

Preparing for an emergency

A personal plan for disabled people



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 many days.

As you make your plan, think about how this could change your daily routine.

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

Work through your emergency planning. Use this plan with *Preparing for an emergency: A guide developed by and for disabled people.*

Your typical week

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

Learn about your disaster risk

Know your risks

What are the main risks in your community? **How would this affect you?**



(Check ones that apply)

☐ **Earthquake**

☐ **Flood**

☐ **Health emergency**
(Eg. Pandemic or other outbreaks like measles)

☐ **Heat**

☐ **Landslide**

- ☐ **Space weather**
(Eg. Space weather
can cause power
outages)
-

- ☐ **Storms**
-

- ☐ **Tsunami**
-

- ☐ **Volcanic activity**
-

- ☐ **Wildfire**
-

Closest Civil Defence Centre, community-led centre or marae

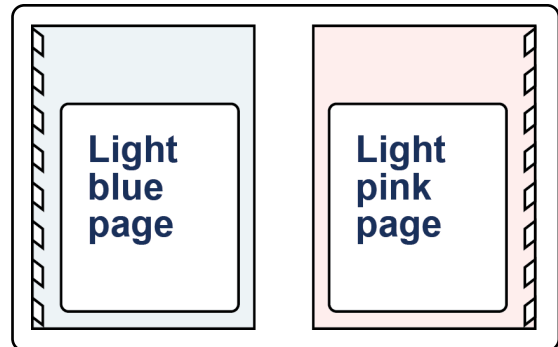
Your Civil Defence Emergency Management Group might have a list of possible Civil Defence Centre's in an emergency. In your plan, list your closest Civil Defence Centres, community-led centres or marae that might open in an emergency.

Name	Address

Start your plan

On the **light-blue pages**:

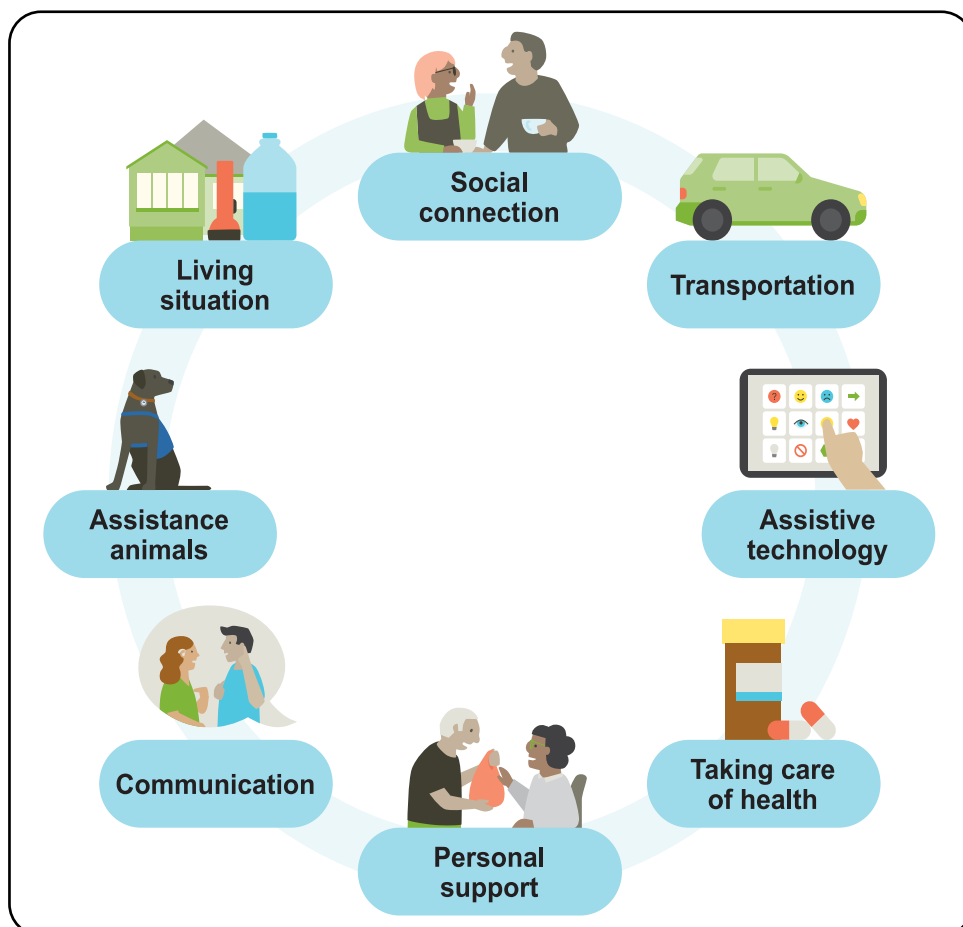
- Think about your capabilities and how you manage your needs in daily life, **before an emergency**.



On the **light pink pages**:

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

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



Capability Wheel, taken from the Person-Centred Emergency Preparedness Framework and modified with permission to match our graphics. Published with permission collaborating4inclusion.org

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.



Daily life

Getting, giving and understanding information.

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 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.

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



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.



Daily life

List of Equipment	Critical to my functioning?		Use, repair or maintenance 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?

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.



