This workgroup was tasked to complete the following Objective of the 2012-2013 Disaster Preparedness and Response Committee: to develop guidelines and educational materials for disaster preparedness, including those that are unique to children, the elderly, and other groups with special needs.

The group chose to address this objective by developing a toolkit/checklist for the elderly and special needs persons to complete in preparation for a disaster and to use as a guideline in that preparation.

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Elderly/Special Needs Tool Kit for Disaster Preparation

What is this toolkit?
This form is a planning device to help you and your family prepare for many health-related needs that may arise during a disaster.

How should I/my family use this tool?
Sit down with your family members or friends and health care providers to complete the check-lists and planning activities outlined below. This form will help you complete your own personal disaster plan. Additionally, you can take it with you should you need to evacuate your residence. It can inform health care providers and others of your mobility, dietary, and medical needs.

Pre-Disaster Checklist
Consult with family members, physicians, and any health aides to complete this section

<table>
<thead>
<tr>
<th>Issue</th>
<th>Description / Recommendations</th>
<th>To-do</th>
</tr>
</thead>
</table>
| Sheltering at Home or Residence | It is recommended that in case of a disaster you shelter in your home. Reasons to not shelter in home include:  
• Home uninhabitable due to flood, fire or structural damage  
Reasons to not shelter in home(Continued) | ☐ Meet with family, friends, neighbors or health aides to determine a check-in plan to ensure your safety and to develop contingency plans in case evacuation is needed  
☐ Evaluate hazards in your home needing advance repair to ensure your safety |
| **Alternate Sheltering Option** | Should you be unable to shelter in your home, the next recommendation is the home of a friend or family member, then a shelter, special needs, elderly-care site | ☐ Identify second home where you might stay. Discuss with family or friends  
☐ Identify and contact nearby shelter locations (these may include nursing homes, churches, community centers) |
| **Assistance / Contact Info** | List emergency contact numbers for those who can help you evacuate. Try to also plan in advance for someone to check on you in case of a communication failure | Contact Name– Contact Telephone  
________________________________________  
________________________________________  
________________________________________  
________________________________________  
________________________________________ |
| **Water** | The minimum recommended supply of water is 3 gallons/person/day | ☐ Calculate the gallons of drinking water needed (3 / person minimum)  
☐ Purchase and store required water |
| **Food**       | Dry, canned or other non-perishable goods are recommended for storage for a disaster food supply along with a mechanical can opener | Consider the number of people who may be sheltering in your household
- Consider special dietary needs
- Purchase and store food reserves |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| **Medications** | It is recommended to have 2-4 weeks additional supply of regular/chronic medications                                                  | ❑ Discuss with your physician, pharmacist and/or insurance about purchasing a “13th-month” supply of medications
- Rotate medications through so that you always have an up-to-date extra set |
| **Sanitation Supplies** | Running water and toilet facilities may be unavailable                                                                          | ❑ Determine waste needs
- Purchase sanitation supplies |
| **Pet Supplies** | If you have a pet, you must plan for their care during your sheltering process, including at home or in a separate shelter          | ❑ Purchase sufficient water (1 Gallon/day) and food for 3 days
- Purchase sanitation supplies for 3 days
- Inquire with your most likely shelter options about accommodations for pets or make alternate plans for their care |
**Disaster Checklist**

*Take this form with you if you should need to evacuate your residence. Have your health care provider help you complete this form*

<table>
<thead>
<tr>
<th>Issue</th>
<th>Description</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>Check or list your primary language and if you need an interpreter</td>
<td>❑ English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Spanish</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Chinese (specify)________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Other (specify) __________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Interpreter needed</td>
</tr>
<tr>
<td>Primary Residence</td>
<td>Write in your primary address:</td>
<td></td>
</tr>
<tr>
<td>Family / Emergency Contact</td>
<td>List your primary emergency contact person and relationship</td>
<td>❑ Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Relationship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Email</td>
</tr>
<tr>
<td>Communication/ Mental Status</td>
<td>Please check baseline cognitive (thinking) function and communication abilities</td>
<td>❑ Normal conversation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Slightly confused</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Severe confusion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Nonverbal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Other (describe):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>❑ Attach a recent photograph of yourself</td>
</tr>
</tbody>
</table>
| Mobility                                      | Please check or list baseline mobility status | ☐ Walks without assistance  
☐ Walks with cane/walker  
☐ Requires wheelchair/scooter  
☐ Bed only  
☐ Other (specify): |
|----------------------------------------------|-----------------------------------------------|------------------------------------------------------------------|
| Activities of Daily Living                   | Please check or list activities with which you need assistance | ☐ Walking  
☐ Eating  
☐ Bathing  
☐ Toileting  
☐ Other (specify): |
| Oxygen                                       | Please list your oxygen requirement and route of delivery | ☐ Oxygen method:  
☐ Liters/minute: |
| Health Problems                              | Check the corresponding box or list all your health problems | ☐ Attach a picture of last Electrocardiogram  
☐ Attach latest Medical Record  
☐ High Blood Pressure  
☐ Diabetes  
☐ Heart Disease  
☐ Asthma / Chronic Obstructive Pulmonary Disease  
☐ Memory  
☐ Other(s): __________________________  
________________________________________________________________________|
### Devices/Treatments

Please check or list any ongoing treatments such as dialysis (with day requirements) and/or any implanted devices (eg pacemaker)

- Ventilator
- Peritoneal Dialysis
- Hemodialysis (list days) ____________
- Pacemaker (settings) ____________
- Automatic Implantable cardioverter defibrillator (settings) ____________
- Other(s):

### Allergies

List your medication allergies (Or attach list)

- ______________________
- ______________________
- ______________________
- ______________________
- ______________________
- ______________________

### Medications

List (or attach a list of) all medications and dosages including over the counter medicines

If possible, bring your medications with you to any shelter (including to hospital)

- ______________________
- ______________________
- ______________________
- ______________________
- ______________________
- ______________________
- ______________________
| Palliative or Comfort Care | Please state whether you are already receiving palliative care | Yes, I am receiving palliative care
No/Not Applicable
Name of Hospice/Contact number: |
|--------------------------|-------------------------------------------------|---------------------------------------------------|
| Decision Making          | Please attach any forms regarding your health care proxy (medical decision maker should you be unable to speak for yourself). | Healthcare Proxy
Name:_________________ Contact info: |
| Wishes regarding resuscitation | Please attach any forms regarding advance directives and summarize in the next box | Full treatment and resuscitation
Full treatment but excluding intubation or Cardiopulmonary Resuscitation(CPR)
DNI (no intubation, ventilator)
DNR(no CPR, chest compressions)
Attach copy of: MOST(Medical Orders for Scope of Treatment/DNR(Do Not Resuscitate) form |
Additional Notes: