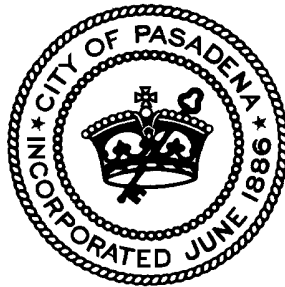


Project S.A.F.E.

**A Comprehensive survival guide
for persons with disabilities,
their families, friends
and employers**



Accessibility & Disability Commission

**THIRD EDITION
JULY 2008**

Project S.A.F.E.

A comprehensive survival guide for persons with disabilities, their families, friends and employers

In the event of a serious disaster, everyone should be self-sufficient within their home for a period of seven days without help or emergency services. For persons with disabilities it is extremely important that survival strategies are well developed and planned. It is imperative to keep in mind that after a major disaster fire, police, and other emergency response professionals will be focused on dealing with only the most life-threatening situations. Remember, your home is the best place to be - if it is not too badly damaged to be safe. By planning ahead, you can gain confidence that you have provided well for the safety and security

The information on the following pages will help you prepare to survive the difficult days following a major disaster. Information has been included that will be of special interest to those with visual and mobility disabilities, owners of service animals and pets, persons who are deaf and hard-of-hearing, and those with special medical needs. By combining Strategy, Assessment, Friends and Empowerment you can prepare yourself to be S.A.F.E. in any catastrophic event.

Project S.A.F.E.

Strategize:

You can prepare to meet the challenges brought on by a major disaster by planning ahead. You can obtain extra necessities (such as food, water, medications and other essential supplies), take action to secure your home, and make sure that your needs are known to your personal support network (those who may need to assist you). The following suggestions are useful for anyone who wishes to be prepared to survive a major emergency.

Tips for the Home

- **Reduce hazards in your home.** Securely anchor medical equipment, appliances, bookcases, hanging plants, etc. Place heavy objects on low shelves. Fasten water heater to the wall.
- **“Know and show” the location of your electrical box and gas and water shut-off valves.** Show your neighbors, family and/or caregivers how to shut off electricity, gas and water. ✂
- **Keep family or personal records in a watertight, fireproof container.** ➡
- **Additionally you might want to consider installing cupboard latches, contingent upon your manual dexterity**

IMPORTANT ITEMS:

- **🎯 A one-week food supply** - Select types of ready-to-eat food that will provide the nourishment you and your family members require and can tolerate (canned food and juices, dried fruit, crackers, etc.). Select non-perishable foods that meet your dietary requirements.
- **Non-electric can opener** - or food products whose packaging does not require can openers.
- **One-week supply of food for your service animal, if needed**
- **An adequate supply of drinking water** - This will help to prevent dehydration. Maintain five gallons of stored drinking water per person in sealed, easy-to-open unbreakable containers. That will provide one gallon per day/per person for five days. Replace stored water with fresh water every six months.
- **Several flashlights** – Place by the bed and around the house, in case the electricity is out. Store fresh batteries nearby, or be sure rechargeable batteries are fully charged.
- **Ten-day supply of medicines** (rotated regularly) – If necessary, request from your physician or pharmacy enough extra medication for your emergency supply.

- **Instructions for use of the medications** - dosage, frequency, doctor's name and phone number. This information should be labeled "Emergency Instructions" and posted on your refrigerator, on or near your phone and in other areas where it can be readily seen.
- **First aid kit**
- **Battery operated radio or TV** to receive information about the disaster, and at least one extra set of batteries
- **Whistle or loud bell** to attract attention 🔔
- **Smoke alarm** - Battery should be checked once a month.
- **Fire extinguisher** - Know how to use it safely.
- **Wrench for gas turn-off** - Use only if the smell of gas is present or structure damage is noticeable.
- **Shoes under the bed or between mattress at foot of bed**, sturdy enough to protect feet from broken glass and other debris
- **Garbage bags, closeable container and gloves**, for personal waste disposal

✓ **Other Important Things You May Need:**

- **Extra eye glasses, hearing aid, mobility aid** in case of equipment damage
- **Extra blankets** - If gas or electricity is out, you may not have heat. Inexpensive solar blankets can be purchased at large discount stores.

Toilet paper, paper towels, paper plates, personal hygiene supplies - Don't let your stock on hand get lower than one week's supply

- **A gallon of chlorine bleach and a standard-size medicine dropper** (to be used only for this purpose) – Use to sterilize water and food preparation areas in order to control germs and parasites that could come into contact with water/food.

More Good Supplies to Have:

- **\$\$\$ Money** - Banks may be closed/ATMs inoperable.
- **Duct tape, masking tape** for temporary repairs
- **Rubber or heavy gloves, broom, etc.** to clean up broken glass and other unsafe conditions

Assess:

By creating a plan you will be able to react effectively in a crisis. The following are suggestions that will assist you in making a proper assessment of your options and strategies that will be required to assure your survival after a disaster.

- **Determine at least two usable exits** from each room and your building. Make it a habit to do this whenever you are out shopping, at the movies, visiting friends, etc.
- **Pick one out-of-state and one local friend/relative** for family and others to call if separated. Keep these names and numbers with you at all times. Identify a location where you can reunite with family/friends. 📍

- **✍ Write down the instructions needed (with map included, if necessary)** to secure your house and to provide for your personal safety. It may be difficult to remember these things due to shock and confusion following the disaster. Keep a copy with you; post a copy in a highly visible place (such as on the refrigerator) and share copies with your personal support network. Include:
 - How to turn off utilities
 - How you will evacuate, and where you will go
- **📄 Document important life saving information.** Create an emergency health information card, to be kept in your wallet or purse, to communicate to rescuers what they need to know about you if you are unconscious, incoherent, or if there is a need for your evacuation. List the medications and equipment you use; communication, hearing or mobility difficulties; preferred treatment; medical providers and important contact people.
- **Include a list of emergency contacts** with the names and phone numbers of members of your personal support network, family members, doctors, equipment suppliers and utility companies. Have an alternative storage site (an out of state friend or relative) for copies of family records, wills, deeds, social security numbers, charge and bank accounts, etc.

Prepare a bag with your most essential items that you could grab and take with you if there is a need to evacuate. Make sure it is not too heavy to lift easily.

- **Include necessary medications** (in their original bottles), basic toiletries, and any special sanitary aids.
- **Prepare a list of important information** that includes the names and dosages of your medications, what allergies you have, and the special equipment you use.
- **Prepare a contact list** of whom to notify in emergencies with name(s), address(es), and telephone numbers (cell phone numbers, too). ☐
- **If you are a person who has trouble communicating orally**, you will want to include other important information in your emergency pack such as special toileting needs or how to lift and move you should that become necessary.
- **Give a copy of all of the above information** to each buddy and keep a copy with you, as well.

Friends:

Ideally you will have identified at least three friends or “buddies” who are normally in close physical proximity. If you work outside your home this team should be duplicated in the workplace. It is essential to have at least three separate options to assure the highest probability of at least one of your designated team members being readily available.

Ask those who form your personal support network to:

- Check on you immediately after an emergency (earthquake, fire, flood, etc.), and offer personal assistance as needed.

- Keep a spare copy of important keys. ➡
- Know where emergency supplies are kept.
- Have copies of relevant emergency documents that specify medication, special equipment, and other life support needs.
- Have an agreed upon communications system regarding how to contact each other in an emergency. This plan should account for the fact that telephones may not be working after a major earthquake. 📞
- Know when each other will be out of town and the expected date of return. 📅
- Learn about your personal needs and how to be of support in an emergency (e.g. interpreting, making sure food, water and medications are in place).
 - When developing your Friends Network select people who have the physical and emotional ability to handle your evacuation successfully.

Empower

- Depending upon the magnitude of an emergency, we may be required to be self-reliant for up to 7 days. This means that survival plans must be well thought out and frequently updated.

Protect Yourself During and After an Earthquake

- Duck, cover and hold. If possible, get down and underneath a sturdy object (table or desk).
- If you are in a bed, stay put and cover your head. 🛏️
- If you are using a wheelchair, lock the brakes and stay in it. If possible, cover your head and neck with your hands.
- Be prepared for aftershocks. Turn on your portable radio for instructions. 📻

EMERGENCY PREPAREDNESS FOR

Employers and Businesses



Corporations and private business owners should create an inclusive disaster preparedness plan that assures the safe evacuation of employees or customers who have permanent or temporary disabilities. A properly developed plan that is rehearsed twice a year will guarantee a well-executed evacuation in a catastrophic event. The following tips will assist you in creating a comprehensive plan that will empower your staff and assure maximum survivability when a disaster occurs.

