WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE

Preparing for an emergency

A guide developed by and for disabled people

Acknowledgements:

The content and concepts in this guide are taken from the Person-centred Emergency Preparedness (P-CEP) Workbook, one component of the P-CEP process tool and framework. Learn about the P-CEP Workbook:

- **https://collaborating4inclusion.org/pcep/**
- Villeneuve, M., Abson, L., Yen, I., & Moss, M. (2020). Person-Centred Emergency Preparedness (P-CEP) Workbook. Centre for Disability Research and Policy, The University of Sydney, NSW 2006. 652-2241, Issue 2/No 1 (Online)

The P-CEP emergency planning steps, the Capability Wheel and Level of Preparedness Scale are part of the original Framework and Process Tool, created by Prof. Michelle Villeneuve, University of Sydney and lead researcher at Collaborating4Inclusion.

- You can find the Capability Wheel and definitions here: **https://collaborating4inclusion.org/wp-content/uploads/2024/06/PCEP-Overview.pdf**
- Learn more about the original research here: Villeneuve, M. (2022). Disability-Inclusive Emergency Planning: Person-Centered Emergency Preparedness. *Oxford Research Encyclopedia of Global Public Health.* **https://doi.org/10.1093/acrefore/9780190632366.013.343**

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The Health Passport was adapted from the Health and Disability Commissioner, **https://www.hdc.org.nz/disability/my-health-passport/**

The Hāpai Access card was adapted for emergency preparedness with permission from the Hāpai Foundation. https://www.hapaiaccesscard.org.nz/

Personal preparedness is the most important thing a person can do to be safe in an emergency

A realistic emergency plan considers:

- Your strengths, access needs, and situation.
- Steps you have already taken to prepare.
- Gaps in your plan that increase your risk in an emergency; and ways to address this.

In a disaster such as a big earthquake, there is likely to be widespread damage to power lines, water pipes, buildings, roads, and phone networks.

You may not have water, power, toilets, transport, or communications for the first 7 days.

As you use the guide, think about how this could change your daily routine.

Prompts and tips will help you think about how prepared you are now and how to get to the next level.

You can also find out more about emergencies in alternate formats at **www.getready.govt.nz**

Getting Started

This guide breaks planning down into 4 steps. These actions are not going to happen in one day. Work through planning at your own pace. Keep the guide in your grab bag or somewhere easy to get to in an emergency.

Steps of emergency planning

1 **Step one**

Identify your strengths and access needs in your daily life.

2 **Step two**

Know your level of preparedness. Understand your risk and practice lifesaving actions

3 **Step three**

Starting your emergency plan. Make a plan that reflects your needs before and after a disaster

4 **Step four**

Share your plan and get support. Find and work on any gaps

Help from others is important. Reach out to family, friends and others in your community to get the information and help you need.

1

Identify your strengths and access needs in your daily life

Your typical week

Disabled people are used to managing and adapting to inaccessible situations every day. These are strengths that you can bring to emergency preparedness.

Think about what you do every week; where you do it; and who you do it with.

For example, your schedule might include:

- Work or volunteering.
- Gym, exercise.
- School or study
- Meeting with other people.
- Support worker schedule.
- Therapy appointments.
- Other family members leaving for work and coming home.

Knowing how you manage every day is the first step in planning how you will manage in an emergency.

What would your daily routine look like if there was no power, water, toilets, transport or communication?

How would you manage these disruptions?

Write about your typical week below

What are examples of things that are important to your routine during the week?

What would change if there was no power, water, toilets, transport or communication?

	Typical week (choose one or two examples)	**How would this change after an emergency?**
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

02

Know your level of preparedness

How prepared are you for emergencies?

Where are you on this line?

1. Haven't thought about it
2. Thought about it but not yet acted
3. Started to get organised
4. Have taken actions to get ready
5. Reviewed actions and told others

Level of Emergency Preparedness, Taken from the P-CEP Framework (Step 2). Published with permission of **www.collaborating4inclusion.org**

Some of us are further along on our emergency preparedness than others.

If you haven't thought much about preparedness, it would be unfair to expect you to achieve level 4 or 5 yet.

It takes time to learn about your risks and get prepared.

Emergency preparedness is a process, not a one-time event!

- **Increase your emergency preparedness, little by little.**
- **Start by identifying your top areas to work on and take small steps.**
- **Start with what you can do today.**

Keeping mentally prepared

It's just as important to be mentally prepared for an emergency.

You can make a better plan when you understand what to expect.

- Plans might need to change quickly.
- You might have not access to the support or technology you are used to.
- New people coming to help might not understand your needs.
- You could feel isolated.

Thinking about how you would adapt to different situations helps keep your mind resilient to change.

