topics in more detail. There are worksheets at the back of this booklet to assist you in your personal disaster preparation.

PREPARING FOR DISASTERS - A HANDY GUIDE

Don't be scared - be prepared

The following information is a guide to help you determine what you will need to do before, during and after a disaster threat.

The information contained in this guide is also available on the world wide web at the following address: www.disaster.qld.gov.au

1. Making Your Home and Office Safer

This section will assist you in identifying potential hazards in your home or office and suggests ways you can make your home or office safer.

What you should do:

- Check hallways, stairwells, doorways, windows, and other areas for items that may keep you from safely leaving a building during an emergency.
- Secure or remove furniture and other items that may block your path during a disaster event. This should provide you with several exits following a disaster.
- Keep emergency lights plugged in. These lights will automatically turn on if there is a power outage and will help you and your support network to identify an escape path. Emergency lights should remain lit for approximately four to six hours, however, you can turn them off by hand during the daytime to save their battery charge.
- Install at least one smoke detector outside all sleeping areas on each level of your home. If you are deaf or have hearing loss, install a system that has flashing strobe lights to attract your attention. If you have battery-operated detectors, replace batteries at least once a year. Try to pick a date that is easy for you to remember (for example your birthday, New Year's Day etc). Try to test your smoke detectors once per month by pushing the test button.
- Identify and locate the cut-off switches in your home for electricity, water, and gas. Learn how to disconnect these supplies and practice turning them off as if there was an emergency. **Do not turn the gas off** as it can be dangerous to switch back on. If you are unable to turn these services off on your own, arrange for your network to help.

Remember: During a disaster you should only turn services off if you are advised to do so by local officials or if you believe there is an immediate threat to life. For example, if you smell gas, see or hear sparking wires, or see water gushing from broken pipes, you should turn off services immediately

- On your own or with the assistance of your support network, prepare an Evacuation Plan (see Worksheet 5 and read pages 20 to 23). This involves drawing a floor plan of your home and indicating all of the primary escape routes. On the floor plan, mark the rooms where you spend a lot of time and identify as many exits from each room as you can (remember that windows can be used as exits).

2. Before a Disaster Hits - BE READY!

Prior to the on-set of the cyclone and storm season in December, and the bushfire season in September, you should take the following basic precautions:

Be prepared to evacuate

What you should do:

- Become familiar with the emergency or disaster evacuation plan for your office, school, or any other location where you spend a lot of time. Make sure that this plan makes provision for people with specific disabilities. For example, a hearing impaired person may not hear an audible alarm and a flashing lights or 'partner' arrangement might need to be made.
- Prepare an evacuation plan before a disaster happens. If you know that you will require assistance to evacuate your home or workplace, put this in your evacuation plan. Remember that it may not always be possible for someone from your support network to be available at the time of an evacuation. You will need to be prepared to give people instructions on how they can assist you to evacuate.
- Practise different ways of exiting your home or workplace, especially if you live or work in a building with more than one floor. Remember that the lift may not be operational during a disaster. If you cannot use the stairs talk to your boss or support network about ways you can be evacuated. This might include training in proper lifting techniques etc.
- Store any mobility devices in an easily accessible location. This may mean having more than one mobility device for work and home.
- Practise how to quickly explain the best way to guide or move you and your adaptive equipment, safely and rapidly. This advice should be brief, clear, and specific and may be provided orally or in writing. For example:
 - “Please take my oxygen tank, wheelchair, gamma globulin from the freezer, insulin from the refrigerator, communication device from under the bed.”
 - “Please do not straighten my knees. They are fused in a bent position.”
 - “I have had a brain injury. Please write down all important instructions and information.”
 - “I am blind/visually impaired. Please let me grasp your arm firmly.”
 - “I am deaf. Please write things down for me.”
- If you know that you cannot wait in line for a long period of time for items such as water, food, and disaster relief assistance, practise how to quickly ask for the assistance you require, why you need this assistance and the best way this assistance can be provided. You might want to write down these things ahead of time.
- Keep your motor vehicle's fuel tank more than half full at all times and stock your vehicle with a Disaster Supplies Kit for your car (see page 27). If you do not drive, talk to a member of your support network about any specific transportation requirements you may have and how these might be affected during an evacuation. It is a good idea to contact the Counter Disaster and Rescue Services office in your region and ask whether there will be transportation services available during an evacuation.

Prepare your home

What you should do:

- Check that your home is in a sound condition, especially the roof and eaves.
- Trim any tree branches hanging over your roof.
- Clear your property of any loose items that could become missiles during extreme winds (eg sheet iron and wood).
- Ask your local Council or Counter Disaster and Rescue Services office about flood plans (or records) for your area. These plans should identify problem areas and evacuation routes and centres.
- If your home is in a flood-prone area, consider alternatives to carpets (eg removable rugs). In ground level homes tiled walls are less likely to be damaged than others and are more easily cleaned.
- Know your community disaster plan, check with your local Council.
- Keep a list of emergency phone numbers handy, including numbers for your local Police, Fire, Ambulance, State Emergency Service, local Council, gas and electricity company and relatives.
- Find out how and where to turn off power, gas and water supplies.
- Check that you have adequate household and contents insurance and which hazards are not covered by the policy.
- Store your important documents (eg wills, passports, photos, birth certificates) in a fire/water-proof container or safe deposit box.
- Prepare a Disaster Supplies Kit containing food, water, tools and anything you or your service animal may need immediately following a disaster (see Worksheet 6 and pages 24 - 27 to help you prepare this kit). As a minimum you should have:
 - A portable radio, torch and spare batteries
 - Matches, fuel lamp, portable stove, cooking gear, utensils, can opener and waterproof bags
 - Stocks of fresh water and canned food
 - A first aid kit and manual
 - Masking tape for windows.

A note about cyclones and storm surge:

- If the cyclone is likely to be accompanied by a storm surge, make sure that you know where the nearest safe high ground is and identify the best way to get there.

A note about bushfires:

- Clear your roof and gutters of leaves, twigs and branches (or arrange to have them cleared).
- Fit wire screens to doors, windows and vents, and enclose all gaps, roof eaves and the area under your house.
- Keep a ladder handy for roof access and fit hoses to reach all parts of the house and garden.
- If possible have a stand-by water pump.
- Ensure that LPG safety valves face away from the building.
- Enclose under-the-floor space and ensure it is fully protected.
- Install a spark arrester on the incinerator.
- If you have any queries about preparing for bushfires, please contact the local office of the Queensland Fire and Rescue Authority.

A note about landslides:

- Before occupying a home or building, check with the local Council and neighbours for the area's history of landslides or instability.
- In steep areas, look for the tell-tale signs of ground movement such as trees tilting (down-slope), water seepage and breaks in the ground.

3. Upon Hearing a Disaster Warning - GET SET!

What you should do:

- Continue to watch and listen to your local radio or television station for further information.
- Don't use your phone unless it is essential.
- Check your emergency kit and decide what you will do with your service animal and/or pets.

For cyclones and severe storms:

- Store all loose items inside. Put wooden or plastic outdoor furniture in your pool (if you have one) and fill garbage/wheelie bins and dinghies with water (this water can be used for flushing toilets after the disaster if required).
- Fuel your car and park it under solid cover.
- Close shutters or board-up or heavily-tape all windows.
- Stay inside with your pets, draw the curtains and secure the doors.

For floods and storm surges:

- Pack an evacuation kit including your Disaster Supplies Kit, warm clothing, essential medications, valuables, papers, photos and keepsakes in waterproof bags.
- Prepare to move vehicles, outdoor equipment, garbage, chemicals and poisons to higher locations.
- Consider which indoor items you will raise (eg furniture, clothing etc.) or empty (refrigerators, freezers etc) if water threatens to enter your home.

For bushfires:

- Close external windows and doors and block gaps from inside with wet towels.
- Plug downpipes with rags and fill gutters with water.
- Turn off gas and power and hose down walls, roof and ground on the sides facing the fire, watching for spot fires from flying sparks.
- Place ladders and hoses to protect the roof.
- Take the car out of the garage.





4. If You are Required to Evacuate - GO!

What you should do:

- Continue to listen and watch your local radio or television station for official advice on when to evacuate and where the safe routes are.
- Make sure you wear strong shoes (not thongs) and clothing for protection.
- Switch off the power, water and gas, collect your evacuation and emergency kits and mobile phone.
- If evacuating out of town, take your pets and leave early to avoid traffic, flooding and wind hazards.
- If you are evacuating to a local shelter, follow the directions of Police and State Emergency Service personnel.
- If you decide to leave of your own accord, make sure you tell the Police or your local State Emergency Service as well as your neighbours.
- Make sure you pack warm clothing, essential medication, valuables, personal papers, photos and valuables in waterproof bags, to be taken with your emergency kit and Disaster Supplies Kit.
- Lock your home and take the recommended evacuation routes for your area.

In the case of flooding:

- If you are able to and have the time, raise your furniture, clothing and valuables onto beds and tables and into the roof space (place electrical items as high as possible).
- Empty refrigerators and freezers, leaving the doors open (to avoid damage or loss if they float about).
- Whether you leave or stay, put sandbags in toilet bowls and over all laundry/bathroom drain-holes to prevent sewage back-flow.
- Don't drive into water of unknown depth and current.

5. When a Disaster Strikes and you Decide to Stay (or don't have time to leave)

What you should do:

- Continue to listen to the local radio station for advice.
- Make sure that the electricity, all electrical appliances and the gas supply are disconnected.
- Stay inside and shelter in the strongest part of the building and well clear of windows (for example the cellar, internal hallway or bathroom).
- Make sure you keep your Disaster Supplies Kit with you.

In the event of a cyclone:

- If the building starts to break up, protect yourself with mattresses, rugs or blankets or by sheltering under a strong table or bench. If necessary, hold on to a solid fixture such as a water pipe.
- Beware of the calm 'eye' of the cyclone. If the wind suddenly drops, don't assume that the cyclone is over. Violent winds will soon resume from the opposite direction. It is best to wait for the official all-clear.
- If you are driving, STOP - but well away from the sea and clear of trees, power-lines and watercourses. Stay in your vehicle.

