

# EVACUATION

# WORKBOOK

Information  
for People with  
Disabilities,  
Seniors, Families  
and Pets

ARE YOU READY?





# EVACUATION WORKBOOK



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## INSTRUCTIONS

This workbook was designed with you in mind, individuals with disabilities, families, friends and pets. It will help you organize, write and plan steps to take in the event of a disaster. Each page has important aspects of what is necessary to be prepared for an emergency. Fill out only what is applicable to you.

Once you have filled out each page, put the workbook in your evacuation "Go Bag". Your bag should be by your front door for you to grab on the way out in the event of an evacuation. Review your workbook at least once a year to make sure the information is current.

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New Mexico Governor's Commission on Disability  
Lamy Building, Suite 117  
491 Old Santa Fe Trail Santa Fe,  
NM 87501



**The following pages have specific preparedness and evacuation information for people with disabilities and the general public.**

Remember individuals with disabilities, seniors, children and pets have their specific needs during emergencies. Each person and pet should have their own bag. Adjust the list to add specific needs you may have.

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## HOW TO PREPARE FOR A DISASTER



Fill out this Evacuation Workbook “Communication Plan.” Your family may not be together if a disaster strikes, so it is important to know how you’ll contact one another and reconnect if separated.	
Create your “Go Bag.” Include supplies for 3 to 7 days. You might have to carry your bag so make it as light as possible.	<input type="checkbox"/>
Evaluate the different types of disasters that could happen in your area. Plan accordingly. There might be fire, floods, earthquake, or chemical spills.	<input type="checkbox"/>
Think about and practice different types of evacuation routes from your home. A planning page is inserted on page 2 and 3 of this workbook. Take the time to draw your potential escape routes if you need to leave by car or foot.	<input type="checkbox"/>
Join emergency notification system <a href="http://www.nixle.com">www.nixle.com</a> (free) or an emergency notification system in your area. Ask your Emergency Manager for the system used in your area.	<input type="checkbox"/>
Get together with your neighbors, make a plan, and set up a phone tree. Identify people with disabilities and offer to help if possible.	<input type="checkbox"/>
Have Emergency Managers or Fire Departments visit your home or Neighborhood Association Meetings to give information on evacuation and sheltering in place. They have the experience and will be able to help when you or your family needs very specific information before a disaster. Do not wait till something happens.	<input type="checkbox"/>
Check to see if you have disaster insurance coverage that is right for the risks in your area.  <b>Flooding Damage Will Not Be Covered By Your Homeowners Insurance Flooding Insurance Is Bought Through FEMA</b> <a href="https://www.fema.gov/national-flood-insurance-program">https://www.fema.gov/national-flood-insurance-program</a>	<input type="checkbox"/>
Minimally include the following documents in your “Go Bag”: copies of driver’s license, proof of address i.e. electric bill, rental agreement, or bank statement. Have your original important papers in a safe deposit box.	<input type="checkbox"/>

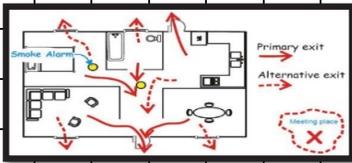
## HOUSE EVACUATION – IDENTIFY MEETING PLACE OUTSIDE YOUR HOME

Know your accessible escape route.

- Draw the inside of your house on this graph
- Find your doors and windows, draw lines to show how you will get out for any type of emergency.
- Every family member needs to know where to meet near your home
- Do not go back into the house looking for someone

Below is an example of a plan.

- Draw your home in the center of the grid.
- Identify your exits.
- Locate one meeting place on the property, far away from your home and safely away from the danger zone.



