

Disaster Preparedness for People with Disabilities has been designed to help people who have physical, visual, auditory or cognitive disabilities to prepare for natural disasters.

Information and guidelines have been sourced from a variety of sites and we have endeavoured to make this guideline appropriate to New Zealand and the many types of disasters we can face in our small island situation.

This booklet is designed primarily for use by those with a disability and those who work with the disabled or elderly.

If you have any questions about civil defence issues, contact your local Civil Defence office or [www.civildefence.govt.nz](http://www.civildefence.govt.nz).

## Acknowledgments

Bay of Plenty Civil Defence Emergency Management Group wishes to thank the following for their contribution to this booklet:

**Disabilities Resource Centre Trust** which developed the initial 2009 edition of Disaster Preparedness for People with Disabilities and approved the review and development of this edition.

**Bay of Plenty District Health Board** and **CCS Disability Action** for their advice and recommendations.

**American Red Cross** for allowing us to use their booklet 'Disaster Preparedness for People with Disabilities' as a basis for ours.

Photo credits: **CCS Disability Action** and **Ministry of Civil Defence Emergency Management**



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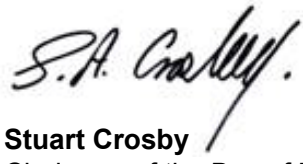
# FOREWORD

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I am delighted to recommend this booklet, a valuable resource for those with a disability or the people caring for them.

People with disabilities and their wider network of friends, family and supporters make up a considerable section of any community. By partnering with them and their wider networks we can better understand their needs, and their strengths. Our aim is to make all our communities as resilient as possible in dealing with hazards and the many risks we face.

This booklet is the result of collaboration between Civil Defence Emergency Management, CCS, the Disabilities Resource Centre Trust and Bay of Plenty District Health Board, and we will continue to work with the sector to ensure the safety of people with a disability.



**Stuart Crosby**

Chairman of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee



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# New Zealand's disasters

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New Zealand is a country surrounded by ocean and sitting astride two tectonic plates. It means that we are subject to many disasters as the tectonic plates generate volcanoes and earthquakes. We are also in the Pacific 'Ring of Fire' which means we are subject to outfall from other seismic activity elsewhere in the Pacific, for example, tsunami generated by an earthquake elsewhere in the ocean.

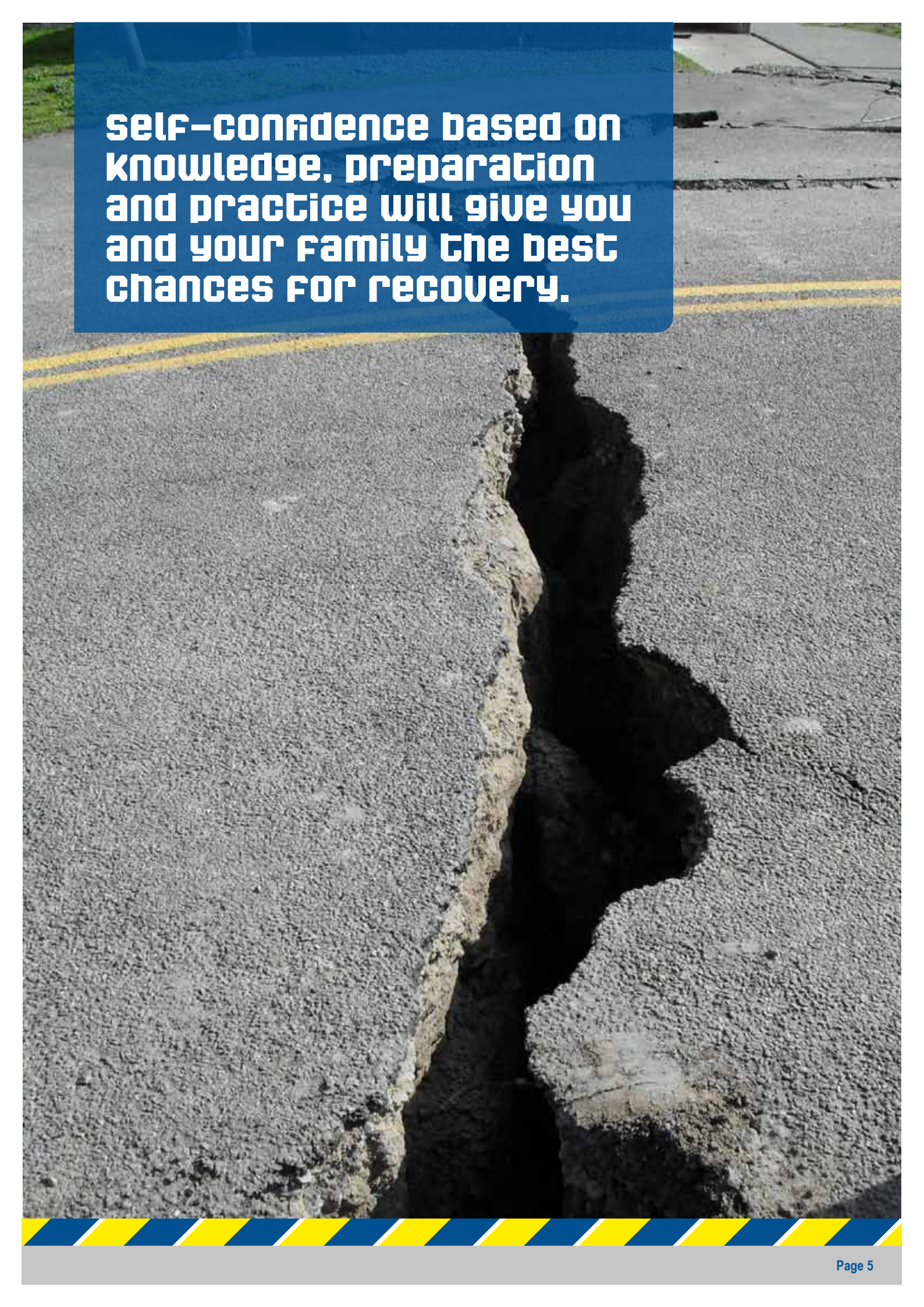
These disasters can happen anytime, anywhere and often without warning. Although relief agencies and Civil Defence will respond quickly, they cannot be everywhere at once. Being ready for an emergency is part of maintaining your independence. Although you cannot know when a disaster will strike, you will be better able to cope if you are prepared ahead of time, and recovery will be easier.

When a disaster happens, basic needs (food, shelter, water) for everyone who needs them, is the first priority for disaster relief organisations. Your personal needs such as replacing medications or restoring power supplies for power-dependant equipment might not happen right away. It is important for everyone to be prepared to meet their basic needs by storing food and water for a minimum of three days or more. As a disabled person, you should also be prepared to meet your specific needs by storing sufficient oxygen, medications, battery power etc to last for at least seven days after a disaster.

The best way to cope with a disaster is to learn about the challenges you might face if you could not use your home and personal belongings. You can meet your personal needs by preparing beforehand. If you have a disability service animal such as a guide dog, you need to be aware that they may be frightened and unable to work. Provision for their care will also need to be considered.



This booklet is aimed to help you discover what you need to do to prepare for a disaster so that you will be ready when it strikes.

A photograph of a cracked asphalt road. A large, deep crack runs vertically down the center of the road. The road surface is grey asphalt with yellow double lines on either side. A blue semi-transparent text box is overlaid on the top left corner of the image.