- ❖ **Businesses who are on multiple floors or who are situated above the ground floor will be required to use stairs to evacuate the building. Since a catastrophic event might compromise elevators, each floor should have at least one evacuation chair per floor for employees or customers who have mobility impairment or who might have become immobilized due to an injury sustained during the initial disaster**
- ❖ **Drills should be held at least twice a year so that staff will be prepared to deal with a disaster if it should arise. The drill should include practicing safe evacuation techniques when using an evacuation chair.**
- ❖ **Fire alarms should also have a flashing alert system to cue persons that are deaf or hard of hearing that an emergency has occurred**
- ❖ **Each floor should have emergency back up lights placed at strategic intervals to assist in evacuation when a power failure or disruption of electrical service impedes safe evacuation. It would be prudent to have several flashlights with fresh batteries to augment the emergency lighting system**
- ❖ **Fire extinguishers should be recharged annually to assure that they will function in the event of a fire**
- ❖ **Special equipment and heavy objects such as computers, filing cabinets and bookcases should be anchored to prevent injury in earthquakes**
- ❖ **Floor captains should be designated to assure that each floor is completely evacuated.**
- ❖ **Each floor should have at least one battery operated radio with fresh backup batteries to receive emergency broadcast instructions.**
- ❖ **Several rolls of duct/masking tape should be readily accessible to secure cracked windows and make emergency repairs.**
- ❖ **Employees need to be encouraged to have duplicate emergency packs that are kept at the office. This should include 7 days of**

- ❖ **A friends network or buddy system should be formed to assist employees with disabilities (temporary or permanent). This network should be comprised of at least 3 people who are trained and understand how to effectively assist in an evacuation.**
- ❖ **If feasible have a universal transportation plan to get staff/patrons home or to an evacuation shelter.**

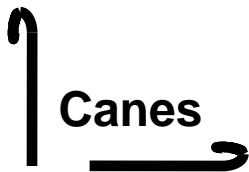
Since we live in an area where little or no notice will be given for a catastrophic event, it is important to plan ahead. Your employees and customers are the foundation of a good business so these plans will assist in assuring maximum survival of your company's most precious assets.

EMERGENCY PREPAREDNESS FOR
PEOPLE WHO ARE BLIND OR
HAVE VISUAL IMPAIRMENTS



EMERGENCY PREPAREDNESS
FOR PEOPLE WHO ARE BLIND OR
HAVE VISUAL IMPAIRMENTS

If you are a person with a visual impairment, you may want to take special precautions to prepare for an emergency, in addition to the general suggestions provided on the previous pages.



If you use a cane, you want to make sure one will be readily available to you immediately following a disaster to help you maneuver around obstacles and hazards. Keep extra canes in your home, job or school, and at any other places that you frequent. Store them securely and consistently where they can be easily located.

Making the Most of Your Vision 

If you have some vision, there are things you can do to help yourself see as well as possible when “the lights go out.”

- Place security lights in each room in the wall outlets to light paths of travel. Make certain these special lights will turn on automatically if there is loss of power. Depending on type, they may continue to operate for 1 to 6 hours, and can be turned off manually and may be used as a short-lasting flashlight.
- Store high-powered flashlights with wide beams and extra batteries.

- If you wear contact lenses, plan to have an alternate pair because, without power, you may not be able to clean them or operate the cleaning unit.
- You may want to mark your emergency supplies with large print, fluorescent tape or Braille.

REMINDER: Store the above-listed items securely and consistently where they can be easily located, and place them in a plastic bag to prevent corrosion.