In the event of flooding:

- Don't allow children to play in or near floodwaters.
- Avoid entering floodwaters. If you do have to enter floodwaters, wear solid shoes and check the depth and current with a stick. Stay away from drains, culverts and water over knee-deep.
- Don't use gas or electrical appliances that have been in floodwater until they have been checked for safety.
- Don't eat food that has been in floodwater.
- Boil tap water until water supplies have been declared safe.
- Inspect your home for damage to determine what repairs are needed.
- Wash, clean and disinfect your home before moving back in.
- Clean up debris in and around your property and prepare for disposal.
- Contact your local disaster welfare office if you think you may be eligible for disaster relief payments.

When fire danger is imminent:

- Cover as much of the body as possible with woollen or heavy cotton clothing, solid boots, a hat or woollen balaclava and gloves.
- Stay inside the house until the fire front has passed.
- If in a car, stay in the car and shelter down low.
- If on foot, lie face down under a rock, in a dam or in a hollow.
- Never climb into an elevated water tank as this water heats rapidly.

In the event of an electrical thunderstorm:

- Don't use a fixed telephone during a thunderstorm - it may deliver an electric shock.

In the event of an earthquake:

- If you are indoors - stay there (clear of falling debris outside). Keep clear of windows, chimneys and overhead fittings. Shelter under and hold onto a door frame, strong table or bench.
- In high rise buildings, stay clear of windows and outer walls. Shelter under a desk near a pillar or internal wall.
- DO NOT use the elevators.
- In crowded areas or stores, do not rush for doors, but move clear of overhead fittings and shelves.
- If outside, keep well clear of buildings, overhead structures, walls, bridges, powerlines, trees etc.
- In a city street, shelter from falling debris under strong archways or doorways of buildings. Don't go under awnings as they may collapse.
- In a vehicle, stop in an open area until shaking stops. Beware of downed powerlines and road damage, including damage to overpasses and bridges. Listen to your car radio for warnings before moving.

In the event of a landslide:

- If indoors when a landslide begins, shelter at the least-affected end of the building under a strong table or bench (if possible use a mattress for extra protection). Hold on firmly and stay put until all land movement has ceased.
- If outdoors, always take heed of warning signs, and avoid the tops and bases of cliffs and embankments, especially where there are signs of loose rocks or debris. Never stand or sit on rock overhangs unless you are sure they can bear your weight.
- If a landslide threatens, move quickly from its path and keep clear of banks, trees, powerlines and poles.



6. After the Disaster

What you should do:

- Don't go outside until officially advised it is safe to do so.
- Check for gas leaks and don't use electrical appliances if wet.
- Continue to listen to your local radio for official warnings and advice.
- If you did evacuate your home, don't return until advised it is safe to do so. When you do return, use a recommended route and don't rush.
- Heed all warnings and don't go sightseeing.
- Don't make any unnecessary telephone calls.
- Beware of fallen powerlines, damaged bridges, buildings and trees.
- If you are suffering from trauma or loss, contact support services to help you deal with it.



If a flood has occurred:

- Don't enter floodwaters and encourage others to do the same.

If an earthquake has occurred:

- Turn off electricity, gas, water and DO NOT light matches until after you have checked for gas or fuel leaks.
- Check for broken water, sewerage or electrical mains.
- Check for cracks and damage to the roof, chimney etc.
- Evacuate the building if it is badly damaged.
- DO NOT waste food and water as supplies may be interrupted. Collect canned foods and emergency water from heaters, ice cubes and toilet tanks.
- Be prepared for aftershocks.

If a bushfire has occurred:

- Do not attempt to reconnect utilities such as gas, electricity and water that may have been disconnected to allow firefighters to control the fire safely. These services, eg household wiring which may have been water damaged, should be inspected and reconnected by licensed tradespersons.
- Call in a building inspector to check for any structural damage which may have been caused by the fire, such as weaknesses in roofs and floors.
- Discard any food, beverages and medicines exposed to heat, smoke or soot and do not re-freeze frozen food which thawed during the incident.



Note: For further information about how to prepare for disasters specific to your area, please contact your Local Council or Counter Disaster and Rescue Services office (see inside front cover for contact numbers).

PREPARING YOUR PERSONAL DISASTER PLAN



Note: This plan can be developed with the assistance of your Personal Support Network (see page 15).

Your ability to effectively deal with and recover from a disaster will depend on how well you have prepared and practised for potential disasters.

A Personal Disaster Plan is a valuable tool that will help you to identify, obtain, develop, manage, and maintain the information and resources you will need to cope with a disaster when it happens.

Remember that your plan should be based on your capabilities and limitations as at the time of a disaster and the period immediately after. Also, remember that after a disaster it may not be possible for you to do things the way that you normally do them and you may therefore need to ask people for assistance.

Also, if a disaster is particularly severe you will need to be prepared to evacuate. If your home or local area has suffered significant damage, you may be required to stay away from your home for some time.

You should keep a copy of your plan at work, at home and wherever you spend a lot of time. Your plan should be easily accessible in the event of a disaster.

It is also a good idea to share your personal disaster plan with members of your support network.

Remember: Your personal disaster plan should be reviewed regularly (at least once a year) to ensure that it is kept up to date.

To prepare your Personal Disaster Plan:

To prepare your Personal Disaster Plan you will need to complete the following 7 worksheets:

- Read *Creating a Personal Support Network*, on page 15 and complete Worksheet 1.
- Read *Completing a Personal Assessment*, on pages 16 and 17 and complete Worksheet 2.
- Read *Completing an Emergency Information List*, on page 18 and complete Worksheet 3.
- Read *Completing a Medical Information List*, on page 19 and complete Worksheet 4.
- Read *Preparing an Evacuation Plan*, on pages 20 to 23 and complete Worksheet 5.
- Read *Putting Together a Basic Disaster Supplies Kit*, on pages 24 to 27 and complete Worksheet 6.
- Read *Identifying Your Disability Related Supplies and Special Equipment*, on page 28 and complete Worksheet 7.

There are many aspects to a Personal Disaster Plan but fortunately you don't have to complete them all at once. Use the checklist on pages 36 and 37 to record your progress and to make sure you haven't forgotten anything.



Tip: If you are travelling, try to find out the types of disasters that might affect your destination and plan for them. Also, if you are staying in a hotel or motel, let the front desk or reception know that you might require assistance in the event of a disaster. Remember to let your support network know that you will be out of town and when you will be back.

CREATING A PERSONAL SUPPORT NETWORK

A personal support network (sometimes called a self-help team) can help you prepare for a disaster. This network will assist you to identify and obtain the resources you need to cope effectively with a disaster, and will help you to evaluate and prepare your home or workplace for disasters.

You should establish your network before you begin to assess what your needs will be during and after a disaster. First, consider who will be in your personal support network.

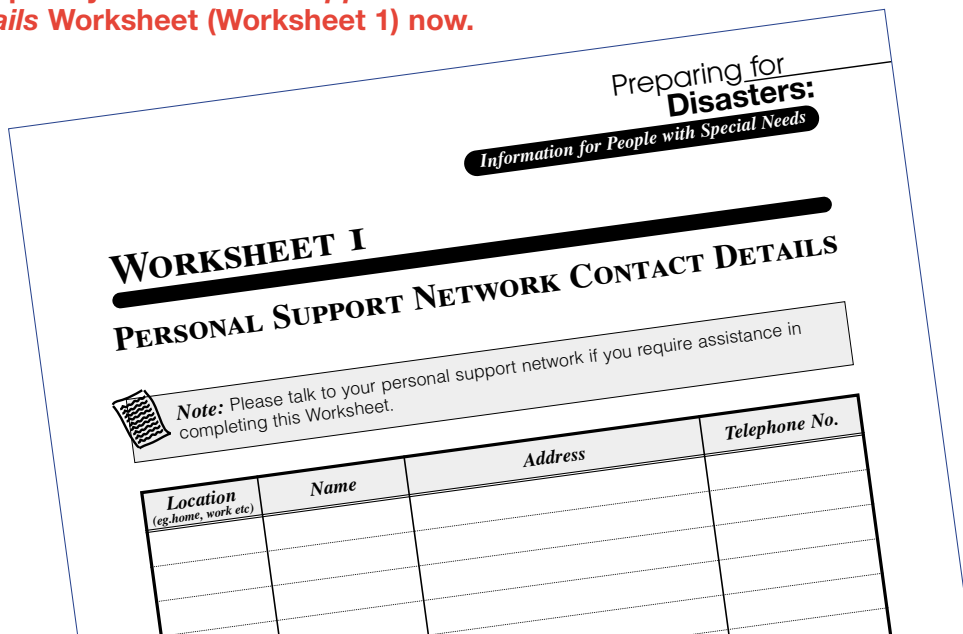
Your support network should include people from your home, school, workplace, volunteer site, or any other place where you spend a lot of time. Members of your network can be roommates, relatives, neighbours, friends, and co-workers. They should be people you trust and someone who is prepared to check to see if you need assistance in the event of a disaster. They should know what your capabilities and needs are and be able to offer help at short notice.

You should not depend on one person alone as this person may not be available during a disaster. Try to include a minimum of three people in your network for each location where you regularly spend a lot of time.

In talking to your network, discuss who might be able to check on you immediately if local officials give an evacuation order or if a disaster occurs. It is important to do this before an emergency happens so that your network members are prepared to help you when you need them.

Also, you will need to ask your network to double check that you are aware of an emergency. For example, if you are deaf or suffer from hearing loss, you might not hear a siren or loud speaker emergency warning. Ask your network to provide you with any other disaster-related information, such as radio information about the disaster or the location of shelters.