"After the Kaikoura Earthquake, I had no support person, technology or power intially. I had to manage myself and adapt to that situation mentally, as well as thinking about my support needs" – Mr. PT, workshop member

Understanding your local hazards

Visit **www.wremo.nz** or **www.getready.govt.nz** to learn about the local hazards where you live. If you do not have internet access, you can talk to someone at your local council about the hazards where you live, work, and spend time, or go to a workshop in your area.

Your local Emergency Management Advisor will be able to tell you about workshops in your area. You can also email **info@wremo.nz** or call **04 830 4279**.

Learn about your disaster risk

Know your risks

What are the main risks in your community? (Check ones that apply)	**How would this affect you?**
☐ **Storm/landslide**	
☐ **Flood**	
☐ **Earthquake**	
☐ **Tsunami**	
☐ **Health emergency** (Eg. Pandemics or other outbreaks like measles)	

You can learn more about the different types of local hazards by visiting www.wremo.nz/hazards or www.getready.govt.nz

Know your immediate life-saving actions

Earthquake – “drop, cover, hold”

Most injuries and deaths during earthquakes are caused by things falling on people rather than buildings collapsing. You need to practise the version of DROP, COVER, HOLD that works for you and make it your immediate reaction when the ground starts shaking.

Protect yourself during earthquakes

Sit, Cover and Hold

The best version of drop, cover, hold is the one that works for your body and that you have practiced.

If you can’t get up from the floor without help, you shouldn’t drop to the ground in an earthquake. See the picture for the “Sit, Cover and Hold” position.

It’s also important to look around your home for things that can fall, especially in the places you spend the most time such as the lounge, kitchen or bedroom.

Tsunami – “long or strong, get gone”

If you feel an earthquake that is EITHER longer than a minute OR strong enough that it makes it hard to stand up, and you are in a tsunami zone, leave immediately.

Go inland (away from the sea), uphill or to the fifth floor or higher after the shaking stops.

The earthquake may be the only warning of a tsunami, so do not wait for more instructions, alerts, or advice.

Find out more information about tsunami at www.getready.govt.nz.

Check if you live, work or play in a tsunami zone at **www.wremo.nz/tz** or contact your local council.

See Page 54 for information about evacuation planning for disabled people.

Supporting each other in an emergency

Community Emergency Hubs

What is a Community Emergency Hub?

In a major emergency, emergency services will need to prioritise the most urgent issues. For the first few days, you will need to help each other.

When you have checked on your household and neighbours, you and your family can go to your local Community Emergency Hub to:

- Ask for and offer help by sharing skills and resources among your community.
- Share and find information about what's happening in your suburb.
- Start organising the clean-up of your community.

The Hub is run by people like you in your local community without official assistance. There are no supplies, food, water or blankets stored at Hubs because these things are already in your own homes and in the community.

You can learn more about Community Emergency Hubs by visiting www.wremo.nz/hubs

Closest Community Emergency Hubs

Name	Address

3

Starting your emergency plan

Start your plan using this guide

On the **light-blue pages** of the guide:

- Think about your capabilities and how you manage your needs in daily life, **before an emergency**.

On the **light pink pages** of the guide:

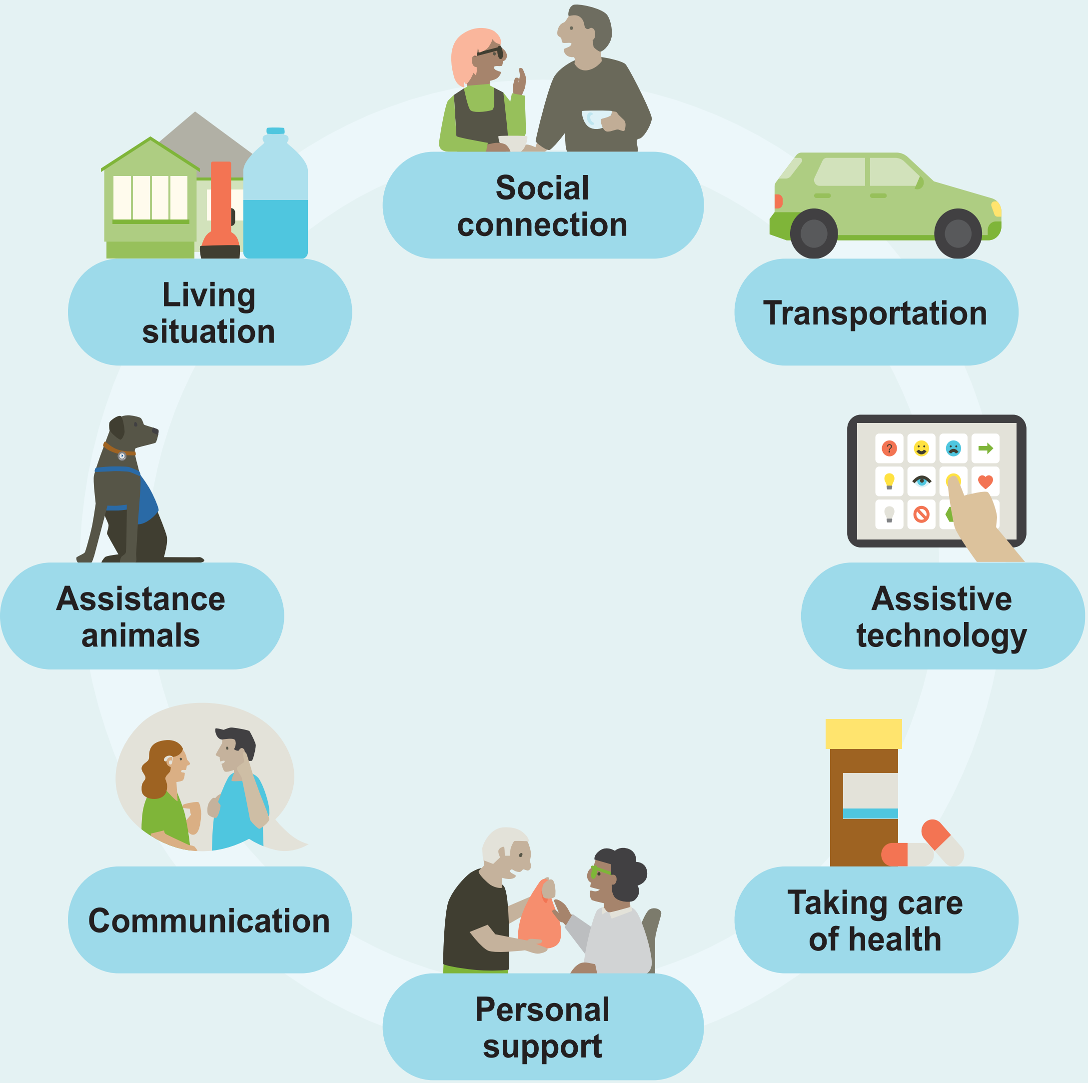
- Think about how you can adapt your capabilities and manage your needs **after an emergency**.

Using the “Capability Wheel” on the next page, think about your strengths and how you manage your needs every day. Start wherever you like and go around the wheel.

Focus on the parts that are relevant and skip the ones that do not apply to you.

1
2
3
4

Think about your priority areas for personal emergency preparedness and circle the areas that apply to you.



Taken from the Person -Centred Emergency Preparedness (P-CEP) Capability Wheel and modified with permission to match our graphics. Published with permission www.collaborating4inclusion.org

Planning for how you will manage your needs after an emergency

Plan for an emergency by doing these three things.

What happens when it doesn't fit?

At the bottom of each section there is a space to write down any gaps in your plan.

Think about the options you have when identifying gaps.

- Some gaps in your plan can be solved yourself by using your current support networks. You may also find more support online, from suppliers/providers or larger organisations.
- Some gaps are part of a larger system. Disabled people and allies may need to advocate at local and/or national levels to bring change.

This guide was designed by disabled people to be one part of disability inclusive emergency planning.

Communication

This includes sending and getting information such as by telephone (landline/mobile) or computer. It also includes anything you use to help with, replace or support speech or writing.

Consider:

- What support do I need for seeing, hearing, speaking and understanding?
- What assistive devices, tools, technologies, or services do I rely on to communicate?
- How do I best communicate?
  (Eg. NZSL, written communication, Braille etc.)
- How do I usually get information?
- What are the things that help me talk?
  (Eg. Communication system, gestures, pictures, people, etc.)
- What are the things that help me understand?
  (Eg. Pictures, simple words, showing me, etc.)
- What support do I need to call people or get information from others?
  (Eg. Landline, mobile, computer, other device.)
- Who/what sources do I trust to give me helpful information?
- What tools do I need?
  (Eg. Computer/internet/data.)

Tips for making your plan fit your needs: ★

- Create a health passport and keep it in your grab bag so others know the best way to communicate with you. **Examples of health passports can be found at the end of the guide**.
- Pre-planning is really important for people who need a power supply and/or people to operate life-sustaining equipment. If you rely on power for critical medical support, contact your power company now.
- **Your power supply cannot be guaranteed in an emergency.** Your power company can help you put an emergency response plan in place—so you know what to do if the power goes out.
- If you urgently need power, call 111 if possible or go to your nearest medical centre. Think about what you information you will need to communicate to make sure your access needs are met quickly. It’s helpful to write this down.

Daily life

Getting, giving and understanding information.

Communication

How do I communicate?

What assistive devices do I use?

What methods do I use to communicate and understand?

Where do I get information from?

What support do I need to communicate with people?

What tools do I use?

What should people be aware of when communicating with me?
(Eg. Face me, speak clearly, tap furniture to get my attention, ensure my hearing aid is on, tell me what you are doing, and confirm I have understood.)

After an emergency

How will I make sure I can communicate after an emergency?

Communication

Assistive devices
(Eg. Hearing aids, glasses, iPad, communication boards, pen and paper, texting, text to speech, video relay.)

What is your emergency plan for your devices?

- Charging.
- Replacing batteries.
- Getting mobile data/internet access.
- Spare equipment.
- Replacing equipment.
- Repairing damage.

What are your options if you don't have access to your normal communication method? (Eg. If you use NZSL, lipread, use a communication board, rely on people who understand your speech patterns.)

Accessible ways of getting information in an emergency.
How will you get information if there is no power, no internet or cell phone networks?

Are there any gaps? What can I do next?

Taking care of health

Taking care of medical conditions can include medicines, nutrition, exercise, or other treatments or therapies that help you stay well. This also includes how you look after your mental health.

Medical support includes caring for wounds, catheters or stoma; access to medical supplies, equipment or their maintenance; using power-dependent equipment to keep you alive or mobile.

Many people find this is the most complex section of planning. It may raise gaps, questions or concerns. Some parts may be out of your direct control. Write down and plan for as much as you can. Bring questions to your local GP, health group, advocacy organisation or pharmacist.

Consider:

- Where do I keep my health information? (Eg. Identification, NHI, health records.)
- What are my health conditions/exercise/nutrition needs?
- How do I manage and monitor my health/medical/treatment?
- What monitoring devices do I need to make sure are working or have supplies?
- What power sources are needed to operate my medical equipment? (Eg. Battery, electricity.)
- Where do I get my supplies? How do I manage my supplies?
- What treatments/therapies are important for my physical health, my mental health and well-being?
- Do I have private health insurance? What services are covered by my insurance?

Medication:

- Discuss with your doctor how you will access medication during and after an emergency, especially medications and supplies that are controlled or require refrigeration.

Tips

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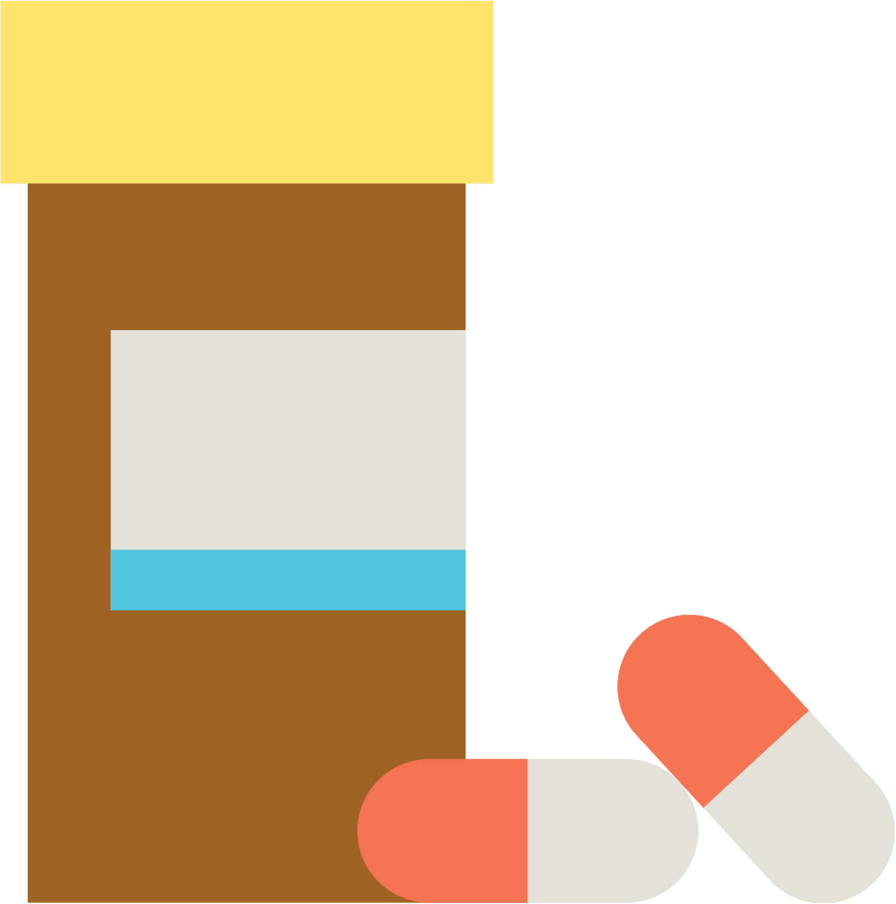
- Remember to keep copies of community service cards, health insurance cards and prescriptions together with this emergency plan.
- Make a note of where you keep your medication in case you have to evacuate quickly, or someone needs to get it for you.



Daily life

You may need to plan for limited access to medications if you are at an evacuation centre or if supply companies are not able to deliver medicine to your community.

How do I monitor/manage my health/medical/treatment? This could include management of wounds, catheters stoma; access to medical supplies, equipment or their maintenance; operating power-dependent equipment that helps you stay alive.

Where do I keep my medication?

Where do I get my medication from?

Is any of my medical controlled or must be kept in specific conditions?

What therapies do I rely on?

What dietary needs do I have? How do I meet those needs?

Who supports my health needs?

After an emergency

Taking care of health

How will I let people know about my medical needs and health information in an emergency?

How will I manage my health if I have limited medical supplies or can’t access nurse support?

How long can I go without specific medications?

What is my plan for my medical needs if I have to evacuate? Are there any critical medical supplies or equipment I need to take? How will I make sure these come with me?

How will I access medication? How will I keep my medication stable?

What priority do my therapies have?
(Eg. Which are critical, which can I do without and for how long?)

How will I access critical therapies in an emergency?

What are my providers plans after an emergency?

What is my food plan? What are my options if supermarkets are closed or specialised food is unavailable?

Are there any gaps? What can I do next?

Assistive technology

The help you get from equipment.

Assistive technology is any device, system or design, that allows you to do things that you would otherwise be unable or find difficult to do. It can include anything (eg. tool or device; high or low tech) that supports you to carry-out your daily activities. This can include canes and walkers and things to keep you calm like headphones or fidget spinners.

Consider:

- What assistive devices, technology, or equipment do I use?
- What supplies do I always have on hand?

Tips

- Identify your priority assistive technology and make sure your plan includes how you will take critical equipment with you if you have to evacuate.
- Make a plan for how you will manage your equipment in an emergency. Include things like having spare wheels and parts.
- Pre-planning is critical for people who require power supply and/or people to operate life-sustaining and other equipment. Power companies do not provide special help in an emergency to people on life-sustaining equipment. Call 111 if possible or go to your nearest medical centre. Think about what you information you will need to communicate to make sure your access needs are met quickly. It’s helpful to write this down.

Daily life

Assistive technology

List of Equipment	Critical to my functioning?		Use, maintenance or repair considerations
	Yes	No	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	

After an emergency

Assistive technology

How will I take my critical equipment with me if I need to evacuate?

What do emergency services need to know about moving my equipment? E.g. spare wheels

What supplies do I need to make sure my assistive equipment keep working?

What are some other options if I can’t get these supplies?

Who can repair my equipment locally if it gets damaged?

What options do I have for emergency power?

How will I make sure my equipment can be returned to me if it gets lost?

Are there any gaps? What can I do next?

1
2
3
4

Personal support

The help you get from other people every day.

The support or help from another person for personal support or support with activities of daily living. It can include both practical and emotional support that enables you to do the things you want, need or have to do every day.

Consider:

- Who helps me with my self-care/activities of daily living?
- What do they help with?
- When do they help?
- How do I organise my personal support?

How do I manage if/when they are unavailable

Tips

★

- Ask your service provider about what plans they have during and after emergencies. Make sure your expectations match what they can deliver in an emergency.
- Think about what support services are critical to you and which you could go without in the short term.
- You may be separated from the people who normally support you. Your emergency plan should include a record (in whatever way is useful for you) of the needs you have and the support you receive to meet those needs.
- Recording details about your specific needs can help you make better decisions when you are under pressure. Share the information with others who support you. Together, you can make back-up plans for help in emergencies. Make a plan for how you will manage your equipment in an emergency.

Daily life

Personal support

Service provider Name and role	Organisation they work for	Phone number	Address or email

	Yes	No	Make notes about the help you need	Critical? Yes	Critical? No
Bathing	☐	☐		☐	☐
Toileting	☐	☐		☐	☐
Grooming	☐	☐		☐	☐
Dressing	☐	☐		☐	☐
Transferring	☐	☐		☐	☐
Mobility/ Positioning	☐	☐		☐	☐
Sleeping	☐	☐		☐	☐
Eating	☐	☐		☐	☐
Cooking	☐	☐		☐	☐
Cleaning	☐	☐		☐	☐
Shopping/ Groceries	☐	☐		☐	☐
House keeping	☐	☐		☐	☐
Home maintenance	☐	☐		☐	☐

After an emergency

Personal support

What level of service can I expect my service providers to give me in an emergency?

What will I do if they need to reduce services?

How can I adapt?

What things can I live without?

How will I contact them in an emergency or if I'm evacuated?

What will I do if they can't support me or if I can't contact them at all?

Are there any gaps? What can I do next?

Pets and assistance animals

Help from animals and how you care for them.