**self-confidence based on  
knowledge, preparation  
and practice will give you  
and your family the best  
chances for recovery.**

# Understanding disasters

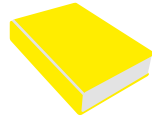
To prepare for a disaster you need to consider what kinds of disasters occur in your area.

Most of our country is susceptible to earthquakes and could suffer from volcanic eruptions. New Zealand has more than 15,000 kilometres of coastline which are at risk for tsunami and storm surges. The last 30 years have seen numerous instances of devastation through natural disasters

in New Zealand  
(Cyclone Bola,  
Manawatu  
floods,  
Bay



“New Zealand Civil Defence has outlined a list of ‘what to do’ in the back of each region’s Yellow Pages telephone book.”



of Plenty floods, Edgecumbe Gisborne and Canterbury earthquakes) and being prepared in advance could be a life saver.

New Zealand Civil Defence has outlined a list of ‘what to do’ in the back of each region’s Yellow Pages telephone book. Only some emergencies will require you to evacuate and each possibility needs to be planned for.

Things can be even harder for people with disabilities. Your ability to communicate may be restricted. Your environment may change and become unfamiliar. Stress and uncertainty can affect your health. All of these can be lessened with disaster preparedness. Preparing takes time and effort and you might

want to do a little at a time but the important thing is to start. The more you do, the better you can protect yourself.

Disasters have many effects — some predictable and others not.

- **Storms with high winds and earthquakes** can cause things to move around, break and leave debris around.
- **Floods, earthquakes and severe storms** can make roads and walkways impassable and often covered in debris that can take weeks to clear (silt, cracks).
- Familiar landmarks you use inside and out may move or be destroyed.
- If you have an animal such as a guide dog, they may be hurt or too frightened to work.
- Your home may be damaged and isolated. It may sustain enough damage to make it unliveable for some time.
- Services such as electricity, gas, water, wastewater and telephone may not be operating for some time.
- Noisy surroundings like evacuation centres may interfere with hearing aids and may be disorienting for people with visual impairments.

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## Know how disaster-related stress may affect your disability

Experiencing a disaster can be overwhelming. Stress makes many conditions worse. Everyone affected by a disaster may experience one or several of the following:

### 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

### 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; rapid breathing
- Tremors
- Fatigue
- Increase in allergies, colds, flu
- Heart palpitations

### 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

### Behaviour

- Hyperactivity
- Outburst 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

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If any of these symptoms affect your ability to function, seek medical help from your doctor or a mental health provider familiar with the effects of disasters. Some people may never have a reaction. Others may have delayed reactions that show up days, weeks or even months after the disaster happens. Not everyone has reactions right away. These symptoms may go and then come back again when something makes you think of the disaster.

After a disaster, be sure to talk to someone about how you are feeling; a member of the clergy, a counsellor, or workplace counsellor. There may be a

specialist post-disaster crisis counsellor appointed in your area.

Remember that service animals may also suffer emotional trauma. Get their daily routine back to normal as soon as possible. This will make it easier for them to serve you as before.

### Know how a disaster may affect your independence

You are used to being in a certain environment. However, a disaster can change your ability to deal with this environment. It is important that you anticipate for your lowest level of functioning for your personal disaster plan. Your condition may become worse because of physical or emotional

reactions to stress. For example, people who do not need the aid of devices on a daily basis may need a wheelchair after a disaster.

After a disaster, you may need to ask for help to do things you usually would have done independently. Understandably, this may make you feel especially vulnerable. You may need help putting your home back in order, filling out forms, or providing documentation and information to disaster relief agencies. This can add to the stress you may be feeling. A personal support network that knows your needs may anticipate some of them and make your recovery easier and less stressful.

## Know how to reduce the impact of a disaster on you

Now that you know what may happen, what can you do to reduce the effects of the disaster and to develop a personal disaster plan? Start by considering the following actions:



Create a personal support network (page 10).



Collect information and take actions that will help you meet your needs during evacuations and after the disaster happens (page 13).



Gather essential supplies you will need during and after a disaster, especially those specific to your disability (page 17).



Complete an emergency plan of your needs (page 12).



Make your home and office safer (page 22).





# Establish a support network

Build a support team of people who will help you in an emergency if necessary.

They should be people who are regularly in the same area as you. The first people to assist in an emergency are often your neighbours, friends, caregivers and co-workers. Do not depend on one person. That person may not be able to contact you or be available when you need them, so it is important that your support team includes other people.



“Think of what your needs would be in a disaster and discuss these with your networks.”

Your support network can help you identify and get the resources you need to cope effectively with a disaster. They can help you practice vital activities such as evaluating your home or workplace. Build a support team at each place where you spend a large part of your day (work, home, school). This is especially important when it is hard to predict who will be around you at any given time. Your network should have a minimum of three people.

You need to agree on how you will contact each other during an emergency. Do not count on telephones working. Also, choose a signal for help that you both understand. Signals can be shouting, knocking on the wall or using a whistle. Visual signals could include hanging a sheet outside your window.

Arrange with your network to check on you immediately if local civil defence control has given an

evacuation order. You need to organise this before an emergency happens so that your network is able to help when you need them.

Ask your network to notify you of an emergency you may not know about. For example, if a siren or loudspeaker system notifies of a disaster, and you are hard of

hearing, be sure that your network knows to give you this information.

Think of what your needs would be in a disaster and discuss these with your networks. Complete a written assessment of your needs with your network. This can help your network members learn the best way to assist you and offer

additional ideas for you to think about.

Practice your plan. Based on your knowledge of the disasters in your area, simulate any problems or obstacles you may experience. Show your network how to operate and safely move the equipment you need for your disability. Ask them to ‘practice’ with any of your special equipment. This will help them feel more comfortable when using it during an emergency.

Make sure your ‘help animal’ knows the people in your network. This will make it easier for the animal to accept care from someone other than you.

Plan multiple ways to give and get information. Different communication systems work differently and in an emergency, some might work when others fail.



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The more systems you have available to you, the more likely it is that you will be able to contact other people. These could be:



**A standard telephone that does not need electricity**



**Cell phone and text messaging**



**Low cost two-way radio**



**Portable radio and batteries**



**Pagers**

Inform your network about any areas on your body where you have reduced feeling. Have them check these areas for injuries after a disaster if you cannot.

Let your network know when you are travelling and away from your usual places.

Review and revise your emergency plan regularly, or as your conditions change (your support network members may change). Your network should help in this review as well. You will also find that as you and your network practice, all of you will find problems and solutions you have not thought of before.

The trusting relationship you develop with the members of your network should be mutual. Learn about each other's needs and how to assist each other during an emergency.

# Completing an emergency plan

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You should decide what you will be able to do for yourself and what assistance you may need before, during and after a disaster. This will be based on the environment after the disaster, your capabilities and your limitations. To complete an emergency plan, make a list of your personal needs and your resources for meeting them in a disaster environment (see appendix 5).

Think about the following questions and note your answers in writing or record them to share with your network. These answers should describe both your physical capabilities right now and the assistance you will need during the disaster. Base your plan on your lowest anticipated level of functioning.



# Personal disaster preparation

How well you prepare, and how much you practice before a disaster occurs will determine how successfully you deal with and recover from disasters.