 **Complete your Personal Support Network Contact Details Worksheet (Worksheet 1) now.**



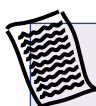
Preparing for
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Information for People with Special Needs

WORKSHEET 1

PERSONAL SUPPORT NETWORK CONTACT DETAILS

Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

Location <small>(eg. home, work etc)</small>	Name	Address	Telephone No.



Note: Worksheet 1 forms part of your Personal Disaster Plan. A copy of this worksheet can be found at the back of this booklet. You should tear this worksheet out, fill it in and keep it with your other worksheets.

COMPLETING A PERSONAL ASSESSMENT



Note: Your Personal Assessment can be prepared with the assistance of your Personal Support Network (see page 15).

To prepare a personal assessment, you first need to establish what you will be able to do for yourself and what assistance you may require before, during, and after a disaster.

These decisions should be based on your capabilities and limitations, as well as the possible environment, immediately following a disaster.

It is a good idea to involve your Personal Support Network in this process so they are aware of the best ways to assist you. They might also be able to offer additional suggestions and ideas for you to think about.

To complete your personal assessment, start by making a list of your personal needs and the resources at your disposal for meeting these needs in a disaster environment.

Worksheet 2 *Personal Assessment* includes a list of questions that will help you to determine your physical capabilities now and the assistance you will require if a disaster strikes.



Tip: Remember to prepare your plan based on your **lowest anticipated level** of functioning.

The following is a summary of questions in Worksheet 2:

DAILY LIVING:

Personal Care:

- Do you need assistance with personal care, such as bathing and grooming?
- Do you use adaptive equipment to help you get dressed?

Water Service:

- What will you do if water service is cut off for several days, or if you are unable to heat water?

Adaptive Feeding Devices:

- Do you need special utensils to help you prepare or eat food independently?

Electricity-dependent Equipment:

- Do you need access to electricity for equipment such as a dialysis machine, electric lifts, etc?



GETTING AROUND:

Disaster Debris:

- How will you cope with debris in your home that might restrict your access?
- How will you clear debris from your home?

Transportation:

- If you use a specially equipped transportation vehicle, will you need any special assistance to be able to use it following a disaster?

Errands:

- Will you need any assistance to get groceries, medications, and medical supplies following a disaster?
- What will you do if the person you depend on is not available to shop or run errands for you because he/she cannot reach you?

EVACUATING:

Building Evacuation:

- In the event of an evacuation, will you need help to leave your home or office?

Building Exits:

- If the lift in your building is not working, or cannot be used, will you be able to use another exit (eg. a window)?
- Will you require assistance to use this alternate exit?

Calling for Help:

- How will you let someone know that you need help to leave the building?



Mobility Aids:

- What will you do if you do not have access to mobility aids or your service animal?

Ramp Access:

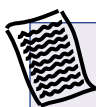
- What will you do if your access ramp is unuseable because it has been shaken loose or become separated from the building?

Service Animals / Pets:

- How will you care for your service animal and/or pet during and after a disaster? (provide food, shelter, veterinary attentions, etc)



Complete your *Personal Assessment Worksheet (Worksheet 2)* now.



Note: Worksheet 2 forms part of your Personal Disaster Plan. A copy of this worksheet can be found at the back of this booklet. You should tear this worksheet out, fill it in and keep it with your other worksheets.

COMPLETING AN EMERGENCY INFORMATION LIST

An Emergency Information List will let others know who to call if they find you unconscious, unable to speak, or if they need to help you evacuate quickly.

Besides emergency contacts such as your Doctor or Care Worker, your list should also include the names and telephone numbers of everyone in your support network.

If you have a communication disability, make sure your Emergency Information List identifies the best way to communicate with you. For example, you might prefer to communicate by writing notes, by pointing to letters, words, or pictures, or it may be as simple as finding a quiet place.



Tip: It is a good idea to ask a relative or friend who lives more than 160 kilometres away from you to be your emergency contact person. The reason for this is that if your home and local area has been affected by a disaster, a person 160 kilometres away is more likely to have a working telephone. In fact, you might like to encourage all of your family members who live nearby to contact this person in the event of an emergency and give this person their location and condition.

In this way, the emergency contact person can receive information at a central point and pass on any messages to family and friends. This will also reduce the strain on the telephone system in the affected area.



Complete your Emergency Information List Worksheet (Worksheet 3) now.

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WORKSHEET 3

EMERGENCY INFORMATION LIST

Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

Contact Details

Name: _____

Birth date: _____

Address: _____

Telephone number: _____

Emergency contact person: _____



Note: Worksheet 3 forms part of your Personal Disaster Plan. A copy of this worksheet can be found at the back of this booklet. You should tear this worksheet out, fill it in and keep it with your other worksheets.

COMPLETING A MEDICAL INFORMATION LIST

You should now complete a Medical Information List which should include information about any medical conditions that you might have, as well as emergency contact details for your medical providers. It should also include information about:

- the conditions for which you take medication;
- the names of medications you take, their dosages and other instructions;
- when you take medication;
- the name of the doctor who prescribed it; and
- the doctor's phone number.

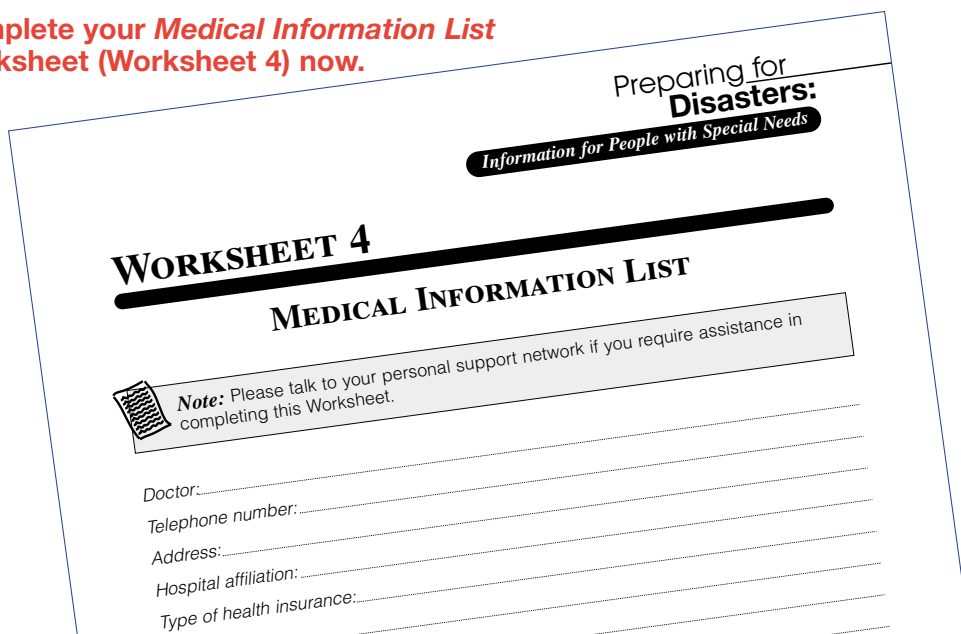
It is also important to record any adaptive equipment you use, any allergies and sensitivities you may have, as well as any communication or cognitive difficulties you may have.

As previously described, if you have a communication disability, make sure your Medical Information List identifies the best way to communicate with you. For example, you might prefer to communicate by writing notes, by pointing to letters, words, or pictures, or it may be as simple as finding a quiet place.

You should always try to keep a minimum of seven-days worth of essential medications. Talk to your doctor about getting extra supplies of medications and extra copies of prescriptions. Also, talk with your doctor or pharmacist about what you should do if you do not have enough medicine after a disaster and do not have immediate access to the medication that you need. Be sure to ask your doctor about the shelf life of your medication, the temperature at which the medication should be stored and how often the medication should be replaced.

Please note that if you receive medications such as methadone, chemotherapy, or radiation therapy administered to you by a clinic or hospital, you should talk to your provider how you should prepare for a disruption caused by a disaster.

 **Complete your Medical Information List Worksheet (Worksheet 4) now.**



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WORKSHEET 4

MEDICAL INFORMATION LIST

Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

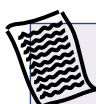
Doctor: _____

Telephone number: _____

Address: _____

Hospital affiliation: _____

Type of health insurance: _____



Note: Worksheet 4 forms part of your Personal Disaster Plan. A copy of this worksheet can be found at the back of this booklet. You should tear this worksheet out, fill it in and keep it with your other worksheets.

PREPARING AN EVACUATION PLAN

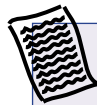
In order to prepare an evacuation plan, you will need to undertake the following steps:

- A.** Sit down and plan your evacuation
- B.** Prepare an evacuation map (Worksheet 5)
- C.** Make sure that everyone you live and work with has a copy of your evacuation plan, including those members of your Personal Support Network who are likely to assist you during an evacuation
- D.** Practice your evacuation plan with your family, friends, roommates, work mates and Personal Support Network.

A. Sit down and plan your evacuation

It is too late to plan an escape route during a disaster.

Talk with your family, roommates, work mates and Personal Support Network as soon as possible and prepare a simple evacuation plan. The following instructions will help you with this.



Note: Make sure you have separate evacuation plans for home, work and anywhere else that you spend a lot of time.

- I.** Talk to your family, friends, roommates, work mates and Personal Support Network about how you will contact each other when a disaster is imminent, during an emergency, or following a disaster.

Remember that you shouldn't rely solely on the telephone because this service may not be available during or following a disaster.

Identify an evacuation centre or other place where you will go when advised to do so.



Tip: You might like to choose a signal for 'help' such as shouting or knocking on a wall, or attracting attention by using a whistle, bell or high-pitched noisemaker. Alternatively you could hang a sheet outside your window or attract attention by flashing a torch.



2. Show your Personal Support Network how to operate and safely move any equipment that you use for your disability and ask them to practice with it. This will help them to feel more comfortable if they have to use or move your equipment during an emergency.



Tip: Label your equipment and attach instruction cards on how to use and move each item. It is a good idea to get these instruction cards laminated to make them last longer.