It's important to evacuate with your pets if possible and to have a plan for their safety in an emergency.

Assistance animals are trained and certified by an organisation. They provide important services such as alerting or provide support. They are legally allowed into any public space.

Consider:

- Do I have all the information I need about my animal somewhere easy to find?
- Do I have a grab bag of basic supplies for my animal in case I had to evacuate quickly?
- Do I know the name and number of my local vet?
- Do I have an emergency plan for my animal?

Assistance/guide dogs

Legally, you can't be separated from your Assistance/Guide dog. This includes at places giving support in an emergency, like Emergency Assistance Centres.

Civil Defence Disability Assist ID tags are available from your dog's certifying organisation and help to identify your dog as a trained and registered assistance animal.

- Make sure your animal is wearing their licence tag if possible. You do not need a ID tag or identification to get support or enter an assistance centre.
- Make sure you have your assistance animal identification card with you and a second form of identification like a letter from your organisation if possible.
- Ask your certifying organisation how to contact them after an emergency and what support they provide.

Tips

- Make sure your animal is microchipped. Register the microchip number with your local vet and the New Zealand Companion Animal Registry www.animalregister.co.nz
- Make sure you have a current photograph of you and your animal in case you get separated

Daily life

Assistance animals

Information	Animal one	Animal two
What is my animal's or pet's name?		
What type of animal do I have?		
My animal's information Sex	M ☐ F ☐	M ☐ F ☐
Breed		
Description		
Desexed/Entire?		
Vaccinated (Y/N)	Y ☐ N ☐	Y ☐ N ☐
Microchip number		
Council Registration number		
Insurance policy number		
Medications		
Do I have collar, ID Tag, and leash for my animal?		
Assistance animal ID card?		
Contact details for my Vet Vet		
Organisation		
Civil Defence tag number		

What care does my animal need?		
Who helps me to provide that care?		
Where do I get supplies for my animal?		
What food does my animal eat?		
What is important for my animal to sleep? (Blankets, bedding, nesting.)		
What is important for cleaning? (Litter tray, waste cleaning, bags.)		
What is important for play? (Toys, comfort objects.)		
Key commands for my animal are?		
Things others should be aware about?		

After an emergency

Animals may react differently to stress after an emergency. Try to keep to familiar routines as much as you can. Stay as calm as possible when spending time together.

Do I have these things in a grab bag?

- ☐ **Food and bottled water (7 days worth) including can opener if needed**
- ☐ **Collar with ID tag and leash, Civil Defence Tag**
- ☐ **Shelter/Pet carrier**
- ☐ **Contact details for Vet**
- ☐ **Assistance animals: Contact details for organisation**
- ☐ **Pet insurance information**
- ☐ **Medicines** (first aid and instructions)
- ☐ **Blankets, bedding, nesting**
- ☐ **Litter, tray, waste cleaning products**
- ☐ **Toy, comfort objects**
- ☐ **Registration, microchip, vaccination, desexing records**

Assistance/pets/companion animal plan

Who will look after my animal if I am injured or can't get home after an emergency?

How will I contact them?

Where will I get supplies and food from if the shops are closed?

How will I transport my animal if I have to evacuate?

How will I let people know I have taken my animal with me?

Who can help me look after my animal in emergency?

Are there any gaps? What can I do next?

Transportation

How you travel to where you want to go (eg. car, bus, train, taxi, walking).

This includes independent travel and travel with others (eg. family, support worker), including assistance animals and pets.

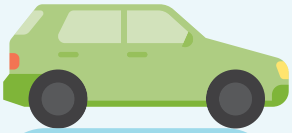
Consider:

- Where do I need to go?
  (Eg. Work, volunteering, shopping, etc.)
- How do I get to places in the community?
- Who helps me?
- Who drives?
- How do I organise my transportation?
- What assistive devices do I use if walking?

Tips ★

- Your plan should also include any assistance you need from people or equipment (assistive technology) that you need to go with you.
- Make back-up transportation plans so that you can manage your health and well-being after an emergency.
- In an emergency, you may not be able to rely on taxi, bus or other public transport.

Daily life



Transportation

My details

Car year, make, model

Licence plate number

Type of fuel

Automatic/Manual

Accessibility adaptions

Driver licence number

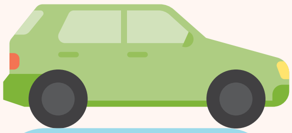
Insurance

Mechanic

Service Providers

Name of driver	Phone number/email	Organisation

After an emergency



Transportation

Place going to	Main method/s of transport	Alternative plan after an emergency

Are there any gaps? What can I do next?

See also Evacuation planning (page 54) and Assistive technology (page 29).

1
2
3
4

Living situation

Where you live and who you live with.

The context of your home situation including any accessibility modifications and utilities.