Your personal disaster preparation is a continuing process. It helps you and your network identify, get, develop, manage and maintain the information and resources you will need to deal with a disaster when it happens.

Prepare yourself based on the capabilities and limitations you believe you will have after the disaster. Also keep in mind that your usual ways of support and assistance may not be available to you for some time during an evacuation and after the disaster.

## Emergency information list

Make an emergency information list that you and your network can use. This list will let others know who to call if they find you unconscious, unable to speak or they need to help you evacuate quickly. Besides emergency out-of-town contacts, your list should include the names and numbers of everyone in your network. See appendix 3 on page 36.

If you have a communication disability, make sure your emergency information list notes the best way to communicate with you. This may be by writing notes, pointing to letters, words or pictures, or finding a quiet place.

## Medical information list

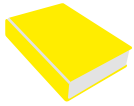
Complete a medical information list that you and your network can use. See appendix 3 on page 37. The list should have information about your medical providers. Also include the names of medications you take and their dosages, when you take a medication, the condition for which you take the medication, the name of the doctor who prescribed it and the doctor's phone number. It is important to record any adaptive equipment you use, your allergies and sensitivities, and communication or cognitive difficulties you may have. Keep this list attached to your emergency information list.

Attach copies of health insurance and other relevant information with your Medical Information List. Keep at least a seven day supply of your essential medications with you at all times. Work with your doctor(s) to get extra supplies of medications and extra copies of prescriptions. Talk with your doctor or pharmacist

about what you should do if you do not have enough medicine after a disaster and cannot immediately get what you need. Be sure to ask about the shelf life of your medications and the temperatures at which they should be stored. Determine how often you should replace stored medication. This helps ensure that a medicine's effectiveness does not weaken because of long storage time.



**If you take medications (such as methadone, chemotherapy or radiation therapy) administered to you by a clinic or hospital, ask your provider how you should prepare for a disruption caused by a disaster.**



For information about how to prepare for disasters that are specific to your area, consult the back cover of your Bay of Plenty Yellow Pages or contact your local Civil Defence centre.

## What you can do to prepare for a disaster.

Identify safe places to go to during a disaster.



**Earthquake:** Identify a sturdy table or desk to get under in each room. This is important because while the earth is shaking, the movement will probably make it difficult or impossible for you to move any distance. If you cannot safely get under a desk or table, move near an inside wall of the building and cover your head and neck as best you can. Decide how you will get there when the earthquake begins. Lock your wheels if you are in a wheelchair. In bed, pull the sheets and blankets over you and use your pillow to cover and protect your head and neck.



**Volcanic eruption:** If you live in an active zone, learn about your community's warning systems and emergency plans and what you need to do. Stay indoors with your service animals/pets as much as possible. Save water at an early stage as supplies may become contaminated. If you are able, keep the gutters and roof clear of ash to prevent collapse. If you must go outside, use protective clothing, cover your head, breathe through a mask or cloth and carry a torch.



**Cyclone or flood:** If you have not been advised by officials to leave your home, stay inside and on the highest level you can. Listen to your radio.



**Tsunami:** If you live in a tsunami risk zone, find out what warning systems are in place and what you need to do. If you are on the beach or near the river when a strong earthquake occurs or there is an earthquake that lasts longer than a minute, move to high ground or as far inland as you can go immediately. Listen to your radio.



**Pandemic:** Liaise with your support network on possible solutions for a situation where outside movement may be severely restricted. If you need intensive care, then you may need to have alternative arrangements made for personal care and meal preparation. Take steps at the early warning stage to make sure care structures are in place for the situation.



## TEXT ALERT

Sign up for the Bay of Plenty Civil Defence text alert via the website [www.bopcivildefence.govt.nz](http://www.bopcivildefence.govt.nz) and receive emergency alerts for any major emergency

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- **Keep your service animals with you** in a safe place at home, or take them with you to a shelter.
  - **Install at least one smoke detector on each level of your home, outside sleeping areas.** If you are deaf, or have hearing loss, install a system appropriate to your needs such as an alarm with flashing strobe lights to get your attention. Replace the batteries once a year, such as on your birthday, New Year's Day etc. Test once a month by pushing the button.
  - **Find the location of main utility cut-off valves and switches in your home.** Learn how and when to disconnect them during an emergency. Try to do this yourself (do not practice turning off the gas). If you cannot practice alone, arrange for your network to help. Turn off utilities only if local officials tell you to do so 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 utilities immediately. If you turn gas off, only a professional should turn it back on. If you cannot use the proper tools to turn the utilities off at the main valves or switches, turn off the valves under sinks and by the stove. Also turn off all electrical switches in every room (where not needed for life-supporting equipment).
  - **Make a floor plan of your home.** Identify as many exits as possible from each room and from the building you are in. Be sure to include the windows as exits. You may want your network to assist you with the floor plan. Mark the rooms where you spend a lot of time. Also mark where your emergency supplies kit is located. Give a copy of the floor plan to your network. This will help them find you and your supplies if necessary.
  - **When travelling, let the hotel or motel front desk know of your possible needs in case of an emergency.** Describe the type of help you may need. Remember to let your network members know your travel plans: when you will leave and when you will return.



- **Prepare an evacuation plan before a disaster happens.** If you have to leave your home or workplace, you may need someone's help to evacuate safely, especially down stairwells. If you need assistance during an emergency and your network is not available, find helpers and tell them about your condition. Give them instructions on what you need and how they can help you evacuate. Practice using different ways out of a building, especially if you are above the first floor in a building with many stories. Remember, the elevator may not work or should not be used.

Decide what type of equipment you may need for assistance during an evacuation. If you cannot use the stairs, talk with your network about how you should be evacuated. They may want to undertake special training to teach them the proper and safe way to lift and carry you without injuring you or themselves. If you need devices for an emergency escape, think about your physical capabilities before making a purchase. Store devices nearby where they can be accessed easily.

- **Advocate for yourself.** Practice how to quickly explain to people the best way to guide or move you and your equipment, safely and rapidly. Be ready to give brief, clear and specific instructions and directions to rescue personnel, either orally or if communicating may be a problem, consider carrying pre-printed messages with you. See appendix 4 on page 39 for templates. For example:

“Please take my oxygen tank. I can breathe without it for 15 minutes”

“I am blind. Let me take your left arm above the elbow and I’ll follow you out”

“I may have trouble understanding what you tell me. Speak slowly and use simple words”

“You have to carry me out. Get an evacuation chair hanging and I will tell you what to do next”

or

“The traditional ‘firefighters carry’ is hazardous for me because of my conditions. Carry me by .....

- **When needed, ask for accommodation from Civil Defence.** For example, let a responder or relief worker know if you cannot wait in line for long periods, for items such as water and food or disaster relief assistance. Practice how to explain clearly and briefly why you need this assistance. You may want to write it down ahead of time.
- **If you have a vehicle, keep your fuel tank more than half full at all times.** Also stock your vehicle with a small disaster supplies kit. If you do not drive, talk with your network about how you will leave the area if the authorities advise an evacuation. In some cases, civil defence emergency management teams will organise controlled evacuations. Instructions will be issued via radio.
- **Become familiar with the emergency or disaster/evacuation plan for your office, school or any other location where you spend a lot of time.** If the current plan does not make arrangements for people with disabilities, make sure the management know your needs. Be sure that you are included in the overall plan for safety and evacuation of the building.
- **Choose an alternate place to stay,** such as with friends, family or a hotel/motel outside your area if you have been told to leave your home. You may have enough warning (slow rising flood, cyclone) before the disaster occurs.
- **Plan for your animals.** Pets, unlike service animals, will not be allowed into any emergency shelters. For service animals, you will need to take vaccination records, food, medications, identification and harnesses with you.
- **Make a checklist** of the many parts to your Disaster Preparedness Plan. Note the date that you finish each preparation, and review and update regularly.