3. If you have a service animal or pet, make sure that the animal knows the people in your Personal Support Network. This will make it easier for the animal to accept care or instructions from someone else during an emergency.



Tip: Give a copy of your house key and car key to a number of members in your Personal Support Network to allow quick access in case of an emergency.

B. Prepare an evacuation map

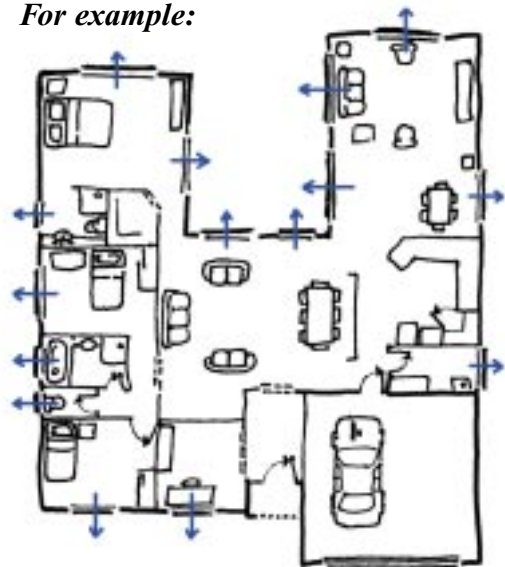
1. Using the space provided on Worksheet 5, draw a floor plan of your home or workplace.
2. With a red pen indicate your primary escape route (remember that a window can be used as an exit in an emergency).

For example:



3. With a blue pen or texta, draw in the secondary escape routes for each room.

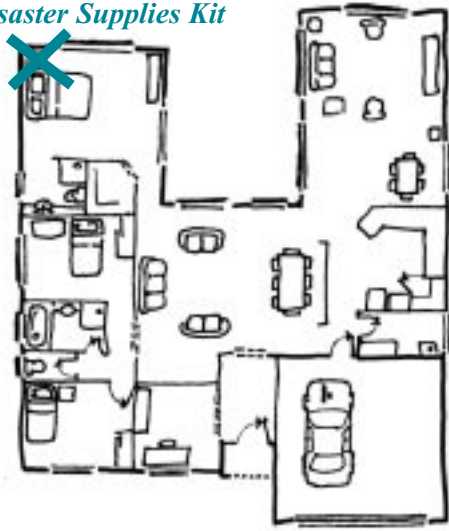
For example:



- With a different coloured pen or text, draw a cross on the floor plan to indicate the location of your Basic Disaster Supplies Kit (see pages 24 - 27). This kit should include a completed set of Worksheets.

For example:

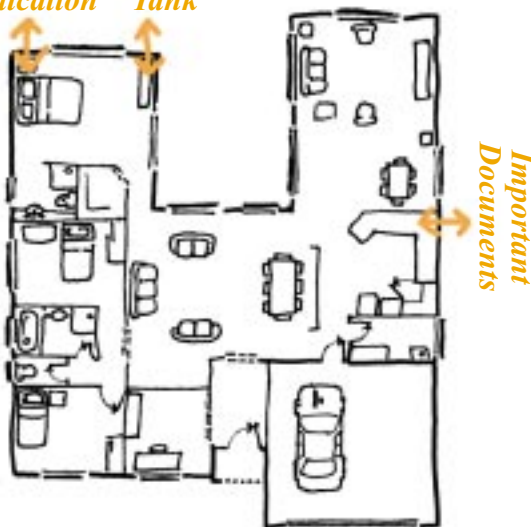
Disaster Supplies Kit



- On your floor plan, indicate the location of any Disability Related Supplies (including prescription drugs and medications) and any Special Equipment you will require after an evacuation (see page 28). Make sure you clearly identify each item and use Worksheet 7 to describe the items if necessary.

For example:

Prescription Medication Oxygen Tank



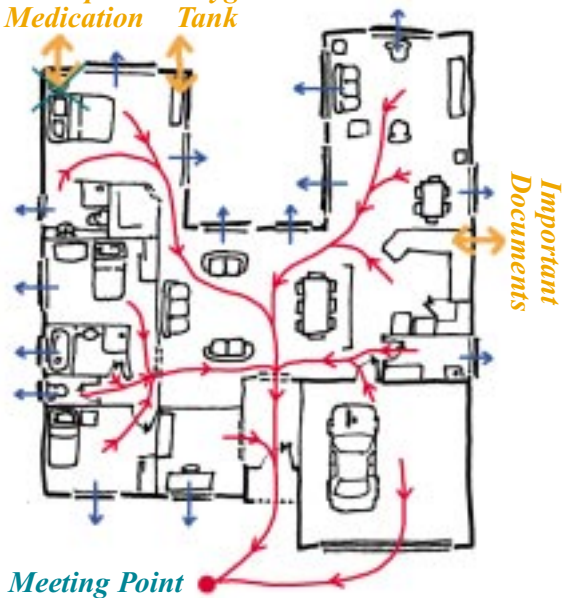
- Organise a primary meeting place where you will meet outside your home or office and indicate the location of this place on your Evacuation Map.



Tip: The letter box might be a good place to meet, but you might like to identify a second or third meeting place, depending on the size of your home or office and the nature of the evacuation.

For example:

Prescription Medication Oxygen Tank



- At the bottom of the Worksheet under the heading "Additional Information", write down any information that might be useful during an emergency or an evacuation. You can use the Personal Assessment you prepared (Worksheet 2) to help you with this.



Tip: For example, if you suffer from reduced feeling in any areas of your body and you cannot check these areas yourself, you should write this down for someone to check immediately following a disaster.

8. Prepare a care plan for your service animal. While service animals are allowed in hotels, motels and shelters, these places will not be able to care for your animal. When evacuating or leaving your home, remember to take a collar, harness, identification tags, records of vaccinations, medications, and food for your service animal.

9. Prepare a care plan for your pets. Pets, unlike service animals, will not be allowed into emergency shelters and it is best to decide now where you will take your pet if you must leave.

C. Give a copy of your evacuation plan to your personal support network.

1. Place a copy of your completed Worksheet on the refrigerator or somewhere that is easily accessible.
2. Give a copy of the completed Worksheet to your family, friends, roommates, work mates and Personal Support Network.
3. If you are going away or travelling, make sure that you provide your Personal Support Network with your travel dates and details.



D. Practice your evacuation plan.

1. Practice your evacuation plan with your family, friends, roommates, work mates and Personal Support Network.



Tip: It is a good idea to do a practice evacuation during the day and at night, both with the lights on and with the lights off. You need to be prepared for any situation that might arise. Remember you may have other things to cope with during a disaster such as high wind and rain during a cyclone, or extreme heat and smoke during a bushfire.

2. If there is a fire in your house or workplace remember to get down low and **Go Go Go**. The air is much clearer and cooler near the floor and you should practice an evacuation on your hands and knees if you are able. Smoke alarms provide an early warning of fire and if you haven't already done so - you should install a smoke alarm today.



Note: Worksheet 5 forms part of your Personal Disaster Plan. A copy of this worksheet can be found at the back of this booklet. You should tear this worksheet out, fill it in and keep it with your other worksheets.

PUTTING TOGETHER A BASIC DISASTER SUPPLIES KIT

In the event that you are required to evacuate your home or workplace, it is essential that you have a Disaster Supplies Kit ready to go.

This kit will ensure that you have the essential supplies you need to sustain life for at least seven days.



Note: You may not need to gather all of the items listed under these headings. If you are unsure, talk to your personal support network.

Your Disaster Supplies Kit should contain:

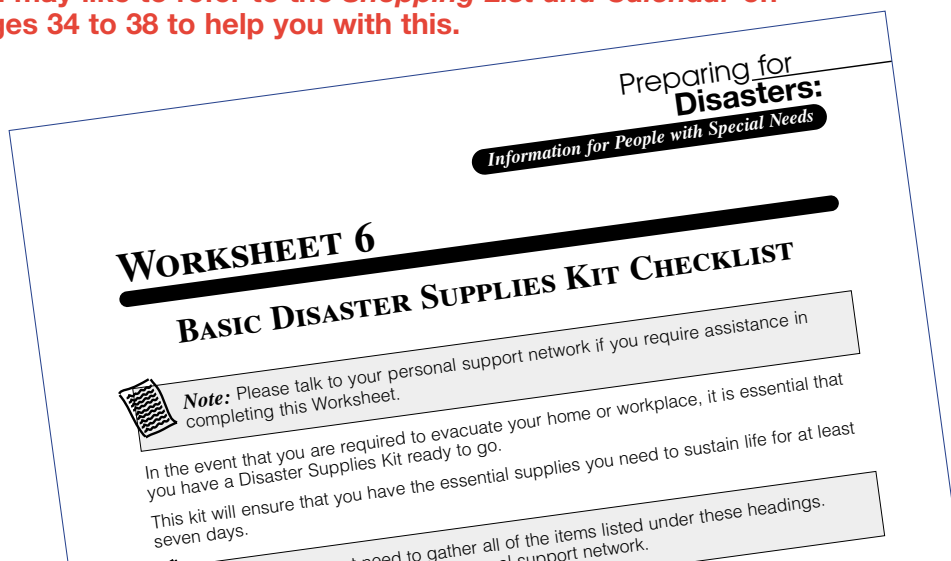
1. Essential supplies (as indicated below).
2. Enough Water (4 litres of bottled water per day for each person, minimum 3 days) to sustain you and those you live with, including pets and service animals.
3. Enough food to sustain you and those you live with for seven days preferably, minimum three days (if you have a service animal, remember to include their requirements also).
4. First aid supplies (including a general first aid kit, a car first aid kit if you drive a motor vehicle and non-prescription drugs).
5. Clothing and bedding.
6. Tools and emergency supplies.
7. Sanitary items.
8. Items for baby.
9. Important family documents.
10. Medical needs and prescription drugs.
11. Items for your service animal and/or pets.
12. Entertainment items.
13. Disaster supplies for your car.
14. A copy of your Personal Disaster Plan checklist and accompanying lists and forms.