✓ **Important Considerations**

- **Service animals** may become frightened, confused and panicky during and after a disaster. **Be prepared** to calm your animal and to keep it confined or securely leashed or harnessed. The leash/harness is a very important item for managing a nervous animal. Have extra food, water, leash/harness available. 🐾
- In the event that your service animal is unable to assist you, **be prepared** to use alternative ways to negotiate your environment.
- There may be major disruptions of all kinds following an earthquake or other disaster, so be aware that you may not be able to rely on your usual auditory cues.
- Anchor special equipment such as computers, and create a back-up system for important data and store it off site. 💻

***EMERGENCY PREPAREDNESS FOR
OWNERS OF SERVICE
ANIMALS AND PETS***



EMERGENCY PREPAREDNESS

FOR OWNERS OF SERVICE ANIMALS AND PETS

Natural disasters (especially earthquakes) can be a frightening experience for the animals in our lives. They can become confused, panicked or disoriented in and after a disaster. The following tips will help you keep your pets and service animals safe and secure.




Identification Tags and Licenses

Animals can become separated from their owners during/after an earthquake, fire or flood. You can increase the chances that they will be returned to you if you:

Make sure your animal's license is current. Owners of service animals can obtain a free license through the Pasadena Humane Society (Call 626-793-7151)

- Provide your animals with identification tags **and/or microchip implants** that have both your home telephone number and that of your primary out-of-town contact person. Make sure your local Department of Animal Services/Humane Society service locations have microchip scanners available.
- Identify your service animal with the special triangular, metal tag issued *only* to service animals (by the County of Los Angeles Department of Animal Services). In this way, those assisting you will know immediately that the service animal is to be kept with you.

Animal Care

- Talk to other animal/pet owners in your neighborhood. In case you are not home, there will be someone to help or provide care for your animal.
-
- After the disaster, your animals/pets may need to be calmed and comforted, and prevented from running away. Keep them confined or securely leashed or harnessed.
- In the event that you become separated from your service animal or the animal is unable to assist you, be prepared to use alternative ways to navigate your environment.
- Keep a picture of your pet or service animal for identification purposes, in case you are separated.
-    Plan how your animals/pets will be cared for if you have to evacuate. **Service animals can accompany you to an emergency shelter, EVEN THOSE WITHOUT THE IDENTIFYING TAG. However, pets are not allowed in the shelters, and while temporary kennels are often set up adjacent to emergency shelters, this is not always the case. It is best to identify several animal care options ahead of time.** Have a carry case available with your supplies to transport your small pets.

Emergency/Evacuation Kit for Service Animals and Pets

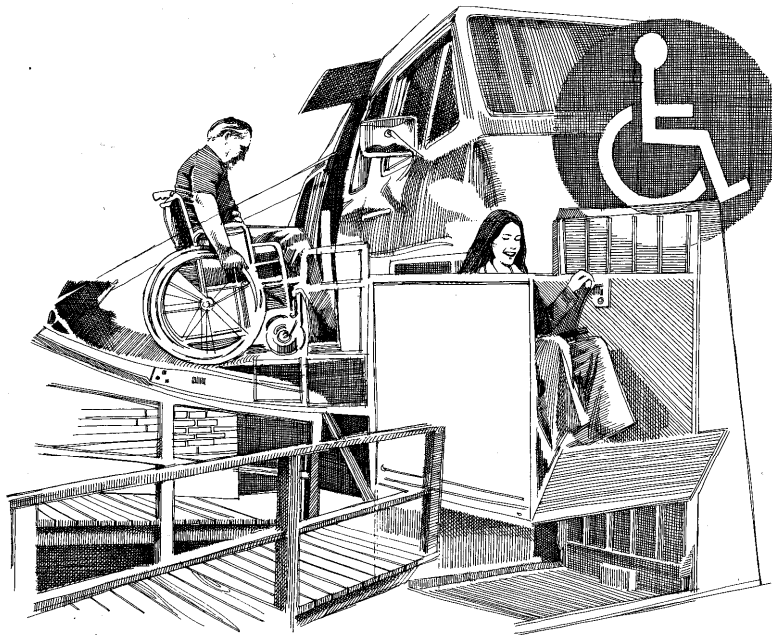
Prepare an emergency care kit to provide for your animal's or pet's needs for 7 days. Pack the supplies in a container that the animal can carry, in case you are evacuated.