# Emergency supplies

An emergency supplies kit contains food, water, tools and other things you and your service animal will need immediately after a disaster strikes.

Your kit should have enough food and water supplies to sustain you and those you live with for at least three days, preferably seven days or more.



You do not need to collect all the items for your emergency supplies kit all at once. First, pick out the supplies you already have and put them in your kit. Next, as you plan your weekly or monthly budget, try to include a few items for your kit. Talk to your doctor about how you can collect and store a seven-day supply of necessary prescription medications (see appendix 3).

There are different types of emergency supply kits you should assemble. Combine the kits as you need them and store them where it is easy for you to access them.

## Basic emergency supply kit

Make an emergency supply kit that contains your basic disaster supplies for home and your disability-related supplies. You should keep enough basic supplies to maintain you in your home for at least three days, preferably seven or more. Supplies related to your disability should last a minimum of seven days. Remember any special dietary needs you may have when planning your kit. (See appendix 1 on page 25 for a list of basic emergency supplies).

## First Aid kit

Put together a first aid kit. This will go in your basic emergency supplies kit. Include a first aid book, sanitary supplies, extra glasses and case or contact lenses, and solution for contact lenses if you wear them. (See appendix 1 on page 26).

## Disability-related supplies and special equipment

List the special supplies and equipment you need. Be sure to note where they are stored. Keep mobility aids near you at all times. If you have extra aids (such as a walking stick), have them at several places.

Disability-related supplies can be part of both your basic and portable emergency supplies kits. If you must leave your home for any reason, your disability-related supplies will be available to take with you. If you are confined to your home, these supplies will be available along with your basic emergency supplies kit.

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## Portable emergency supplies kit

Get a drawstring bag, a pouch with lots of pockets or a small backpack and keep within reach, by or on your chair wheelchair, scooter or other device. Your portable kit should include a copy of your emergency information list and other lists, a small torch, a whistle or noisemaker, water, extra medication and a list of medications, sanitary supplies, extra glasses and/or hearing aid, a pad and pencil or pen, heavy work gloves for wheeling over debris/glass.

At night, keep these portable supplies either next to or under your bed. Keep your cell phone fully charged and within reach at all times.

## Emergency supplies for your car

Beside the basic emergency supplies listed in appendix 1 on page 25, you should also carry other emergency supplies in your car. Store several blankets; an extra set of mittens or gloves, wool socks and a woollen hat; jumper cables and instructions, a brightly coloured cloth to use as a flag, and a CB radio or cell phone in any vehicle you use regularly. In some areas, a small sack of sand or kitty litter for traction, a small shovel and a set of tyre chains or traction mats may be a sensible addition to the car kit.

## Service animal and pet supplies

Like your disability-related supplies, service animal and pet supplies can be part of your basic emergency supplies kit or your portable supplies kit. This would depend on whether you evacuate or are confined to your home.

Your service animal and pet supplies kit should include food, water, a leash or harness, a collar and identification tags; a bowl and plastic bags for disposing of faeces. Other items to be considered are a familiar toy/blanket, basic antibiotic cream from the veterinarian and pad protectors to protect against glass and debris or hot surfaces. Dogs and cats should wear a collar and tags. Dogs should be lead with a leash or harness; cats should be moved in a pet

carrier. Keep an extra harness with your emergency supplies for each animal. Ensure that all licences and vaccinations are current. Identification tags should list both your telephone number and that of your emergency contact person.

## Power-dependent equipment

If you use a battery-operated wheelchair, life-support system or other power dependent equipment, you need to plan how you will recharge your batteries or provide an alternative power source for your equipment. Most electricity companies in New Zealand now flag their power-dependent consumers and you may need to contact your local supplier to check that you are on their list.

Check with your equipment supplier to see if there are other ways to charge batteries (for example, by connecting jumper cables to a vehicle battery or by using a converter that plugs into your vehicles cigarette lighter). Plan for other options such as sometimes you can substitute a car battery for a wheelchair battery but it will not last as long as a wheelchair deep-cycle battery.

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## More information on equipment and supplies

### If you use a wheelchair or scooter:

- Keep a patch kit and can of seal-in-air product in your portable emergency supply kit to repair flat tyres, unless they are puncture-proof. Also keep an extra supply of inner tubes.
- Keep a pair of heavy gloves in your portable emergency supply 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 be sure it does not fall over.

### If you use a motorised wheelchair or scooter:

- Have an extra battery. A car battery can be used with a wheelchair but will not last as long as a wheelchairs deep-cycle battery.
- Check with your supplier as to whether you can charge your batteries by either connecting to a vehicle battery or connecting battery to a converter that plugs into your vehicles cigarette lighter. Caution: Charge only one battery at a time.
- If available, store a lightweight manual wheelchair for backup.

### If you are blind or have a visual disability:

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

### If you are deaf or have a hearing impairment

- Keep pads and pencils in your home emergency supply kit and with your portable emergency supply kit. 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 in the emergency supplies kit in your home and car and with you at all times that indicates that you are deaf. Include any other appropriate information such as “I do (or do not) know New Zealand Sign Language.” Or “My hearing dog can legally remain with me”.

### If you have a speech-related or communication disability:

- Consider buying a power converter if you use a laptop or electric communication device to communicate. This may enable you to use your laptop or communication device through the cigarette lighter in your car.
- Be sure to have pencil and paper with you as a backup.
- 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 pre-printed key phrases you would use in case of an emergency in all of your emergency supplies kits and your wallet/purse.

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### 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.

### If you have cognitive disability:

- Keep a copy of any instructions or information you think you will need. Also, keep a copy of this information in the emergency supplies kits you keep both at home and in your car. Prepare this information in a way that is easy for you to understand. You may want to break down the information into a step-by-step outline. This format will 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.

**It is good practice to carry on you at all times emergency health information containing your critical health information and emergency contacts.**

**Emergency health information communicates to emergency and rescue personnel what they need to know about you if they find you unconscious, confused, in shock or just unable to provide information. Sometimes emergency personnel only have seconds to make decisions about your care.**

**This emergency health information needs to be reviewed and updated whenever your medications or other information changes, but no less than twice a year.**

### Storing supplies

Store emergency documents in sealed plastic freezer bags in your basic emergency supplies kit. Copies of lifesaving information (specifications/settings for adaptive equipment or medical devices) should be stored in your basic emergency supplies kits and with your disability-related supplies, portable supplies kit, car supplies and supplies you keep at work.

Keep other emergency documents in your emergency supplies kit for home so you can get to them in an emergency. If you receive benefits from Work and Income New Zealand, put a copy of your most recent award letter with these documents as well. It would be prudent to have copies of your important documentation with an out-of-area support person in a sealed envelope and mark them “open in an emergency for [name] only”.