Tip: Keep those items that you are most likely to need during an evacuation in an easy-to-carry container.



Use the **Disaster Supplies Checklist (Worksheet 6)** to put together your **Basic Disaster Supplies Kit**. Your kit can be completed over a number of weeks. You may like to refer to the **Shopping List and Calendar** on pages 34 to 38 to help you with this.



1. Essential Supplies:

You should include the following essential supplies in your Disaster Supplies Kit.

- A battery-operated radio and extra batteries.
 - A torch and extra batteries.
 - Candles and waterproof matches (please take care when using candles and don't leave them unattended as they may cause fires).
 - A whistle or noise maker.
 - A pad and pencil or other writing device.
-

2. Water:

It is preferable to store bottled water, which is available from supermarkets. Bottled water will stay fresher for longer than tap water.

A person who is moderately active should drink approximately eight glasses (or 2 litres) of water per day. Hot environments and intense physical activity can double this amount. Children, nursing mothers, and ill people may need to drink more water too.

Store 4 litres of bottled water for each person for each day (2 litres for drinking, 2 litres for food preparation and sanitation). Keep at least a three-day supply of water for each person in the household.

3. Food:

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, little preparation/cooking, and little or no water. If you must heat food, pack a small camping stove and some Hexamine tablets (available in most camping stores) and matches, or a small portable BBQ and gas bottle. Select food items that are compact and lightweight.

Include a selection of the following foods in your disaster supplies kit:

- ready-to-eat canned meats
 - canned fruits, dried fruits, and nuts
 - canned vegetables
 - freeze-dried foods - available from camping stores. (Be sure to note the amount of water required in the preparation of freeze-dried food and allow for that amount in your daily water supply)
-

4. First Aid Supplies:

Assemble a first aid kit for your home and one for each car.

A **general first aid kit** should include the following:

- | | |
|------------------------------------|------------------------------------|
| ■ conforming bandage 7.5cm | ■ first aid scissors |
| ■ conforming bandage 5cm | ■ first aid forceps tweezers |
| ■ adhesive tape 1.25cm | ■ splinter probe disposable lancet |
| ■ no.14 wound dressing | ■ bandaid strips |
| ■ gauze swabs (sterile) | ■ wound closure strip |
| ■ non-adherent wound dressing 5cm | ■ antiseptic solution 30ml |
| ■ combine pad 9cm x 10cm (sterile) | ■ eye irrigation 15ml |
| ■ triangular bandage 110cm | ■ disposable latex gloves |
| ■ eye pads (sterile) | ■ 1 x First Aid Hints Booklet |

A **car first aid kit** should include the following:

- Rapaid 50gm
- conforming bandage 7.5cm
- conforming bandage 5cm
- adhesive tape 1.25cm
- no.14 wound dressing
- gauze swabs (sterile) (x 2)
- non-adherent wound dressing 5cm (x 2)
- combine pad 9cm x 10cm (sterile)
- triangular bandage 110cm
- eye pads (sterile)
- first aid scissors
- first aid forceps tweezers s/steel
- splinter probe disposable lancet
- bandaid strips
- wound closure strip
- eye irrigation 15ml (x 2)
- disposable latex gloves (1 pair)
- first aid hints booklet



Tip: You can purchase a general and car first aid kit from your nearest Queensland Ambulance Service office.

Don't forget to include any non-prescription drugs including:

- aspirin or non-aspirin pain reliever
- anti-diarrhoea medication
- antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poisons Information Centre)
- laxatives
- activated charcoal (use if advised by the Poisons Information Centre)

5. *Clothing and Bedding:*

- one complete change of clothing and footwear per person
- sturdy shoes or work boots
- rain gear
- blankets or sleeping bags
- hat and gloves
- thermal underwear

6. *Tools and Emergency Supplies:*

- mess kits or paper cups, plates and plastic utensils
- cash or traveller's cheques, coins
- non-electric can opener, utility knife
- pliers, screwdriver, hammer, crowbar, assorted nails, wood screws
- shutoff wrench, to turn off household gas and water
- tape, such as duct tape
- compass
- waterproof matches
- aluminium foil
- plastic storage containers
- paper and pencils
- needles, thread
- medicine dropper
- adhesive labels
- safety goggles
- heavy work gloves
- whistle
- heavy cotton or hemp rope
- patch kit and can of seal-in-air
- videocassettes (for videotaping your home and its contents for insurance purposes)
- disposable dust masks
- plastic sheeting
- map of the area (for locating shelters)
- torch.

7. *Sanitary Items:*

- toilet paper, towelettes
- soap, liquid detergent
- feminine hygiene supplies
- personal hygiene items
- plastic garbage bags, ties (for personal sanitation uses)
- plastic bucket with tight lid
- disinfectant
- household chlorine bleach
- facial tissues

8. Items for Baby:

- formula
- nappies and wipes
- bottles
- powdered formula, milk, or baby food
- medications

9. Important Family Documents:

- your will, insurance policies, contracts, deeds, stocks and bonds
- your passports, pension cards, health benefit cards, immunisation records
- a record of credit card accounts
- a record of bank account numbers, names and phone numbers
- an inventory of valuable household goods
- important telephone numbers
- other family records (birth, marriage, death certificates)



Tip: Keep these records in a waterproof and fireproof portable container.

10. Medical Needs and Prescription Drugs:

- heart and high blood pressure medication
- insulin
- prescription drugs
- denture supplies
- contact lenses and supplies
- an extra pair of glasses
- a spare hearing aid and battery
- a pair of heavy work gloves for wheeling your wheelchair through broken glass

11. Items for Service Animals and/or Pets:

- food
- additional water
- leash/harness
- identification tags
- medications and medical records
- litter/pan
- make sure that identification tags, licences, and vaccinations for your service animal and/or pet are current. Identification tags should list both your home telephone number and that of your primary out-of-town contact person.

12. Entertainment:

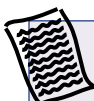
- games and books

13. Disaster Supplies for Your Car:

In addition to your basic disaster supplies, you might also like to carry the following disaster supplies in your car:

- several blankets
- an extra set of gloves
- a spare set of warm clothes
- jumper leads and instructions
- a small sack of sand or kitty litter for traction
- a small shovel
- a red cloth to use as a flag
- a CB radio or mobile telephone in any vehicle you use regularly

14. A copy of your Personal Disaster Plan checklist (seven completed worksheets)



Note: Worksheet 6 forms part of your Personal Disaster Plan. A copy of this worksheet can be found at the back of this booklet. You should tear this worksheet out, fill it in and keep it with your other worksheets.

IDENTIFYING YOUR DISABILITY RELATED SUPPLIES AND SPECIAL EQUIPMENT

In the event of a disaster, you need to be able to quickly identify your disability related supplies and special equipment.

Use the checklist on Worksheet 7 to identify those items that you will need in the event of a disaster.

Also use the Worksheet to describe what these items look like (if necessary) and indicate where they are located.

Depending on your disability, you may also need to gather additional disaster supplies specific to your disability. Make sure to include details of these on Worksheet 7.



Note: This worksheet can be used in conjunction with Worksheet 5 - *Preparing an Evacuation Plan*. Depending on your disability, you may also need to gather additional disaster supplies specific to your disability.



Complete your Disability Related Supplies and Special Equipment Checklist Worksheet (Worksheet 7) now.

Preparing for
Disasters:
Information for People with Special Needs

WORKSHEET 7

DISABILITY RELATED SUPPLIES AND SPECIAL EQUIPMENT CHECKLIST

Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

Using the list below, indicate those items that you will need to take with you in the event of a disaster. If necessary, describe what the item looks like.
This list will help you to locate these items in an emergency.

ITEM	REQUIRED (✓)	LOCATION	DESCRIPTION
Glasses	<input type="checkbox"/>	_____	_____
Eating utensils	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____



Note: Worksheet 7 forms part of your Personal Disaster Plan. A copy of this worksheet can be found at the back of this booklet. You should tear this worksheet out, fill it in and keep it with your other worksheets.

A NOTE ABOUT POWER-DEPENDENT EQUIPMENT

If you use a life-support system, battery-operated wheelchair, or other power-dependent equipment, discuss backup power options with your power company.

Some service companies offer a *priority reconnection service* for people who use power-dependent equipment. These companies may keep a list of power-dependent customers and a map of their locations. Please note that you may require a referral from your doctor to qualify you for this service.

Please note that even with this *priority reconnection service*, your power might still be cut for a long time following a disaster and you need to think about how you can provide an alternative power supply.

Fuel-operated generators:

A fuel-operated generator is one way of producing electricity if power is going to be out for a long time.

Some generators can be connected to your home's existing electrical wiring system. In this way electricity can be supplied to all electrical appliances and equipment in the house. You will need to contact a licensed electrical contractor if you wish to install this type of system.

Portable generators:

Alternatively, a portable generator can provide a power supply for power-dependant items of equipment during an electricity outage.

Prior to purchasing and installing a generator you should contact your local Council to determine the requirements and guidelines for operating a generator in your area.

If you do intend to use a generator to provide a power supply following a disaster, you will need to store the generator fuel safely and operate the generator outdoors to ensure good ventilation. Remember if you do install a generator, make sure that you advise your support network and make them familiar with its operation.



ACQUIRING YOUR DISASTER SUPPLIES - A SHOPPING LIST AND CALENDAR

This combined shopping list and calendar is intended to help you prepare for disasters before they happen. You can use this section to assemble a disaster supplies kit in small steps over a five-month period. Check off items that you gather each week and remember to change and replace perishable supplies (such as food and water) every six months.



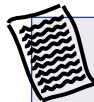
Note: You may not need to purchase all of the items on this list. If you are unsure, talk to your personal support network.

* = *Purchase one for each member of the household*

Week 1:

Supermarket:

- 4 litres of bottled water *
- 1 jar peanut butter
- 1 large can juice *
- 1 can meat *
- hand-operated can opener
- permanent marking pen
- pet food (if needed)
- nappies and baby food (if needed)



Note: Working through this list will fulfil many of the requirements of Worksheet 6 - *Basic Disaster Supplies Kit Checklist*.