Include:

- ♥ Food
- ♥ Favorite toy
- ♥ Extra harness
- ♥ Plastic bags/paper towels for disposing of feces
- ♥ Antibiotic ointment (for minor wounds, which are common following an earthquake, fire, flood or other disaster.)
- ♥ Roll of gauze bandage and bandage tape
- ♥ Current vaccination records and any other pertinent medical information
- ♥ Name and telephone number of your veterinarian
- ♥ Bowl for water and food
- ♥ Blanket for bedding
- ♥ Medications, if any

Check with your veterinarian to see if there is anything specific you should include for your animal or pet.

EMERGENCY PREPAREDNESS FOR
PEOPLE WITH MOBILITY
LIMITATIONS



EMERGENCY PREPAREDNESS

FOR PEOPLE WITH MOBILITY LIMITATIONS

If you are a person who uses crutches, a walker, wheelchair or other mobility aids, you may find the following information especially helpful.

Customizing Your Emergency Kit

- Include a pair of heavy gloves in your supply kit to use while wheeling or making your way over glass and debris, and wear shoes with hard soles.
- If you use a motorized wheelchair/scooter, consider how you will deal with a battery-emergency. If possible, have an extra battery available. A car battery can be substituted for a wheelchair battery but this type of battery will not last as long as a wheelchair's deep-cycle battery.

In the event of loss of electricity, you may be able to charge batteries by either connecting jumper cables to a vehicle battery, or by connecting batteries to a specific type of converter that plugs into an automotive vehicle's cigarette lighter. Check with your vendor.

- Because earthquake or other disaster damage may include broken glass, be prepared to deal with a flat tire if you do not have puncture proof tires on your scooter or wheelchair. Keep a patch kit or can of "seal-in-air product" to repair flat tires and/or also keep an extra supply of inner tubes. Store a lightweight *manual* wheelchair, if available.

Storage of Emergency Supplies

- Following an earthquake, you may be unable to reach a particular closet or cupboard. So, store your most critical emergency supplies in a pack or backpack that may be attached to your walker, wheelchair, scooter, etc.
- Mobility aids such as canes, crutches, walkers, and wheelchairs should be kept close to you in a consistent, convenient and secured location. Keep extra aids in several locations, if possible.

Evacuation Plan ⇄

- Try to arrange and secure furniture and other items so that you will have a clear path of travel and barrier free passage to the door. 🙋
- **Think about where you spend your time.** If you are often above the first floor of an elevator building, plan and practice using alternate methods of evacuation. If needed, enlist the help of your personal support network.

If you cannot use stairs, **be prepared to discuss** appropriate lifting and carrying techniques with those who might provide assistance. In some cases, wheelchair users will have to leave their chairs behind in order to safely evacuate a structure.

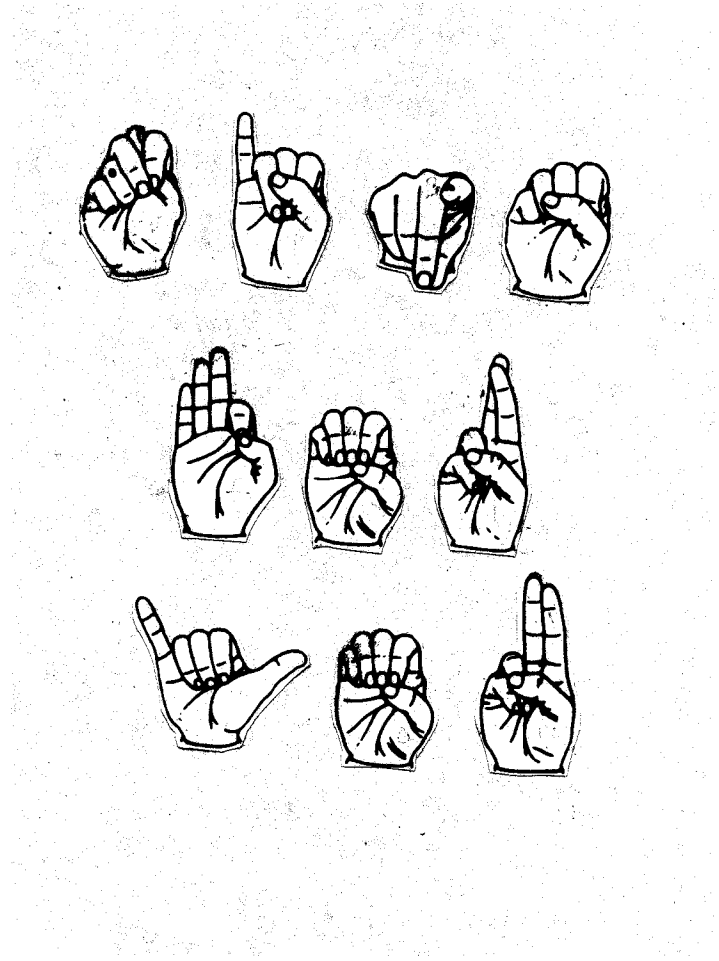
- It could take two or more strong people to control a wheelchair when attempting to transport someone down stairs in their chair. If that is not feasible, the person may need to be carried down instead. Therefore, before and after an emergency, **it is very important to discuss** the safest way to transport you if you need to be carried, and alert those who are helping to any areas of vulnerability.