Daily life

**Service
provider**

**Organisation
they work for**

**Phone
number**

**Address or
email**



**Name and
role**

	Make notes about the help you need		Critical?	
	Yes	No	Yes	No
Bathing	☐	☐	☐	☐
Toileting	☐	☐	☐	☐
Grooming	☐	☐	☐	☐
Dressing	☐	☐	☐	☐
Transferring	☐	☐	☐	☐
Mobility/ Positioning	☐	☐	☐	☐
Sleeping	☐	☐	☐	☐
Eating	☐	☐	☐	☐



	Yes	No	Make notes about the help you need	Yes	No
Cooking	☐	☐		☐	☐
Cleaning	☐	☐		☐	☐
Shopping/ Groceries	☐	☐		☐	☐
House keeping	☐	☐		☐	☐
Home maintenance	☐	☐		☐	☐
Medications/ healthcare	☐	☐		☐	☐
Accessing information	☐	☐		☐	☐

After an emergency



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?

Assistance animals

Help from animals and how you care for them.

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



Assistance/guide dogs

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. You might need permission to enter a marae or a church.

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

Your dog's certifying organisation will give your dog a coat to wear with the organisation's name on it and some form of identification for you. This can help to quickly reunite you and your dog if you are separated.

- Make sure your animal is wearing their coat or identification if possible. You do not need identification to get support or enter a Civil Defence 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.

Daily life

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		



Information

Animal one

Animal two

Desexed/Entire?

Vaccinated (Y/N)

Y ☐

N ☐

Y ☐

N ☐

Microchip number

**Council
Registration
number**

**Insurance policy
number**

Medications

**Do I have collar, ID
coat, and leash for
my animal?**

**Assistance animal
ID card?**

Information	Animal one	Animal two
Contact details for my Vet		
Vet		
Organisation		
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.)		

Information	Animal one	Animal two
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
(for three days or more)
including can opener if
needed | ☐ Medicines
(first aid and instructions) |
| ☐ Collar with ID tag and
leash | ☐ Blankets, bedding, nesting |
| ☐ Shelter/Pet carrier | ☐ Litter, tray, waste cleaning
products |
| ☐ Contact details for Vet | ☐ Toy, comfort objects |
| ☐ Assistance animals:
Contact details for
organisation | ☐ Registration, microchip,
vaccination, desexing
records |
| ☐ Pet insurance
information | |

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?

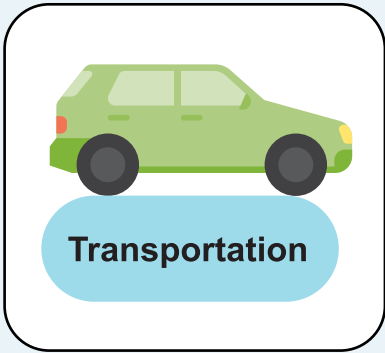
Who can help me look after my animal in emergency?

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.



Daily life

My details

Car year, make, model



Licence plate number

Type of fuel

Automatic/Manual

Accessibility adaptations

Driver licence number

Insurance

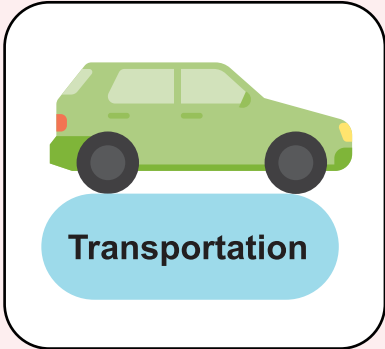
Mechanic

Service Providers

Name of driver	Phone number/email	Organisation
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After an emergency



Place going to	Main method/s of transport	Alternative plan after an emergency
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Are there any gaps? What can I do next?

Living situation

Where you live and who you live with.

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



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		Alternatives in an emergency
		Yes	No	
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

(at least 3 litres per person per day)

Emergency food

(at least 3 days)

Are there any gaps? What can I do next?

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).

Daily life

Main support people

Name	Phone number	Address	Relationship/ Organisation 
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_____	_____	_____	_____
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_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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Other support

Name	Phone number	Address	Notes	

After an emergency

From the key people you identified (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 or given	People I can rely on	People who can rely on me
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Personal support

Transportation

Accommodation

Communication

Assistance
animals and pets

**Wellbeing and
mental health**

**Basic health
support**

**Family
commitments**
(Looking after
family)

**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 no plan 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.)

Personal information

Keep your plan 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 
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Important contacts

Advocate	Childcare/School contact 
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Power of attorney/Guardian	Workplace/Volunteer contact
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Solicitor	Doctor
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Insurer (home)	Specialist practitioner
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Insurer (contents)	Private health cover
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Insurer (car)	
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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 Person-Centred Emergency Preparedness Capability Wheel, Four Steps of Emergency Planning 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.

Find the Capability Wheel and definitions:

<https://collaborating4inclusion.org/wp-content/uploads/2024/06/PCEP-Overview.pdf>

Learn more about the original research: Villeneuve, M. (2022). Disability-Inclusive Emergency Planning: Person-Centred Emergency Preparedness. Oxford Research Encyclopedia of Global Public Health.

<https://doi.org/10.1093/acrefore/9780190632366.013.343>

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Learn more about the Wellington region guide at **wremo.nz/alternative-formatsresources-for-disabled-people/**