To do:

- find out what kinds of disasters can happen in your area
- date each perishable food item using your marking pen

Week 2:

Hardware Store:

- heavy cotton or hemp rope
- duct tape
- 2 torches with batteries
- matches in waterproof container
- a leash or carrier for your pet (if needed)

To do:

- complete Worksheet 1: *Personal Support Network*

Week 3:

Supermarket:

- 4 litres bottled water *
- 1 can meat *
- 1 can fruit *
- feminine hygiene supplies
- paper and pencil
- map of the area
- 4 litres of bottled water for each pet (if needed)

To do:

- complete Worksheet 2: *Personal Assessment*

Week 4:

Hardware Store:

- patch kit and can of seal-in-air for the tyres of mobility aids
- compass

Other:

- extra medications or prescriptions marked “emergency use”

To do:

- complete Worksheet 3: *Emergency Information List*
- complete Worksheet 4: *Medical Information List*
- complete Worksheet 5: *Evacuation Plan*

Week 5:

Supermarket:

- 4 litres of bottled water *
- 1 can meat *
- 1 can fruit *
- 1 can vegetables *
- 2 rolls toilet paper
- extra toothbrush
- travel size toothpaste;
- special food for special diets (if needed)

To do:

- complete Worksheet 7: *Disability Related Supplies and Special Equipment Checklist*

Week 6:

First Aid Supplies:

- purchase or compile your General First Aid Kit and store with your Disaster Supplies Kit
- purchase extra hearing aid batteries (if needed)

To do:

- check with your child’s day care centre or school to find out about their disaster plans
- ask your local Council or Counter Disaster and Rescue Services office in your region if emergency transportation services are available in case of evacuation

Week 7:

Supermarket:

- 4 litres of bottled water *
- 1 can ready-to-eat soup (not concentrated) *
- 1 can fruit *
- 1 can vegetables *
- sewing kit
- disinfectant
- extra plastic baby bottles, formula, and nappies (if needed)

To do:

- establish an out-of-town contact to call in case of emergency
- share this information with your network so they know who to call
- make arrangements for your network to check on you immediately after an evacuation order or a disaster

Week 8:

First Aid Supplies:

- purchase or compile your Car First Aid Kit and securely store in your motor vehicle (either under the passenger's seat or in the boot)
- extra eyeglasses for first aid kit (if needed)

To do:

- place a pair of sturdy shoes and a torch by your bed so they are handy in an emergency
- if blind, store a talking clock and one or more extra white canes
- if blind, mark your disaster supplies in Braille or with fluorescent tape

Week 9:

Supermarket:

- 1 can ready-to-eat soup*
- liquid dishwashing detergent
- household chlorine bleach
- 1 box heavy-duty garbage bags with ties
- antacid (for stomach upset)
- saline solution and a contact lens case (if needed)

To do:

- familiarise your network with any areas on your body where you have reduced sensation
- choose a signal with your network that indicates you are okay and have left the disaster site
- if you have a communication disability, store a word or letter board in your disaster supplies kit

Week 10:

Hardware Store:

- waterproof portable plastic container (with lid) for important papers
- battery-powered radio
- tools needed to turn off services

To do:

- take your network on a field trip to the gas meter and water meter shutoffs. Discuss when it is appropriate to turn off services and identify the storage location of the tools
- make photocopies of important papers and store safely

Week 11:

Supermarket:

- 1 large can juice *
- large plastic food bags
- 1 box quick energy snacks
- 3 rolls paper towels

To do:

- store a roll of 20 cent pieces for emergency phone calls
- identify a pay phone that is close to your home
- test your smoke detector(s). Replace the battery in each detector that does not work

Week 12:***Animal Care Store:***

- extra harness, leash, Identification tags, medication and food for your service animal and/or pets
- litter / pan
- extra water

Veterinarian:

- obtain current vaccinations and medical records of your animal(s)
- medications

To do:

- develop a pet care plan in case of disaster
- make photocopies of all vaccination records and put them in your disaster supplies kit
- put extra animal harness, lease, and identification tag(s) in your disaster supplies kit

Week 13:***Hardware Store:***

- whistle
- pliers
- screwdriver
- hammer
- perforated metal tape (sometimes called plumber's tape or strap iron)
- crow bar

To do:

- take a first aid/CPR class from your local Queensland Ambulance Service office

Week 14:***Supermarket:***

- 1 can fruit *
- 1 can meat *
- 1 can vegetables *
- 1 package eating utensils
- 1 package paper plates
- cups

To do:

- make sure your network and neighbours know what help you may need in an emergency and how best to assist
- practise using alternate methods of evacuation with your network

Week 15:***Hardware Store:***

- extra torch batteries
- extra battery for portable radio
- assorted nails
- wood screws
- labels for your equipment and supplies

To do:

- label equipment and attach instruction cards

Week 16:

Supermarket:

- 1 can meat *
- 1 can vegetables *
- 1 box tissues
- 1 box quick energy snacks
- dried fruit/nuts

To do:

- find out if you have a neighbourhood safety organisation and join it

Week 17:

Supermarket:

- 1 box longlife crackers
- assorted plastic containers with lids
- dry cereal

To do:

- arrange for a friend or neighbour to help your children if you are not able to respond or are at work

Week 18:

Hardware Store:

- double-sided tape or hook-and-loop fasteners (such as Velcro) to secure moveable objects
- plastic bucket with tight lid
- plastic sheeting

To do:

- arrange for someone to install latches on cupboards and secure moveable objects
- put away a blanket or sleeping bag for each household member

Week 19:

Supermarket:

- 1 box quick-energy snacks
- comfort foods (such as biscuits, chocolates, etc)
- plastic wrap
- aluminium foil
- denture care items (if needed)

To do:

- review your insurance coverage with your agent to be sure you are covered for the disasters that may occur in your area (obtain additional coverage, if needed)
- purchase and have installed an emergency escape ladder for upper-storey windows, if needed

Week 20:

Hardware Store:

- camping or utility knife
- work gloves
- safety goggles
- disposable dust masks
- 2 blank videocassettes

Specialty Store:

- extra battery for motorised mobility aids
- extra batteries for hearing device/aids

To do:

- use a video camera to tape the contents of your home for insurance purposes
- make a copy of the videotape and send to an out-of-town friend or family member
- find out about your workplace disaster plan



YOUR PERSONAL DISASTER PLAN CHECKLIST



Use this checklist to ensure that you have completed your Personal Disaster Plan.

Completed
(✓)

- Have you read the information at the beginning of this booklet about how a disaster might affect you?
- Have you spoken to your local Council or Counter Disaster and Rescue Services office about the types of disasters that are likely to affect your area?
- Have you read the section in this booklet titled *Creating a Personal Support Network* (page 15) and completed Worksheet 1?
(This worksheet identifies the names, addresses and contact details of people in your personal support network).
- Have you read the section in this booklet titled *Completing a Personal Assessment* (pages 16 & 17) and completed Worksheet 2 ?
(This worksheet helps you to establish what you will be able to do for yourself and what assistance you will require before, during and after a disaster).
- Have you read the section in this booklet titled *Completing an Emergency Information List* (page 18) and completed Worksheet 3?
(You can use this worksheet to let others know who to call if they find you unconscious, unable to speak or how to help you evacuate your home or work place quickly).
- Have you read the section in this booklet called *Completing a Medical Information List* (page 19) and completed Worksheet 4?
(You can use this worksheet to let others know about any medical conditions that you might have, as well as emergency contact details of your medical providers).
- Have you read the section in this booklet titled *Preparing an Evacuation Plan* (pages 20 to 23) and completed Worksheet 5?

	Completed (✓)
<ul style="list-style-type: none"> ■ Have you read the section in this booklet titled <i>Putting together a Basic Disaster Supplies Kit</i> (pages 24 to 27) and completed Worksheet 6? 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Have you read the section in this booklet titled <i>Identifying your Disability Related Supplies and Special Equipment</i> (page 28) and completed Worksheet 7? 	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Have you read the section <i>A Note on Power-Dependent Equipment</i> (page 29) and undertaken those actions that relate to your disability? 	<input type="checkbox"/>

Congratulations!

You have now completed your Personal Disaster Plan!

What To Do Now:

Make enough photocopies of your **completed** set of worksheets to keep a copy:

- at home
- at work
- at any other place where you spend a lot of time.

It is also recommended that you give a copy to:

- every member of your Personal Support Network
- anyone else who is likely to help you during a disaster or an emergency.

Remember:

- Your Personal Disaster Plan should be easily accessible
- Keep your original Worksheets with your Disaster Supplies Kit
- Review your Personal Disaster Plan (Worksheets) regularly - at least once per year or when your situation changes.

GLOSSARY OF TERMS

Adaptive Equipment:

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

Blindness/Visual Disability:

A visual condition that interferes with a person's ability to see, or results in the absence of all sight.

Cognitive Impairment:

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

Deafness/Hearing Disability:

A medical condition or injury that interferes with a person's ability to hear sounds.

Evacuation Equipment:

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

Mobility Disability:

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

Personal Assessment:

A written list of your needs and necessary resources in an environment affected by a disaster.

Personal Care Assistance:

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

Personal Support Network/Self-Help Team:

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

Power-Dependent Equipment:

Equipment that requires electricity to operate.

Service Animal:

A specially trained animal used by a person with a disability to help with daily living. Law allows these animals to accompany their owners anywhere.

Severe Thunderstorm Warnings:

Are issued once destructive wind gusts or damaging hail is detected on radar. Severe thunderstorms typically occur during the afternoon or evening. On days when this is expected a **Thunderstorm Advice** will be issued earlier in the day indicating the possibility of severe storms later that day. However, severe thunderstorms can occur at other times such as morning or overnight. On those occasions it is unlikely that a Severe Thunderstorm Advice would precede Severe Thunderstorm Warnings.