For example, the traditional “**fire fighter’s carry**” may **be hazardous** for some people with respiratory weakness, spinal cord injury or other conditions. You need to be able to provide brief instructions regarding how to move you and your mobility aid(s)/equipment.



REMEMBER: Do not use an elevator during a fire, earthquake or other emergency. The elevator may not work and you could become trapped.


EMERGENCY PREPAREDNESS FOR
PEOPLE WHO ARE
DEAF OR HARD-OF-HEARING



EMERGENCY PREPAREDNESS

FOR PEOPLE WHO ARE

DEAF OR HARD-OF-HEARING

Maintaining communication is especially critical during times of crises. You need to be able to communicate clearly with emergency personnel or your support network (hearing/non-hearing), and you will want to **stay current on the latest information regarding the disaster** (i.e. captioning news, TTY alert, paging system or other type of communication system that may be available). 

Storing Your Hearing Aids 

- Make sure you always store your hearing aid(s) in the same, strategically located spot. That way, you'll be able to find them when you need them during/after an emergency.
- Suggestion: Attach the container for the hearing aid device(s) to the night stand or bed post with Velcro or a piece of string. You can expect that replacing or repairing damaged or missing hearing aids may be difficult or impossible immediately after a major disaster.
- If you can, store an extra hearing aid with your emergency supplies.




Batteries 

- Keep an extra supply of batteries on hand and in your "Emergency Kit" for your hearing aid or implant. Rotate them regularly.
- Maintain TTY batteries according to your manual.
- Make sure all batteries are in good condition.

Smoke Alarms

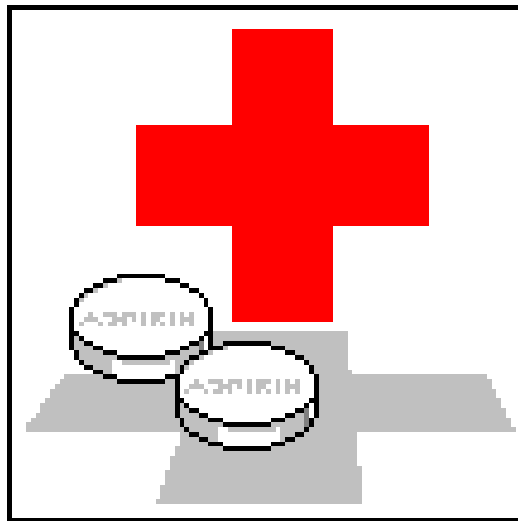
- Install both audible and visual smoke alarms.
- At least one should be battery operated.

Communication

- Plan how you can communicate with emergency personnel **without** your hearing aid(s), should it become necessary and there is no interpreter available.
- Suggestion: Store pens/pencils and paper or small notebooks with your emergency supplies.  
- Suggestion: Consider carrying cards with pre-printed messages on them, such as “I use American Sign Language (ASL) and need an ASL interpreter,” or “If you make announcements, please write or sign,” or “I lip read, only.”
- Determine which broadcast stations will provide continuous news which is also signed or captioned, so that you will have access to emergency reports, assuming that power is on.
- Advocate encouraging television stations to provide sign language interpreters for on-camera emergency duty and/or open captioning during emergencies. 