Store your emergency kit in a safe, dry place that is easy for you to get to. This place should also be easy for your network, or anyone who comes to assist you to identify. If you are going to put the kit on a shelf, be sure to secure it so it does not fall and become inaccessible when you need it.

Replace your supply of food and water every 12 months. Also check the expiration dates of store prescription medications. Replace items in your supplies kit that are old or outdated. Remember to do this by putting new purchases in the kit and using the old kit items you purchased earlier. However, do not borrow items from the kit with the intention of replacing them later. You may forget to do so.

# USEFUL links

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<a href="#">➤ For everything you need to get ready</a>	<a href="http://www.getthru.govt.nz">www.getthru.govt.nz</a>
<a href="#">➤ For Bay of Plenty Civil Defence</a>	<a href="http://www.bopcivildefence.govt.nz">www.bopcivildefence.govt.nz</a>
<a href="#">➤ For people with disabilities</a>	<a href="http://www.ccsdisabilityaction.org.nz">www.ccsdisabilityaction.org.nz</a>
<a href="#">➤ For the deaf</a>	<a href="http://www.deaf.org.nz">www.deaf.org.nz</a>
<a href="#">➤ For the blind</a>	<a href="http://www.blindfoundation.org.nz">www.blindfoundation.org.nz</a>
<a href="#">➤ For Ministry of Health Disability Services</a>	<a href="http://www.health.govt.nz/our-work/disability-services">www.health.govt.nz/our-work/disability-services</a>
<a href="#">➤ Access to resources</a>	<a href="http://www.enable.co.nz">www.enable.co.nz</a>
<a href="#">➤ For health information</a>	<a href="http://www.moh.govt.nz">www.moh.govt.nz</a> <a href="http://www.toiteorapublichealth.govt.nz">www.toiteorapublichealth.govt.nz</a>
<a href="#">➤ For Disabilities Resource Centre Trust</a>	<a href="http://www.drct.co.nz">www.drct.co.nz</a>

# Making your home or office safer

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One of the best ways to reduce the damages from a disaster and avoid possible injuries is to prepare for disasters ahead of time.

This will lessen the effects of a disaster. Here are some suggestions on how you can make your home or office safer before a disaster strikes.

- Check hallways, stairwells, doorways, windows and other areas for hazards that may keep you from safely leaving a building during an emergency. Secure or remove furniture and other items that may block your path. This will allow you to have several unblocked passages to travel after a disaster.
- Keep emergency lights plugged into electrical wall outlets. These lights automatically turn on if there is a power outage and may help light your escape paths for you and your network. Emergency lights will remain lit for four to six hours; however, you can turn them off by hand during the daytime to save their battery charge.



For an earthquake –

- Bolt pictures, mirrors, curio cabinets and other heavy objects to wall studs using the appropriate hardware.
- Bolt bookcases to wall studs. Use bungee cords or a strip of wood nailed to the edge of the shelf to keep books from falling off.
- Strap your water heater and other large appliances to wall studs using strap iron.
- Use latches on cabinets so that their contents do not fall out when the building shakes.
- Use hook-and-loop fasteners (such as Velcro®) to secure computers, oxygen equipment and other heavy items to sturdier objects.

# GLOSSARY

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**Adaptive equipment:** Equipment that helps a person move, groom or eat independently, such as mobility aids, grooming aids, feeding aids and similar devices.

**Augmentative communication device:** A device used to help a person communicate by voice.

**Blindness/visual disability:** A visual condition that interferes with a person's ability to see.

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

**Communication disability:** A medical condition or injury that interferes with a person's ability to communicate by using voice.

**Deafness/hearing disability:** A medical condition or injury that interferes with a person's ability to hear sounds.

**Evacuation assistive 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.

**Emergency plan:** A written list of your needs and your resources for meeting these needs 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, 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. These animals are allowed by law to accompany their owners anywhere.

**Weather warning:** A "warning" means that the event is happening now, is going to happen or has been observed on weather radar. You must act immediately to protect yourself.

**Weather Watch:** A "watch" means that severe weather is threatening and may occur in your area. Listen to the radio and/or watch television for information and advice.

# Appendices





# Appendix 1 – Emergency kits and other essential supplies

## Emergency supplies kit

There are seven basics you should stock for your home:



Water



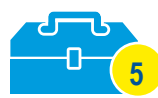
Food



First aid supplies



Clothing and  
bedding



Tools and  
emergency  
supplies



Special items  
(essential  
equipment)



Medication

Keep the items you would most likely need during an evacuation in an easy-to-carry container.

## Essentials

### Water

Store water in plastic containers such as large drink bottles. Avoid using containers that will decompose or break (glass bottles). A person who is generally active needs to drink at least two litres of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people need to drink more. Store at least three litres of water per person per day. Store an extra two litres per person per day for food preparation and sanitation.

New plastic containers can taint water. This can be fixed by filling the new containers with a vinegar solution of about half a cup of vinegar to 20L of water. Leave it overnight, then flush out with fresh water. Fill and store in a cool dark place. Remember – it is best to replace the water every 12 months.

### Food

Store at least a three day supply of non-perishable food. Select food that requires no refrigeration, preparation or cooking and little or no water. Include a selection of such things as ready-to-eat canned meat, canned fruit, dried fruit and nuts, canned vegetables in your disaster supplies kit.



Battery-operated  
radio and extra  
batteries



Torch and  
extra batteries

There are now available torches that are dynamo (wind-up) controlled, many which have additional features such as radio and cell phone chargers included. (see [www.survive-it.co.nz](http://www.survive-it.co.nz) and look under the heading all other products for an example).

Do not include candles as they cause fires.

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## First aid kit

Assemble a first aid kit for your home and one for each car. They should include the following:

- Sterile, adhesive bandages
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- 2 inch sterile gauze pads (4-6)
- 4 inch sterile gauze pads (4-6)
- Triangular bandages (3)
- 2 inch sterile roller bandages (3)
- 3 inch sterile roller bandages (3)
- Scissors
- Adhesive tape
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Extra eye glasses
- Petroleum jelly or other lubricant

## Non-prescription drugs

- Aspirin or Paracetamol pain reliever
- Anti-diarrhoea medication
- Antacid (for stomach upset)
- Laxative

## Sanitation

- Toilet paper, towelettes
- Soap, liquid detergent
- Feminine hygiene supplies
- Personal hygiene items
- Plastic rubbish bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant and/or household chlorine bleach
- Tissues

## 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
- Sunglasses

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## Tools and Supplies

- Plastic plates, cups and utensils
- Money (cash, cheques)
- Non-electric can opener, utility knife
- Pliers, screwdriver, hammer, drill, crowbar, assorted nails, wood screws.
- Shutoff wrench to turn off household gas and water.
- Tape such as duct tape
- Compass
- Matches in waterproof container
- Aluminium foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Adhesive labels
- Safety goggles
- Heavy work gloves
- Whistle
- Heavy rope
- Patch kit and can of seal-in-air
- Disposable dust masks
- Plastic sheeting

## Entertainment

- Games and books

## Baby

- Formula
- Nappies, wipes
- Bottles and sterilising equipment
- Baby food
- Medications
- Spoons
- Changes of clothing/bedding

## Important Family Documents

Keep these records in a waterproof, portable container.

- Copy of will, insurance policies, contracts, deeds, stocks and bonds.
- Copy of passports.
- Community card details, Work and Income account details.
- Immunisation records.
- Record of credit card accounts.
- Record of bank account numbers, names and phone numbers.
- Inventory/value of valuable household goods.
- Family records (birth, death and marriage certificates)

## Service animals and pets

- Food and water, feeding dishes
- Leash/harness
- Identification tags
- Medications and medical records
- Litter and pan

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## Medical needs

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture supplies
- Contact lenses and supplies



## Other emergency supplies

Assemble the supplies listed below in addition to our basic disaster supplies kit. Combine these with your disaster supplies kit as you need them, and store them somewhere that is easy for you to get to.



**Check items you use, and describe item type and location.**

Glasses

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Eating utensils

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Grooming utensils

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Dressing devices

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Writing devices

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Hearing device

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Oxygen, flow rate

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Suction equipment

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Sanitary supplies

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**Check items you use, and describe item type and location.**

Dialysis equipment \_\_\_\_\_

Urinary supplies \_\_\_\_\_

Ostomy supplies \_\_\_\_\_

Wheelchair, motorised,  
manual, repair kit \_\_\_\_\_

Walker \_\_\_\_\_

Crutches \_\_\_\_\_

Walking stick \_\_\_\_\_

Dentures \_\_\_\_\_

Monitors \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### Portable emergency supplies kit

- Emergency information list/other lists
- Small torch
- Whistle/other noisemaker
- Water
- Extra medication
- Copies of prescriptions
- Extra pair of glasses
- Hearing aid
- Sanitary supplies
- Heavy gloves for wheeling or making your way over glass.
- Pad and pencil or other writing devices

### Car supplies

- Several blankets
- Extra set of warm gloves, socks and hat
- Jumper cables and instructions
- Small shovel
- Brightly coloured cloth to use as flag
- Cell phone or radio

Store your supplies kits somewhere that is easy for you to get to.



# Appendix 2 – Preparing your emergency kit

This week by week guide is intended to help you prepare for disasters before they happen. Using the calendar, you can assemble a disaster supplies kit in small steps over a five-month period. Check off items you gather each week.

Remember to change and replace perishable supplies (such as food and water) every six months.



Week one	Week two	Week three	week four
<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 Litres water *</li> <li><input type="checkbox"/> 1 Jar peanut butter</li> <li><input type="checkbox"/> 1 Litre container of juice *<sup>1</sup></li> <li><input type="checkbox"/> 1 can meat or fish *</li> <li><input type="checkbox"/> Hand operated can opener</li> <li><input type="checkbox"/> Permanent marker pen</li> </ul> <p>Also pet food, nappies and baby food if needed.</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date each perishable food item using the marking pen.</li> <li><input type="checkbox"/> Learn more about the kinds of disasters that can happen in your area.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Heavy rope (cotton/hemp)</li> <li><input type="checkbox"/> Duct tape</li> <li><input type="checkbox"/> 2 torches with batteries or dynamo powered torches</li> <li><input type="checkbox"/> Matches in waterproof container</li> </ul> <p>Also a leash or carrier for your pet.</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a personal assessment of your needs and your resources for meeting your needs in a changed disaster environment.</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 litres water *</li> <li><input type="checkbox"/> 1 can meat or fish *</li> <li><input type="checkbox"/> 1 can fruit *<sup>1</sup></li> <li><input type="checkbox"/> Feminine hygiene products</li> <li><input type="checkbox"/> Pencil and paper</li> <li><input type="checkbox"/> Aspirin or nonaspirin based pain reliever</li> <li><input type="checkbox"/> Laxative</li> </ul> <p>Also 2 litres of water for each pet</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create personal support network who can help you identify and obtain the resources you will need to cope effectively with disaster.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Patch kit and can of seal-in-air product for tyres of mobility aids.</li> <li><input type="checkbox"/> Compass</li> </ul> <p>Also extra medications or prescriptions marked 'emergency use'.</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a personal disaster plan.</li> <li><input type="checkbox"/> Give copies of the following lists to your network: emergency information list, medical information list, disability-related supplies and special equipment list and personal disaster plan.</li> </ul>

\*One for each member of the household

<sup>1</sup>Make sure to keep a check on expiry dates

Week five	Week six	Week seven	week eight
<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 litres water *</li> <li><input type="checkbox"/> 1 can meat or fish *</li> <li><input type="checkbox"/> 1 can fruit *</li> <li><input type="checkbox"/> 1 can vegetables *</li> <li><input type="checkbox"/> 2 rolls toilet paper</li> <li><input type="checkbox"/> Extra toothbrush</li> <li><input type="checkbox"/> Travel size toothpaste</li> </ul> <p>Also special food for special diets if needed e.g. diabetic</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify safe places to go in case of fire, earthquake, flood.</li> <li><input type="checkbox"/> Practice fire, earthquake and evacuation drills with your network.</li> <li><input type="checkbox"/> Make a floor plan of your home including escape routes.</li> </ul>	<p><b>First Aid Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sterile adhesive bandages in assorted sizes</li> <li><input type="checkbox"/> Safety pins</li> <li><input type="checkbox"/> Adhesive tape</li> <li><input type="checkbox"/> Latex gloves</li> <li><input type="checkbox"/> Sunscreen</li> <li><input type="checkbox"/> Gauze pads</li> <li><input type="checkbox"/> Sterile roller bandages</li> </ul> <p>Also extra hearing aid batteries if needed.</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ask your local civil defence emergency management centre if emergency transportation services are available in case of evacuation.</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 litres water *</li> <li><input type="checkbox"/> 1 can ready-to-eat soup (not concentrated) *</li> <li><input type="checkbox"/> 1 can fruit *</li> <li><input type="checkbox"/> 1 can vegetables *</li> <li><input type="checkbox"/> Sewing kit</li> <li><input type="checkbox"/> Disinfectant</li> </ul> <p>Also extra plastic baby bottles, formula, nappies if needed</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set up an out-of-town contact to call in case of emergency and share this information with your network.</li> <li><input type="checkbox"/> Make arrangements for your network to check on you immediately after the disaster.</li> </ul>	<p><b>First Aid Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scissors</li> <li><input type="checkbox"/> Tweezers</li> <li><input type="checkbox"/> Thermometer</li> <li><input type="checkbox"/> Liquid antibacterial hand soap</li> <li><input type="checkbox"/> Disposable hand wipes</li> <li><input type="checkbox"/> Needles</li> <li><input type="checkbox"/> Petroleum jelly or other lubricant</li> </ul> <p>Also extra eye glasses if needed – put in first aid kit.</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place pair of shoes and torch beside your bed in case of emergency.</li> <li><input type="checkbox"/> If blind – mark supplies with fluorescent tape and store extra white cane and talking clock.</li> </ul>