Consider:

- Who do I live with?
- Where do I spend most of my time when I'm at home?
- How does the location of my home (city, town, rural) affect
- how I go about my daily activities?
- What is my water, electricity, gas supply?
- How many exits are there? Are they accessible? Is there a lift?

Tips ★

- Make sure your plan includes how you will exit your house.
- Keep your phone and charger nearby with emergency contacts.
- Keep a flashlight, radio, shoes and mobility devices by your bed in case you have to evacuate quickly.
- If you rely on power for critical medical support, contact your power company now. **Your power supply cannot be guaranteed in an emergency.** Your power company can help you put an emergency response plan in place—so you know what to do if the power goes out. If you urgently need power, call 111 if possible or go to your nearest medical centre.

Daily life

Important services

Company	Account number	Contact details
Electricity		
Gas		
Water		
Internet		
Phone		
Home/Content insurance		

Who lives with me

Name	Notes

Where will we meet in an emergency?

At home:

Away from home:

Accessibility

	Modifications	Critical Yes No	Alternatives in an emergency
Bedroom		☐ ☐	
Bathroom		☐ ☐	
Kitchen		☐ ☐	
Living area		☐ ☐	

After an emergency

Location and how to shut off/turn off

Water toby

Power switchboard

Gas supply*
*Gas can only be turned back on by an electrician. Turn off gas if you can smell or hear a leak or told to by emergency services.

Where do I keep

Emergency lighting

Emergency water
(3 litres minimum per day per person)

Emergency food
(7 days)

Are there any gaps? What can I do next?

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Social connection

The people you do things with. Your relationships with friends, family and other people. The help you give to other people.

These relationships may be personal (eg. family, friend, neighbour) and/or professional (eg. service provider, community leader).

Consider:

- Who is in my circles of support? (See picture opposite.)
- Who do I count on?
- What type of support do they give me?
- Who counts on me?
- What type of support do I give other people?
- Where can I go if I ever need help or a place to stay? Have I spoken to them about this?

My circles of support

My connections with family, carers, housemates, peers and neighbours.

My connections through regular activities such as work, school, volunteering, religious affiliation, clubs, community groups, fitness, peer support and other activities (eg. online activities).

My connections with professionals (eg. service providers, community leaders).

My connections in the wider community where I spend my time (eg. shopping, restaurants, public transportation, library etc).

Daily life

Social connection

Main support people

Name	Phone number	Address	Relationship/ Organisation

Other support

Name	Phone number	Address	Notes

After an emergency

From the key people you identified in the previous page (or anyone else) add who can provide support when you need it in an emergency or who you give support to. Make sure they understand this plan and your expectations as well.

Support needed needed or given	**People I can rely on**	**People who can rely on me**
Personal support		
Transportation		
Accommodation		
Communication		
Pets and assistance animals		
Wellbeing and mental health		
Basic health support		
Family commitments (Looking after family members, grandchildren etc.)		

Are there any gaps? What can I do next

Evacuation planning

Thinking about evacuation can be difficult and often overwhelming for people with mobility impairments. You might have understandable concerns about evacuating with important equipment, how to get to safety in time or leaving your home.

In a major disaster, emergency services will be very limited. The roads could be difficult to get through and there may not be enough time or people to evacuate everyone. It is important to make the best evacuation plan you can. It's better to have an imperfect plan than to no plan at all.

Consider:

- What are my evacuation options? List by priority from best to last option.
- What are my personal triggers for evacuation? How can I stay informed so I can make the decision to evacuate early?
- How far, long and fast can I travel without anyone else's help (to save my life)?
- Who can I rely on for help?
- What important equipment do I need to bring with me?
- How will I let people know I have evacuated and where I have gone?
- What could stop me evacuating? How can I reduce those barriers?
- What do I need emergency services to know if I am being evacuated?

Tips

- Have a grab bag to get you through the first 12 hours. Visit **www.wremo.nz/grabbag** or talk to your local council to learn more.
- It may take longer for you to evacuate. Stay informed and be ready to go as soon as you feel you are at risk, even if others aren’t leaving.
- Think about which evacuation method is fastest for you.
- Write down instructions that emergency services might need to know if they are evacuating you.
- Practice evacuating so you can find out what is possible or not.
- Let people know your evacuation plan, especially if you are relying on them.

Remember it is far better to have an imperfect evacuation plan than none at all.

Evacuation planning

What are my personal triggers for evacuation?
(Natural warnings or official warnings.)

How will I stay informed?

What are my evacuation options?
(Best to last option.)

How far/long/fast can I travel without others help if I had to (to save my life)?

What could stop me from evacuating?
(Eg. Damaged sidewalks for a powerchair.)

Is there anything I can do to avoid the above?

What special equipment do I need to take with me?

What extra things do I need in my grab bag?
(Eg. Notepad and pen or hearing aid batteries.)

Who lives close to me and could help me evacuate?
(Make sure to tell people your plan and to have backups.)

4

Share your plan and get support

Communicate your plan with the people in your support network and address gaps through collaboration

“Lots of people have plans “in their heads.” But an effective plan is one that works in practice. Writing it down is not enough. Make time to discuss your situation, your capabilities, and what support you will need in an emergency together with the people in your network” – Prof. Michelle Villeneuve, University of Sydney

You may have to make adjustments to your plan – think about who will actually be there when disaster strikes.

Being clear about what you need will help you to prioritise and plan effectively. It can also help you and others to advocate for the support you will need in an emergency.

Examples of gaps in emergency preparedness:

“Some people didn’t even have a support worker to check in on them. Some of them have a couple different people doing different things for them so they might think, “Oh they might’ve checked in.” So, who’s responsibility is it to check in on that person?”

“What do we do when the support workers are affected by the disaster as well?”

Make time to talk about the barriers to preparedness:

- What things are stopping you from getting prepared?
- What do you need to happen to get to the next stage of preparedness?

Personal information

Keep this guide in a safe place. Only share information with people you trust.

Name

Address

Phone number

Language spoken

Personal emergency information

NHI Identification

MSD number
(if you have one)

Key emergency contacts

Name	Phone	Email address	Relationship

Important contacts

Advocate	Childcare/School contact
Power of attorney/Guardian	Workplace/Volunteer contact
Solicitor	Doctor
Insurer (home)	Specialist practitioner
Insurer (contents)	Private health cover
Insurer (car)	

Health passport

Health passport has been adapted from the Health and Disability Commissioner,

I may need support with some daily activities

	YES	NO
Using the toilet (Eg. I need support with buttons and zips, uneven ground or high steps, toilets without handrails.)	☐	☐
Washing/taking a shower (Eg. I need assistance to dry myself, wash my hair.)	☐	☐
Grooming & personal hygiene (Eg. I need assistance to brush my hair, to use a toothbrush.)	☐	☐
Dressing and undressing (Eg. I need assistance with buttons, I can't put on shoes.)	☐	☐
Eating and drinking (Eg. Tell me what is in the food, I need a straw for all fluid, I need food in bite-sized pieces, food must be soft and moist, I eat or can't eat certain foods.)	☐	☐
Sleeping (Eg. I have sleep aid medication, I need water before I sleep, I need the light on.)	☐	☐

1
2
3
4

I may need support with moving around

I move around using
(Eg. A mobility aid, I need a hoist for transfers.)

If you are assisting me you need to know
(Eg. Roll me on one side when assisting me to move in bed, let me hold your left arm when you are guiding me, please put my power wheelchair on charge at night.)

	YES	NO
I may need support to feel safe and comfortable	☐	☐
I need assistance for my safety and comfort	☐	☐

Things that may upset me or make me become anxious are
(Eg. Bright lights, loud noise, lack of information.)

You would know that I am anxious or stressed when
(Eg. I avoid eye contact, I bite myself, I cry, I bang objects.)

Things you could do to make me feel more in control and comfortable (Eg. Play soft music, take me outside for a walk, give me a task.)

Things to know when helping me

I am in pain when (Eg. I tell you, I make a particular sound, I cover or hold an area of my body.)

I am allergic to (Eg. Certain medications, perfume, nuts.)

When giving me medication, please (Eg. Put pills on a spoon.)

Other things that you need to know about helping me (Eg. I need medication at certain times of the day.)

Other helpful information

I like (Eg. Music, routines.)

I do not like (Eg. Certain food, dark rooms.)

My religious/spiritual needs (Eg. Karakia/prayers, Halal food.)

My cultural needs (Eg. I require a woman doctor, where possible I need a family member with me at all times.)

Other information (Eg. Tell me when you bring me food, and what is in it.)

Access card

You can use this card to quickly show your access needs to emergency management staff.

You can also remove this page from the book

Name

Date of Birth

Address

This is what you need to know about me:

Access card

Circle the pictures that apply to you. You can use this card to quickly show your access needs to emergency management staff.

You can also remove this page from the book

Adapted from
Hāpai Access card, Hāpai foundation, Christchurch

I am Deaf or hard of hearing

I use NZSL/pen and paper/text/lip-reading/other.

I need to have a support person with me

I have an assistance dog, do not separate

It is illegal to refuse an Disability Assist dog access to any public space, including during an emergency.

I have other needs (ask for more info)

I cannot stand in queues

I have difficulty with visual information

Urgent toilet access required

I need a quiet space

Please don’t touch me

CIVIL DEFENCE
WELLINGTON REGION
EMERGENCY MANAGEMENT
OFFICE

www.wremo.nz