EMERGENCY PREPAREDNESS FOR

PEOPLE WITH SPECIAL MEDICAL NEEDS



EMERGENCY PREPAREDNESS

FOR PEOPLE WITH SPECIAL MEDICAL NEEDS

If you or a family member have special medical needs, you will want to take steps ahead of time to ensure that those needs can be met following an emergency of any kind. Think about your medical needs and how you can prepare to meet them. People with weakened immune systems and/or medical conditions that affect the lungs may be at increased risk from environmental contaminants following a disaster. In addition to the general preparedness activities, you may find the following tips helpful.



Emergency “Evacuation Kit”

Have a bag packed at all times with the medications and medical supplies you use on a regular basis. In the event of an emergency, you may have to leave your home on very short notice. Include these items:

- A 10-day supply (minimum) of all of your medications. Store the medications in their original containers.
- A list of all of your medications: name of medication, dose, frequency, and the name of the doctor prescribing it.
- A 10-day supply (minimum) of the medical supplies you know you will need, such as bandages, ostomy bags or syringes, etc.
- A supply of **disposable** facemasks and gloves, for extra protection when needed.

✓ **Oxygen and Breathing Equipment**

- Have a seven-day supply (minimum) of the breathing equipment that you need on a daily basis such as tubing, solutions, medications, etc.
- If you use oxygen, have an emergency seven-day supply (minimum) on hand.
- Oxygen tanks are heavy and can create a hazard during an earthquake or fire. Check with your medical supply company about how to brace or secure them. **THEN DO IT!**

✓ **Intravenous (IV) and Feeding Tube Equipment**

- Attach written operating instructions to all equipment.
- Know if your infusion pump has battery back up, and how long it would last in an emergency.
- Ask your home care equipment provider about manual infusion techniques in case of a power outage.

✓ **Electrically Powered Medical Equipment**

- Medical equipment that requires electrical power such as beds, breathing equipment or infusion pumps may become inoperable when the electricity fails. Contact your medical supply company for information regarding a back-up power source such as a battery or generator.
- After installing back-up power equipment, check with your local utility company to be sure it is properly installed.
- People who use insulin or whose medication requires refrigeration to assure its efficacy might want to consider investing in a battery powered cooler.

EMERGENCY INFORMATION LIST

Please complete this form and distribute copies to your emergency contact people as well as to each member in your personal support network.

Name:	Birth date:
Address: <hr style="border-top: 1px dashed black;"/>	
Telephone number:	Social Security number:
Local emergency contact person(s):	Emergency contact person's numbers:
Network members: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>	Network members' home/work numbers: <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>
Out-of-town contact(s): <hr style="border-top: 1px dashed black;"/>	Out-of-town contact's numbers: <hr style="border-top: 1px dashed black;"/>
How best to communicate with me: <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/>	

MEDICAL INFORMATION LIST

Please complete this form and distribute copies to your emergency contact people as well as to each member in your personal support network.

Primary Physician:

Telephone Number:

Address:

Hospital affiliation:

Type of Health Ins:

Policy Number:

Blood Type:

Allergies and sensitivities:

Medications and dosages being taken:

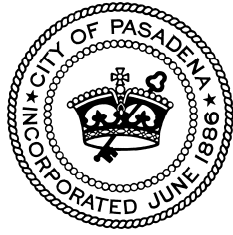
Specific medical conditions:

Physical limitations:

Adaptive equipment and vendors' phones:

Communication difficulties:

Memory/Thought/Cognitive difficulties:



This flyer was produced by the Pasadena Commission on Accessibility and Disability to inform persons with disabilities and employers about critical considerations to be taken into account when they plan how to cope with and survive a catastrophic emergency. We would like to acknowledge and give heartfelt thanks to the City of Los Angeles, Department on Disability for their assistance and cooperation in the compilation of this disaster preparedness manual.

For information about the Commission, its members and meetings, and how you may make input to the Commission, contact the staff liaison at 744-4782, or write to the Commission at 100 N. Garfield Ave., Room 146, Pasadena, CA 91109. This manual is available, upon request, in Braille and large print format.