SEWS (Standard Emergency Warning Signal):

A distinctive sound broadcast over radio or television immediately before an urgent message. SEWS sounds like a wailing siren.

Storm Surge:

A raised dome of seawater typically 60km to 80km across and 2 metres to 5 metres above the normal sea level. As a cyclone reaches the coast, associated winds create a dome of water that spreads over low-lying coastal areas causing flooding.

Tropical Cyclone Advises:

Cover both **Watch** and **Warning** phases. A **Watch** phase means that cyclonic conditions are likely in designated coastal or inland communities within 48 hours but not within 24 hours. A **Warning** phase means that cyclonic conditions are already occurring or are likely in designated coastal or island areas within 24 hours. If a significant **Storm Surge** is expected then details are included in the Tropical Cyclone Advice once there are just 12 hours or less to complete any necessary evacuations.

WORKSHEETS

There are certain things that you can do now to help reduce the impact of a disaster.

You can:

- Collect information and take actions that will help you meet your needs during an evacuation and following a disaster. (Your local Council and Counter Disaster and Rescue Services office can help you with this - see contact list on the inside front cover).
- Prepare a Personal Disaster Plan by completing the following seven Worksheets
 - Worksheet 1- Personal Support Network
 - Worksheet 2- Personal Assessment
 - Worksheet 3- Emergency Information List
 - Worksheet 4- Medical Information List
 - Worksheet 5- Evacuation Plan
 - Worksheet 6- Basic Disaster Supplies Kit Checklist
 - Worksheet 7- Disability Related Supplies and Special Equipment Checklist



Notes:

- 1.** These worksheets are perforated and can be removed from this booklet.
- 2.** Please make enough photocopies of your **completed** set of worksheets to keep a copy:
 - at home
 - at work
 - at any other place where you spend a lot of time.

It is also recommended that you give a copy to:

 - every member of your Personal Support Network
 - anyone else who is likely to help you during a disaster or an emergency.

Remember:

- Your Personal Disaster Plan should be easily accessible
- Keep your original Worksheets with your Disaster Supplies Kit
- Review your Personal Disaster Plan (Worksheets) regularly - at least once per year or when your situation changes.



WORKSHEET 2

PERSONAL ASSESSMENT



Note: Please talk to your personal support network if you require assistance to complete this form.

DAILY LIVING:

Personal Care:

Do you need assistance with personal care, such as bathing and grooming? Do you use adaptive equipment to help you get dressed?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Water Service:

What will you do if water service is cut off for several days, or if you are unable to heat water?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Adaptive Feeding Devices:

Do you need special utensils to help you prepare or eat food independently?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Electricity-dependent Equipment:

Do you need access to electricity for equipment such as a dialysis machine, electric lifts, etc?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Preparing for Disasters:

Information for People with Special Needs

WORKSHEET 2 - PERSONAL ASSESSMENT *Continued*

GETTING AROUND:

Disaster Debris:

How will you cope with debris in your home that might restrict your access. How will you clear debris from your home?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Transportation:

If you use a specially equipped transportation vehicle, will you need any special assistance to be able to use it following a disaster?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Errands:

Will you need any assistance to get groceries, medications, and medical supplies following a disaster? Try to think about what you will do if the person you depend on is not available to shop or run errands for you because he/she cannot reach you?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

EVACUATING:

Building Evacuation:

In the event of an evacuation will you need help to leave your home or office?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

continues next page...

Worksheet 2, page 2

WORKSHEET 2 - PERSONAL ASSESSMENT *Continued*

Building Exits:

If the lift in your building is not working, or cannot be used, will you be able to use another exit (eg. a window)? Will you require assistance to use this alternate exit?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Calling for Help:

How will you let someone know that you need help to leave the building?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Mobility Aids:

What will you do if you do not have access to mobility aids, or your service animal?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Ramp Access:

What will you do if your access ramp is unuseable because it has been shaken loose or become separated from the building?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

Service Animals / Pets:

How will you care for your service animal and/or pet during and after a disaster (provide food, shelter, veterinary attentions, etc)?

What I can do myself:

- _____
- _____
- _____
- _____

Assistance I will require in the event of a disaster:

- _____
- _____
- _____
- _____

WORKSHEET 3

EMERGENCY INFORMATION LIST



Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

Contact Details

Name:

Birth date:

Address:

Telephone number:

Local emergency contact person:

Local emergency contact person's phone number:

Out-of-town contact person:

Out-of-town contact person's phone number:

How best to communicate with me:

How best to communicate with me

.....
.....
.....
.....

Additional Information

.....
.....
.....
.....

WORKSHEET 4

MEDICAL INFORMATION LIST



Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

Doctor:.....

Telephone number:.....

Address:.....

Hospital affiliation:.....

Type of health insurance:.....

Policy number:.....

Blood type:.....

Allergies and sensitivities:.....

Medications and dosages being taken:.....

Specific medical conditions:.....

Physical limitations:.....

Adaptive equipment supplier:.....

Adaptive equipment supplier phone number:.....

Communication difficulties:.....

Cognitive difficulties:.....

Additional Information

.....

.....

.....

.....

WORKSHEET 5

EVACUATION PLAN



Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

A. Sit down and plan your evacuation

Completed
(✓)

1. Talk to your family, friends, roommates, workmates and Personal Support Network about how you will contact each other when a disaster is imminent, during a disaster and following a disaster.



Tip: Choose a signal for 'help' such as shouting or knocking on a wall, or attracting attention by using a whistle, bell or high-pitched noisemaker. Alternatively you could hang a sheet outside your window or attract attention by flashing a torch.

2. Show your Personal Support Network how to operate and safely move any equipment that you use for your disability and ask them to practice with it.



Tip: Label your equipment and attach instruction cards on how to use and move each item. Laminate instruction cards to make them last longer.

3. If you have a service animal or pet, make sure that the animal knows the people in your Personal Support Network. This will make it easier for the animal to accept care or instructions from someone else during an emergency.



Tip: Give a copy of your house key and car key to a number of members in your Personal Support Network to allow quick access in case of an emergency.

Preparing for Disasters:

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WORKSHEET 5 - EVACUATION PLAN *Continued*

B. Prepare an evacuation map

Completed
(✓)

1. On page 4 of this Worksheet, draw a floor plan of your home, workplace or any where you spend a lot of time.
2. With a red pen or texta, indicate your primary escape route (remember that a window can be used as an exit in an emergency).
3. With a blue pen or texta, draw in the secondary escape routes for each room.
4. With a different coloured pen or texta, draw a cross on the floor plan to indicate the location of your Disaster Supplies Kit. (This kit should include a completed set of Worksheets.)
5. On your floor plan, indicate the location of any Disability Related Supplies (including prescription drugs and medications) and any Special Equipment you will require after an evacuation.



Tip: If necessary, use the space under “Additional Information” to describe the items and their specific location.

6. Organise a primary meeting place where you will meet outside your home or office and indicate this location on your Evacuation Map.



Tip: The letter box might be a good place to meet, but you might like to identify a second or third meeting place, depending on the size of your home or office and the nature of the evacuation.

7. Below your floorplan, under the heading “Additional Information”, write down any information that might be useful during an emergency or an evacuation.



Tip: You can use the Personal Assessment you prepared in Worksheet 2 to help you with this.

8. Prepare a care plan for your service animal. Service animals are allowed in hotels, motels and shelters, however, these places will not be able to care for your animal. When evacuating or leaving your home, remember to take a collar, harness, identification tags, records of vaccinations, medications, and food for your service animal.
9. Prepare a care plan for your pets. Pets, unlike service animals, will not be allowed into emergency shelters and it is best to decide now where you will take your pet if you must leave.

continues next page...

Worksheet 5, page 2

Preparing for
Disasters:

Information for People with Special Needs

WORKSHEET 5 - EVACUATION PLAN *Continued*

Draw your floor plan here:

Additional Information

.....

.....

.....

.....

.....

.....

.....

WORKSHEET 6

BASIC DISASTER SUPPLIES KIT CHECKLIST



Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

In the event that you are required to evacuate your home or workplace, it is essential that you have a Basic Disaster Supplies Kit ready to go.

This kit will ensure that you have the essential supplies you need to sustain life for at least seven days.



Note: You may not need to gather all of the items listed under these headings. If you are unsure, talk to your personal support network.

You will need to gather:

Completed
(✓)

1. Essential Supplies:

You should include the following essential supplies in your Disaster Supplies Kit.

- A battery-operated radio and extra batteries.
- A torch and extra batteries.
- Candles and waterproof matches (please take care when using candles and don't leave them unattended as they may cause fires).
- A whistle or noise maker.
- A pad and pencil or other writing device.

_____ *Date*

2. Water:

Store 4 litres of bottled water for each person for each day (2 litres for drinking, 2 litres for food preparation and sanitation). Keep at least a three-day supply of water for each person in the household.

_____ *Date*



Note: Hot environments and intense physical activity can double this amount. Children, nursing mothers, and ill people may need to drink more water too.

3. Food:

Enough to sustain you and those you live with for seven days. If you have a service animal, remember to include their requirements also.

Include a selection of the following foods:

- ready-to-eat canned meats
- canned fruits, dried fruits, and nuts
- canned vegetables
- freeze-dried foods - available from camping stores. (Be sure to note the amount of water required in the preparation of freeze-dried food and allow for that amount in your daily water supply)

_____ *Date*

continues over page...

Worksheet 6, page 1

Preparing for Disasters:

Information for People with Special Needs

WORKSHEET 6 - BASIC DISASTER SUPPLIES KIT CHECKLIST *Continued*

Completed
(✓)

4. *First Aid Supplies:*

Assemble a first aid kit for your home and one for each car.