Week nine	Week ten	Week eleven	week twelve
<p><b>Grocery store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 can ready-to-eat soup *</li> <li><input type="checkbox"/> Dish wash liquid</li> <li><input type="checkbox"/> Household chlorine bleach</li> <li><input type="checkbox"/> Heavy duty rubbish bags with ties</li> <li><input type="checkbox"/> Antacid (for stomach upset)</li> </ul> <p>Also saline solution and a contact lens case if needed.</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Familiarise your network with any areas on your body where you have reduced sensation</li> <li><input type="checkbox"/> Choose a signal with your network that means you are okay and have left the disaster site</li> <li><input type="checkbox"/> If you have a communication disability, store a letter board with disaster supplies</li> </ul>	<p><b>Hardware store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waterproof portable plastic container with lid (for important papers)</li> <li><input type="checkbox"/> Battery powered radio</li> <li><input type="checkbox"/> Wrench/spanner needed to turn off utilities</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Take your network out to check the gas and water shutoffs. Discuss when it is appropriate to turn off utilities</li> <li><input type="checkbox"/> Attach a wrench/spanner next to shutoff valves for each utility so it will be there when needed</li> <li><input type="checkbox"/> Make photocopies of important papers and store safely</li> </ul>	<p><b>Grocery store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Litre container of juice *<sup>1</sup></li> <li><input type="checkbox"/> Large plastic food bags</li> <li><input type="checkbox"/> 1 box quick energy snacks (muesli bars etc)</li> <li><input type="checkbox"/> 3 rolls paper towels</li> <li><input type="checkbox"/> Medicine dropper</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase phone card for emergency phone calls</li> <li><input type="checkbox"/> Take a field trip to find a public card phone that is close to your home</li> <li><input type="checkbox"/> Test your smoke detector(s) and replace battery in each that is not working</li> </ul>	<p><b>Animal care store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extra harness</li> <li><input type="checkbox"/> Leash</li> <li><input type="checkbox"/> ID tags</li> <li><input type="checkbox"/> Food for your service animal and/or pets</li> <li><input type="checkbox"/> Litter and pan</li> <li><input type="checkbox"/> Extra water</li> </ul> <p><b>Veterinarian</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain current vaccination and medical records for your animals(s)</li> <li><input type="checkbox"/> Medications</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a pet care plan in case of Disaster</li> <li><input type="checkbox"/> Make photocopies of all vaccination records and put in disaster kit</li> <li><input type="checkbox"/> Put extra harness, leash, ID tags in your disaster kit.</li> </ul>

\*One for each member of the household

<sup>1</sup>Make sure to keep a check on expiry dates

Week thirteen	Week fourteen	Week fifteen	week sixteen
<p><b>Hardware store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Whistle</li> <li><input type="checkbox"/> Pliers</li> <li><input type="checkbox"/> Screwdriver</li> <li><input type="checkbox"/> Hammer</li> <li><input type="checkbox"/> Perforated metal tape (plumbers tape or strap iron)</li> <li><input type="checkbox"/> Crowbar</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Take a first aid/CPR course</li> <li><input type="checkbox"/> Arrange to have your hot water cylinder strapped to wall studs using the strapping iron</li> </ul>	<p><b>First aid supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 can fruit *</li> <li><input type="checkbox"/> 1 can meat or fish *</li> <li><input type="checkbox"/> 1 can vegetables *</li> <li><input type="checkbox"/> 1 pack eating utensils</li> <li><input type="checkbox"/> Writing paper</li> <li><input type="checkbox"/> Cups</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure your neighbours know what help you may need in an emergency and how best to assist</li> <li><input type="checkbox"/> Practice using alternate methods of evacuation with your network</li> </ul>	<p><b>Hardware store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extra torch and radio batteries</li> <li><input type="checkbox"/> Assorted nails</li> <li><input type="checkbox"/> Wood screws</li> <li><input type="checkbox"/> Brackets for fixing bookcases and cabinets to walls</li> <li><input type="checkbox"/> Labels for your equipment and supplies</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make arrangements to bolt bookcases and cabinets to wall studs</li> <li><input type="checkbox"/> Label equipment and attached instruction cards</li> </ul>	<p><b>Grocery store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 can meat or fish *</li> <li><input type="checkbox"/> 1 can vegetables *</li> <li><input type="checkbox"/> 1 box tissues</li> <li><input type="checkbox"/> 1 box of quick energy snacks</li> <li><input type="checkbox"/> Dried fruit/nuts</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Find out if you have a Neighbourhood Support group and join it</li> <li><input type="checkbox"/> Develop a disaster supplies kit for your vehicle</li> </ul>



Week seventeen	Week eighteen	Week nineteen	week twenty
<p><b>Grocery store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 packets Digestive biscuits</li> <li><input type="checkbox"/> Assorted plastic containers with lids</li> <li><input type="checkbox"/> Dry cereal</li> </ul> <p><b>First Aid Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Anti-diarrhoea medication</li> <li><input type="checkbox"/> Antiseptic</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange for a friend or neighbour to help your children if you are not able to respond or are at work.</li> <li><input type="checkbox"/> Check with your child's school or daycare centre to find out about their emergency plans</li> </ul>	<p><b>Hardware store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> "Child proof" latches or other fasteners for your cupboards</li> <li><input type="checkbox"/> Double-sided tape or Velcro® fasteners to secure moveable objects</li> <li><input type="checkbox"/> Plastic bucket with tight lid</li> <li><input type="checkbox"/> Plastic sheeting</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange for someone to install latches on cupboards and secure moveable objects</li> <li><input type="checkbox"/> Put away a blanket or sleeping bag for each household member</li> <li><input type="checkbox"/> Purchase and have installed an emergency escape ladder for upper storey windows if needed</li> </ul>	<p><b>Grocery store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 box quick-energy snacks</li> <li><input type="checkbox"/> Comfort food (such as sweets, biscuits, chocolate)</li> <li><input type="checkbox"/> Plastic wrap</li> <li><input type="checkbox"/> Aluminium foil</li> </ul> <p>Also denture care items if needed.</p> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review your insurance coverage with your insurance companies to be sure you are covered for disasters that may occur in your area. Update as needed.</li> </ul> <p><i>In New Zealand, the Earthquake Commission Act 1993 means that you should have automatic cover with your house/ contents insurance.</i></p>	<p><b>First Aid supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Camping or utility knife</li> <li><input type="checkbox"/> Work gloves</li> <li><input type="checkbox"/> Safety goggles</li> <li><input type="checkbox"/> Disposable dust masks</li> </ul> <p><b>Specialty Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extra battery for motorised mobility aids.</li> </ul> <p><b>To do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Find out about your workplace disaster plan</li> </ul> <p>If you can, make a tape or take photos of your house contents for insurance purposes. Send copies to an out of town friend or family member for safe keeping.</p>

\*One for each member of the household  
 †Make sure to keep a check on expiry dates

# Appendix 3 – Emergency information

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## Emergency information list



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

**Name:**

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**Birth date:**

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**Telephone:**

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**Address:**

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Local emergency contact person	Emergency contact number

Network members	Network members contact numbers

Out-of-town contact	Out-of-town contact numbers

**How best to communicate with me:**

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## Medical information list



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

**Name of doctor:**

**Telephone:**

**Doctor's address:**

**Hospital where your records are:**

**Allergies:**

**Blood type:**

**Medications and dosages being taken, storage information (fridge or cool place):**

**Specific medical conditions:**

**Physical limitations:**


**Adaptive equipment:**

**Communication difficulties:**

**Cognitive difficulties:**

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## Disability related supplies and special equipment list

 Check items you use, and describe item type and location. Distribute copies to your emergency contact people as well as each member or your network.

- Glasses \_\_\_\_\_
- Eating utensils \_\_\_\_\_
- Grooming utensils \_\_\_\_\_
- Dressing devices \_\_\_\_\_
- Writing devices \_\_\_\_\_
- Hearing devices \_\_\_\_\_
- Oxygen \_\_\_\_\_  
Flow rate \_\_\_\_\_
- Suction equipment \_\_\_\_\_
- Dialysis equipment \_\_\_\_\_
- Sanitary/continence supplies \_\_\_\_\_
- Ostomy supplies \_\_\_\_\_
- Wheelchair: \_\_\_\_\_  
Repair kit \_\_\_\_\_
- Motorised \_\_\_\_\_
- Manual \_\_\_\_\_
- Walker \_\_\_\_\_
- Crutches \_\_\_\_\_
- Walking stick(s) \_\_\_\_\_
- Dentures \_\_\_\_\_
- Monitors \_\_\_\_\_
- Other \_\_\_\_\_

# Appendix 4 – ADVOCATE FOR YOURSELF

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**You have to carry me out.  
Get an evacuation chair  
hanging and I will  
tell you what to do next**

**The traditional  
'firefighters carry' is hazardous  
for me because of my  
conditions. Carry me by**

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**Please take my oxygen tank.  
I can breathe without it  
for 15 minutes**

**I am blind. Let me take your  
left arm above the elbow  
and I will follow you out.**

**I may have trouble  
understanding what you tell  
me. Speak slowly and use  
simple words.**

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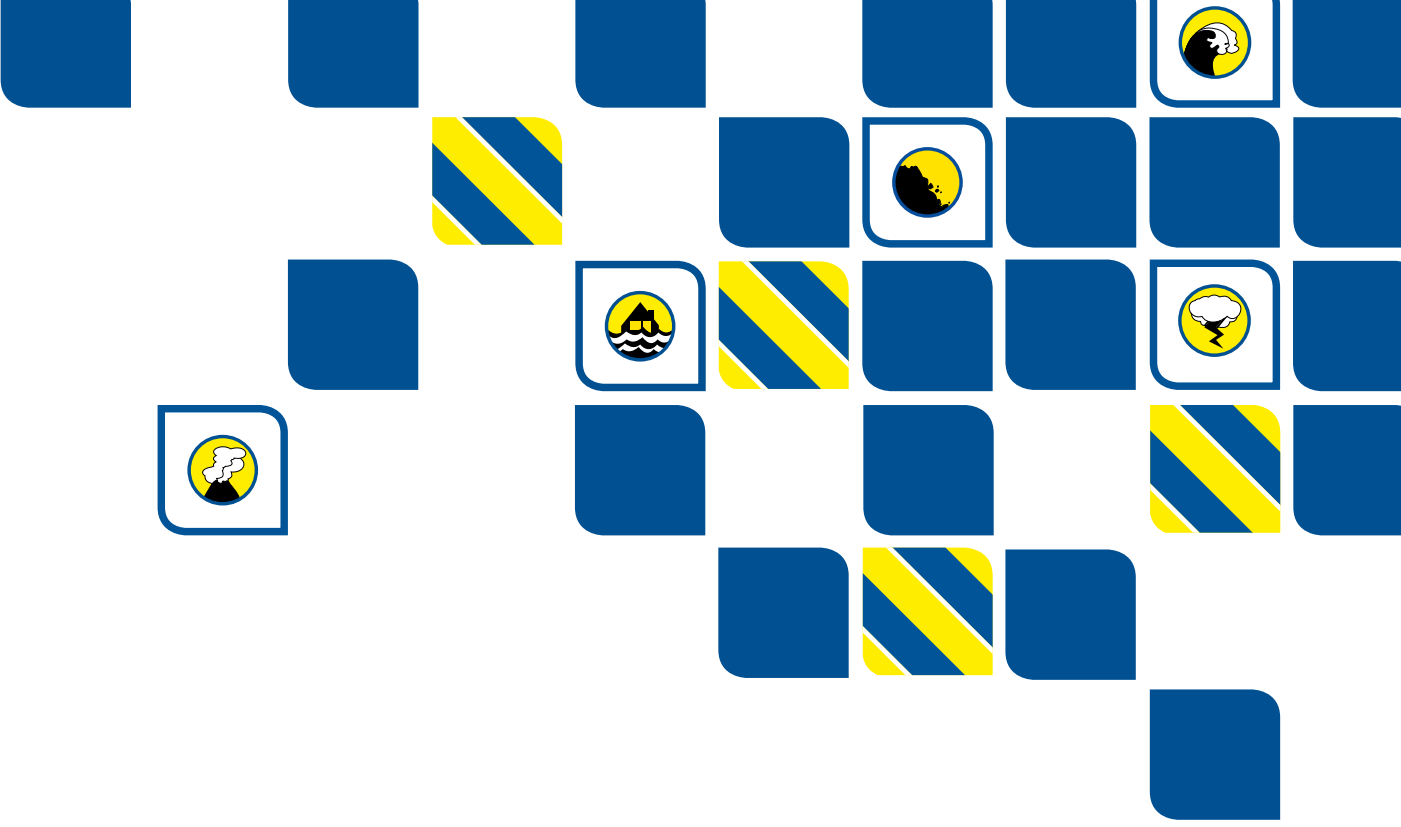
# Appendix 5 – Emergency plan

Essentials for living	Capability today	Assistance required in a disaster
<p><b>Personal Care Equipment</b></p> <p>Shower chair, transfer bench or other equipment</p>		
<p><b>Personal care Assistance</b></p> <p>For bathing, grooming, dressing.</p>		
<p><b>Adaptive eating devices</b></p> <p>Do you use special utensils that help you prepare or eat food?</p>		
<p><b>Water Services</b></p> <p>What will you do if the water is cut off, or you are unable to heat water?</p>		
<p><b>Electricity-dependent Equipment</b></p> <p>How will you continue to use equipment that runs on power?</p> <p>Dialysis, lifts, oxygen concentrators, PAP machines etc</p>		



Essentials for living	Capability today	Assistance required in a disaster
<p><b>Getting around/ transport</b></p> <p>Do you need a specially equipped vehicle or accessible transport, mobility scooters, walkers, sticks?</p> <p>How will you cope with debris in your home following a disaster.</p>		
<p><b>Errands</b></p> <p>Do you need to get groceries, medication, supplies? What will you do if you depend on one person to shop and they cannot get to you?</p>		
<p><b>Evacuation</b></p> <p>Help to leave home or office, think about building exits, lifts, ramps.</p> <p>How will you call for the help you will need to leave the building?</p>		
<p><b>Service animals/pets</b></p> <p>How will you care for your animal (food, shelter, vet attention)?</p> <p>Do you have another caregiver for your animal if you are unable to meet its needs?</p>		







# SIGN UP FOR BAY OF PLENTY CIVIL DEFENCE TEXT ALERTS

Sign up for Bay of Plenty Civil Defence text alerts on the website [www.bopcivildefence.govt.nz](http://www.bopcivildefence.govt.nz) and receive emergency alerts for any major emergency.

You can also sign up for texts on your mobile.  
Text two letters to 2028:

Tauranga  
Text 'TA'

Western Bay  
Text 'WB'

Kawerau  
Text 'KA'

Whakatāne  
Text 'WH'

Rotorua  
Text 'RO'

Ōpōtiki  
Text 'OP'

Visit [www.bopcivildefence.govt.nz](http://www.bopcivildefence.govt.nz) and  
[www.getthru.govt.nz](http://www.getthru.govt.nz) for more information



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EMERGENCY MANAGEMENT  
GROUP