_____ *Date*

A **general first aid kit** should include the following:

- conforming bandage 7.5cm
- conforming bandage 5cm
- adhesive tape 1.25cm
- no.14 wound dressing
- gauze swabs (sterile)
- non-adherent wound dressing 5cm
- combine pad 9cm x 10cm (sterile)
- triangular bandage 110cm
- eye pads (sterile)
- first aid scissors
- first aid forceps tweezers
- splinter probe disposable lancet
- bandaid strips
- wound closure strip
- antiseptic solution 30ml
- eye irrigation 15ml
- disposable latex gloves
- 1 x First Aid Hints Booklet

A **car first aid kit** should include the following:

- Rapaid 50gm
- conforming bandage 7.5cm
- conforming bandage 5cm
- adhesive tape 1.25cm
- no.14 wound dressing
- gauze swabs (sterile) (x 2)
- non-adherent wound dressing 5cm (x 2)
- combine pad 9cm x 10cm (sterile)
- triangular bandage 110cm
- eye pads (sterile)
- first aid scissors
- first aid forceps tweezers s/steel
- splinter probe disposable lancet
- bandaid strips
- wound closure strip
- eye irrigation 15ml (x 2)
- disposable latex gloves (1 pair)
- first aid hints booklet



Tip: You can purchase a general and car first aid kit from your nearest Queensland Ambulance Service office.

Don't forget to include any non-prescription drugs:

- aspirin or non-aspirin pain reliever
- anti-diarrhoea medication
- antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poisons Information Centre)
- laxatives
- activated charcoal (use if advised by the Poisons Information Centre)

5. *Clothing and Bedding:*

Including:

- one complete change of clothing and footwear per person
- sturdy shoes or work boots
- rain gear
- blankets or sleeping bags
- hat and gloves
- thermal underwear

_____ *Date*

continues next page...

Worksheet 6, page 2

WORKSHEET 6 - BASIC DISASTER SUPPLIES KIT CHECKLIST *Continued*

Completed
(✓)

6. Tools and Emergency Supplies:

Including:

- mess kits or paper cups, plates and plastic utensils
- cash or traveller's cheques, coins
- non-electric can opener, utility knife
- pliers, screwdriver, hammer, crowbar, assorted nails, wood screws
- shutoff wrench, to turn off household gas and water
- tape, such as duct tape
- compass
- waterproof matches
- aluminium foil
- plastic storage containers
- paper and pencils
- needles, thread
- medicine dropper

_____ *Date*

- adhesive labels
- safety goggles
- heavy work gloves
- whistle
- heavy cotton or hemp rope
- patch kit and can of seal-in-air
- videocassettes (for videotaping your home and its contents for insurance purposes)
- disposable dust masks
- plastic sheeting
- map of the area (for locating shelters)
- torch.

7. Sanitary Items:

Including:

- toilet paper, towelettes
- soap, liquid detergent
- feminine hygiene supplies
- personal hygiene items
- plastic garbage bags, ties (for personal sanitation uses)

_____ *Date*

- plastic bucket with tight lid
- disinfectant
- household chlorine bleach
- facial tissues

8. Items for Baby:

Including:

- formula
- nappies and wipes
- bottles

_____ *Date*

- powdered formula, milk, or baby food
- medications

9. Important Family Documents:

Including:

- your will, insurance policies, contracts, deeds, stocks and bonds
- your passports, pension cards, health benefit cards, immunisation records
- a record of credit card accounts
- a record of bank account numbers, names and phone numbers

_____ *Date*

- an inventory of valuable household goods
- important telephone numbers
- other family records (birth, marriage, death certificates)



Tip: Keep these records in a waterproof and fireproof portable container.

Preparing for Disasters:

Information for People with Special Needs

WORKSHEET 6 - BASIC DISASTER SUPPLIES KIT CHECKLIST *Continued*

Completed
(✓)

10. Medical Needs and Prescription Drugs:

_____ *Date*

Including:

- heart and high blood pressure medication
- insulin
- prescription drugs
- denture supplies
- contact lenses and supplies
- an extra pair of glasses
- a spare hearing aid and battery
- a pair of heavy work gloves for wheeling your wheelchair through broken glass

11. Items for Service Animals and/or Pets:

_____ *Date*

Including:

- food
- additional water
- leash/harness
- identification tags
- medications and medical records
- litter/pan
- make sure that identification tags, licences, and vaccinations for your service animal and/or pet are current. Identification tags should list both your home telephone number and that of your primary out-of-town contact person.

12. Entertainment:

- games and books

_____ *Date*

13. Disaster Supplies for Your Car:

In addition to your basic disaster supplies, you might also like to carry the following disaster supplies in your car:

- several blankets
- an extra set of gloves
- a spare set of warm clothes
- jumper leads and instructions
- a small sack of sand or kitty litter for traction
- a small shovel
- a red cloth to use as a flag
- a CB radio or mobile telephone in any vehicle you use regularly

_____ *Date*

14. A copy of your Personal Disaster Plan (seven completed worksheets)

_____ *Date*

WORKSHEET 7

DISABILITY RELATED SUPPLIES AND SPECIAL EQUIPMENT CHECKLIST



Note: Please talk to your personal support network if you require assistance in completing this Worksheet.

Using the list below, indicate those items that you will need to take with you in the event of a disaster. If necessary, describe what the item looks like.

This list will help you to locate these items in an emergency.

<i>ITEM</i>	<i>REQUIRED (✓)</i>	<i>LOCATION</i>	<i>DESCRIPTION</i>
Glasses	<input type="checkbox"/>	_____	_____
Eating utensils	<input type="checkbox"/>	_____	_____
Grooming utensils	<input type="checkbox"/>	_____	_____
Dressing devices	<input type="checkbox"/>	_____	_____
Writing devices	<input type="checkbox"/>	_____	_____
Hearing devices	<input type="checkbox"/>	_____	_____
Extra batteries for hearing devices	<input type="checkbox"/>	_____	_____
Oxygen <i>Flow rate:</i> _____	<input type="checkbox"/>	_____	_____
Suction equipment	<input type="checkbox"/>	_____	_____
Dialysis equipment	<input type="checkbox"/>	_____	_____
Sanitary supplies	<input type="checkbox"/>	_____	_____
Urinary supplies	<input type="checkbox"/>	_____	_____
Ostomy supplies	<input type="checkbox"/>	_____	_____
Wheelchair	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> <i>Motorised</i> or <input type="checkbox"/> <i>Manual</i>			
Wheelchair repair kit	<input type="checkbox"/>	_____	_____
Walker	<input type="checkbox"/>	_____	_____
Crutches	<input type="checkbox"/>	_____	_____
Cane(s)	<input type="checkbox"/>	_____	_____
Dentures	<input type="checkbox"/>	_____	_____
Monitors	<input type="checkbox"/>	_____	_____
Other	<input type="checkbox"/>	_____	_____
		_____	_____

Preparing for Disasters:

Information for People with Special Needs

WORKSHEET 7 - DISABILITY RELATED SUPPLIES AND SPECIAL EQUIPMENT *Continued*

Using the checklist below, indicate those items that you will need to take with you during an evacuation.

Completed
(✓)

If you use a wheelchair or scooter:

- Keep a patch kit and can of seal-in-air product in your portable disaster supplies kit to repair flat tyres, unless tyres are puncture-proof. (also keep an extra supply of inner tubes).
- Keep a pair of heavy gloves in your portable disaster supplies kit to use while wheeling or making your way over glass and debris.
- In areas prone to earthquakes, keep the wheelchair wheels locked and the wheelchair close to your bed at night to reduce the chance of it moving or falling over.

_____ *Date*

If you use a motorised wheelchair or scooter:

- Have an extra (charged) battery. A car battery can also be used with a wheelchair but will not last as long as a wheelchair's deep-cycle battery.
- Check with your vendor if you can charge your battery by either connecting jumper cables to a vehicle battery or connecting batteries to a converter that plugs into a vehicle's cigarette lighter. Caution: Charge only one battery at a time.
- If available, store a lightweight manual wheelchair for backup.

_____ *Date*

If you are blind or have a visual disability:

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

_____ *Date*

If you are deaf or have a hearing loss:

- Keep spare batteries for your hearing aid and rotate them regularly.
- Consider the inclusion of an alternative hearing / listening device
- Consider getting a small portable battery-operated television set (emergency broadcasts may give information in Australian Sign Language (Auslan) or open captioning).
- Keep pads and pencils in your home disaster supplies kit and with your car disaster supplies.

_____ *Date*

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**WORKSHEET 7 - DISABILITY RELATED SUPPLIES
AND SPECIAL EQUIPMENT *Continued***

If you are deaf or have a hearing loss (cont.)

Completed
(✓)

- Keep them with you at all times for communication.
- Keep a torch, whistle or other noisemaker, and pad and pencil by your bed.
- Keep a card that indicates that you are deaf. Include any other appropriate communication information such as: "I do (or do not) know Australian Sign Language (Auslan)", or, "My service animal may legally remain with me."

If you have a speech-related or communication disability:

- Consider buying a power converter if you use a laptop computer to communicate. A power converter allows most laptops (12 volts or less) to be operated from the cigarette lighter on the dashboard of a vehicle.
- Be sure to have pencil and paper with you as a backup communication resource.
- If you use an augmentative communication device (such as an electronic communicator or artificial larynx) that allows you to communicate by voice, be sure to keep it close to you at night in a safe place.
- Store copies of a word or letter board and preprinted key phrases you would use in case of an emergency in all of your disaster supplies kits, your wallet, purse, etc.

Date

If you use self-administered medical treatments:

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

Date

If you have a cognitive disability:

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

Date



DON'T BE SCARED, BE PREPARED

Although you may not know when a disaster will strike, if you are prepared ahead of time you will be better able to cope with the disaster and recover from it more quickly.

It is important for everyone to be prepared to meet their own basic needs before, during, and after a disaster strikes.

By using this booklet as a guide in establishing your network, preparing disaster supply kits, establishing evacuation plans, and compiling your emergency information lists, you are ensuring that you will remain as independent as possible before, during, and after a disaster occurs.

Preparing for **Disasters:**

*Information for People
with Special Needs*



Queensland Government
Counter Disaster and Rescue Services

Department of Emergency Services