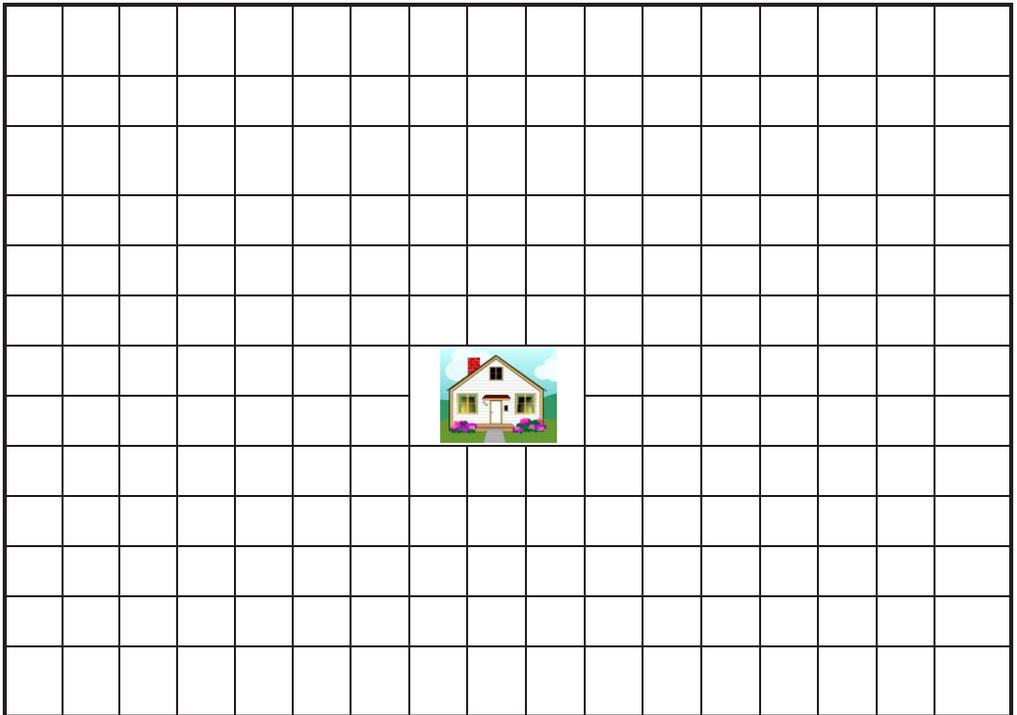
## DRAW POTENTIAL EVACUATION ROUTES FROM YOUR NEIGHBORHOOD

How will you evacuate your neighborhood during a disaster?

- How do you normally drive out of the neighborhood?
- Do you have an alternate escape route?
- What will you do - if rain, flood or fire has blocked your normal road?

By drawing in the grid below you will get a better understanding of your options. Remember you might have to walk out.

- Draw your house in the center of the grid.
- Draw other roads or paths that you could use if your primary route is cut off.
- How long will it take you to get to a major road?



## WHAT SHOULD YOU DO WHEN EVACUATION IS POSSIBLE?

Once there is a known emergency or incident, listen to radio, TV or emergency text messages from your phone. Most times you will be notified to evacuate or shelter in place depending on the type of disaster.

It is possible that, notifications may not be available (e.g., due to the speed of an out-of-control fire or your being in a rural area), in which case you will need to make a personal decision and evacuate immediately if you see something unusual happening.

If there is no notification system available in your area, be vigilant, take responsibility and be self-sufficient. Plans need to be made well in advance of a disaster and known to everyone in the family.

## NOTIFICATION SYSTEMS TO CONSIDER SETTING UP

- American Red Cross Apps: [www.redcross.org/mobileapps](http://www.redcross.org/mobileapps)
- FEMA Apps: [www.fema.gov/mobile-app](http://www.fema.gov/mobile-app)
- NM State Forestry Fire Info: [www.nmfireinfo.com](http://www.nmfireinfo.com)
- Wildfires Near Me: [www.wildfiresnearme.wfmrda.com](http://www.wildfiresnearme.wfmrda.com)



## STEPS TO TAKE DURING AN EVACUATION



<p>Grab your “Go Bag”, medication, wallet and keys and evacuate if told to do so. Leave immediately.</p> <p>In certain disasters, officials will instruct you to shelter in place.</p>	<input type="checkbox"/>
<p>Put pets in their carriers with their “Go Bag” and put them in your vehicle, or put them in your room if directed by authorities to shelter in place.</p>	<input type="checkbox"/>
<p>Place cell phone, smart phone, tablets and chargers in a carry case</p>	<input type="checkbox"/>
<p>Have your valuable computer information backed up on the cloud or on a portable hard drive if you cannot take the computer with you. Remember, hard drives do not like smoke (so put in an air tight plastic bag if possible).</p>	<input type="checkbox"/>
<p>If you are evacuated out of your home, lock the door and leave.</p>	<input type="checkbox"/>
<p>Public safety personnel will be at key points on the evacuation routes. Follow directions from them as you evacuate your area. They will be directing you to the shelters. Hold all questions until you are in the evacuation shelter, where most current information is being gathered.</p>	<input type="checkbox"/>
<p>Follow your pre-arranged communication plan with family and make calls later.</p>	<input type="checkbox"/>
<p>If evacuated from your home, plan to meet at the designated evacuation shelter. Shelter location may change due to threats of different types of disasters (i.e. fire, chemical spill).</p> <p>Make sure you register at the shelter, so that you can confirm to your loved ones that you are safely out of the disaster area. Once you register you can leave if you would like.</p>	<input type="checkbox"/>



## GOING HOME AFTER A DISASTER



You will be told (i.e., by public safety personnel, TV news, or at public meetings) when you will be able to return to your home.

Most disasters involve a staggered and orderly re-entry plan from public safety personnel, and instructions will be given on what to expect and how to safely re-enter an area with your family and pets.

Do not allow pets to wander. Keep pets crated or on leash until you can check the area for chemical spills, smoldering stumps, debris and other potential dangers.

There will be specific information from emergency managers, as well as gas and electric companies before re-entry into your communities. Do not go into your home until your house is inspected by officials and instructions are given.

## DEBRIS REMOVAL AFTER A DISASTER

Guidelines: in efforts to expedite the debris removal process after a disaster, follow these rules:

- Debris should be placed curbside or on the edge of your dirt/gravel driveway.
- Debris should not block driveway.
- Placing debris near or on trees, poles or other structures makes removal difficult. This includes fire hydrants and meters.
- Separate debris into six categories
 

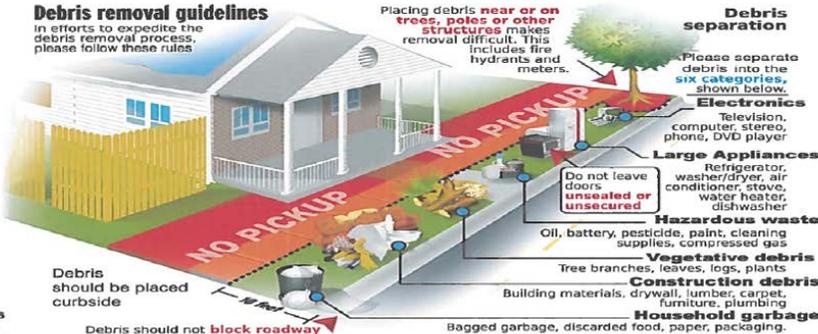
1) Electronics	2) Large appliances
3) Hazardous Waste	4) Tree litter (leaves/branches)
5) Construction Materials	6) Household garbage



**FEMA**  
www.fema.gov

### Debris removal guidelines

In efforts to expedite the debris removal process, please follow these rules



### Debris separation

Please separate debris into the six categories, shown below.

**Electronics**  
Television, computer, stereo, phone, DVD player

**Large Appliances**  
Refrigerator, washer/dryer, air conditioner, stove, water heater, dishwasher

**Hazardous waste**  
Oil, battery, pesticide, paint, cleaning supplies, compressed gas

**Vegetative debris**  
Tree branches, leaves, logs, plants

**Construction debris**  
Building materials, drywall, lumber, carpet, furniture, plumbing

**Household garbage**  
Bagged garbage, discarded food, paper, packaging.

US Army Corps of Engineers  
www.usace.army.mil

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## COMMUNICATION PLAN WITH MEMBERS OF YOUR HOUSEHOLD



FILLING OUT THE FOLLOWING PAGES BEFORE AN INCIDENT WILL GIVE YOU A  
COMMUNICATION PLAN FOR ANY TYPE OF DISASTER

“What if something happens and I’m not with my family?” “Will I be able to reach them?” “How will I know they are safe?” “How can I let them know I’m OK?”

- Meet with members of your household and create a communication plan by filling out this evacuation workbook. This tool will create a plan that will support you with not only phone numbers, but also with key information you would need in order to keep your life together during a disaster.
- Practice your communication plan by going through the steps that you will take if there is an emergency. Have two meetings a year to update your plan, and practice your plan regularly with your family.
- During disasters, text messages may get through when a phone call cannot. Text messages require far less bandwidth than a phone call. Text messages may go into a “save mode” if they are not able to be sent immediately. The text will be sent automatically as soon as a network connection can be made.
- If local calls cannot be made, long distance may still work. As soon as possible contact your out-of-town contact person that each member of your household agreed on to check in regarding your status.

### “LET’S GET STARTED”

- Identify two neighbors who can assist you in an emergency, and list their contact information below.

Neighbor One: \_\_\_\_\_

Neighbor Two: \_\_\_\_\_

### OUT-OF-AREA CONTACT INFORMATION

Name:

Relationship:

Address:

E-mail:

Work #

Cell/Text #:

Home #

## EMERGENCY RESPONSE CONTACTS



**IF YOU HAVE AN EMERGENCY, CALL 911!**

Police Department Non-emergency	
Fire Department Non-emergency	
Local Emergency Management Office:	
Personal Physician:	
Pharmacy:	
Poison Control:	
Veterinarian:	

- Plan ahead with the nearest fire or police department by adding your name to a list of people needing additional evacuation assistance during an area-wide disaster. You may need such assistance if, for example, you or a loved one use a respirator or ventilator, or if your means of escape via a wheelchair is unavailable.
- Consult with the local fire or police department on their emergency rescue equipment and see what is available for your disability to help in your evacuation.
- When you have completed your emergency evacuation plan, make sure you review this plan with your local fire department.






# ARE YOU PREPARED?




## PERSONAL INFORMATION

Full Name:

Home Address:

City, State & Zip Code:

Work Address:

City, State & Zip Code:

Home phone number:

Fax number:

Work phone number:

Cell/text number:

Email address:

How do you prefer to be contacted?

Phone

Text

Birthdate:

## ACCESSIBLE TRANSPORTATION COMPANY: PHONE NUMBER AND ADDRESS

Paratransit service:

Address:

Phone number:



## HOUSEHOLD MEMBERS

NAME AND RELATIONSHIP TO YOU	WORK OR SCHOOL ADDRESS	PHONE NUMBER AND EMAIL ADDRESS
*		
*		
*		
*		
*		

**Note:** Have all phone numbers pre-programmed in your phone, including email addresses.



NAMES OF SCHOOL, WORK OR DAY CARE (KIDS OR ADULTS)	BUSINESS CELL PHONE NUMBER
*	
*	
*	
*	

**Note:** Ask for copies of an evacuation plan from each school or day care center.

**Note:** Communicate this plan with your children and caregiver so they know what to expect and who will pick them up in an emergency.

**Note to Guardians:** Make sure you have signed a signature card as to who can pick up your protected persons (child or adult).

OTHER CONTACT INFORMATION		
NAME	PHONE NUMBER	HOW WILL THEY HELP?
*		
*		
*		
*		
*		
*		



UTILITY COMPANY PHONE NUMBERS	DO YOU NEED TO TURN YOUR SERVICES OFF IN CASE OF A DISASTER? (ASK THE COMPANY)	WHAT IS YOUR PLAN IF THERE ARE NO UTILITY SERVICES?
Electric company phone number:		
Gas company phone number:		
Water company phone number:		

- Remember that, once evacuation is called, do not delay to do any last-minute adjustments in the house, on your property, or with utilities. Just leave!! Sometimes a few minutes of time will mean safe evacuation for you and your family.
- Knowing how to locate and turn off the utilities in your home well in advance of an emergency is a good step for any homeowner. When it comes to disasters, the situation becomes a bit more complex. If you do not prepare in advance, you will be wasting vital time looking for the shut-offs instead of leaving the area.
- If you plan to be taking on the responsibility of shutting off utilities in disasters you need to talk to your utility companies. There are many different types of disasters, and each type has different protocols to follow shutting off and restarting your utility services. These companies will be able to tell you how to manage your utilities during different disasters.
- Check with your electric company to see if they have a priority list to turn electricity back on immediately after the disaster. You might be prioritized due to your need to charge your power wheelchair, dialysis machine, electrical lift, communication devices, or the operation of your respirator or ventilator. Consider getting your own personal generator in the event of a disaster (in case you need to shelter in place and utilities get turned off).

## EMERGENCY SHELTERS

Each area of the state has potential evacuation centers identified, but the disaster will dictate the location and many times they are changed. The best thing to do is to listen to your emergency NOAA radio and local media.

Some emergency radios have an LED screen for limited information.

- Radio: New Mexico - AM 770
- Your local TV station

NOAA Weather Radio (NWR) is a 24/7 radio broadcast that will notify the public of imminent danger due to weather, all-hazard threats, and disasters.

**Note:** American Red Cross can assist with finding family members. Keep pictures of your family and pets with you at all times.

## PRE IDENTIFIED ACCESSIBLE HOTEL OR MOTEL

Name of accessible hotel or motel:

Address, City, State, Zip Code:

Phone number:

Alternate phone:

**Note:** If a shelter is inaccessible, the American Red Cross will help with finding an accessible shelter if available.



American Red Cross  
Evacuation Center

## MEDICAL INFORMATION



Primary Physician's name:

Medical Facility:

Address:

City:

State:

Zip Code:

Phone number:

Alternate  
number:

Name of Hospital:

Address:

City:

State:

Zip Code:

Phone number:

Alternate  
number:

Health Insurance Plan:

Policy or Medicaid Number:

Allergies (food, and other – i.g. peanuts, juniper):

Allergies (medication – i.g. sulfa):

Name of Pharmacy:

Address:

Phone number:



## PRESCRIPTION INFORMATION TO PREPARE IN CASE OF AN EMERGENCY

Talk with your doctor or pharmacist regarding a potential emergency situation. Focus on the question, “If I do not have enough medicine after a disaster takes place, what should I do?” Getting feedback will help you with a backup plan!

Answer: \_\_\_\_\_

Ask your doctor or pharmacist about the “shelf life” for each of your medications. Include the temperature needed to store the medication. To list additional medications go to page 36.

Answer: \_\_\_\_\_

If you take your medicine at a clinic, (such as methadone, chemotherapy, radiation therapy or dialysis treatment), ask your provider how you should prepare for a disruption caused by a disaster? Where and how do you continue treatment if a disaster occurs? Note: If you go to a shelter, make sure you inform personnel that you are currently receiving treatment, and specify the type of treatment. They will assist you in making sure your treatment continues during the emergency. To list additional treatments go to page 36.

Answer: \_\_\_\_\_

Consider getting a medic alert tag or bracelet on your person at all times so that emergency responders can assist you appropriately during a disaster. This would be especially important if you have complicated medical issues, communication issues or if you are incapacitated to inform medical personnel.





**MEDICATION LIST FOR:** \_\_\_\_\_

MEDICATION NAME	DOSE & FREQUENCY	MEDICATION STORED IN	PHARMACY NUMBER	DOCTOR NAME AND NUMBER WHO PRESCRIBED	REASON FOR TAKING MEDICATION
Example: Baby Aspirin	81 mg 1x daily	Medicine Cabinet	Drug Store 505-111-1111	Dr. Who 505-111-1111	Prevention of cardiovascular incident

**Note:** Write the location of your medication in the house, and where they need to be stored (i.e. in the fridge) so responders are able to locate it if necessary. Have a 7 day supply available for each medication you use, to place in your "Go Bag". Include prescription information if possible.

## PERSONAL CARE ASSESSMENT

What services or equipment would you absolutely need during a disaster?

PERSONAL CARE	CARE ATTENDANT	ADAPTIVE EQUIPMENT
Bathing/Grooming	<input type="checkbox"/>	
Toileting	<input type="checkbox"/>	
Dressing	<input type="checkbox"/>	
Preparing Meals	<input type="checkbox"/>	
Eating/Drinking	<input type="checkbox"/>	
Transferring	<input type="checkbox"/>	



**DURING AN EMERGENCY IMMEDIATELY CONTACT YOUR PERSONAL CARE ATTENDANT**

Contact name and number of your personal care agency or attendant:

Name/Agency Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## PERSONAL ABILITY SELF-ASSESSMENT

Do an assessment of what you may need before, during or after a disaster in your area. In the chart below check all that applies to you.

WHAT SERVICE OR EQUIPMENT WILL YOU NEED TO TAKE WITH YOU IN AN EMERGENCY?	CONTACT INFORMATION
<p>What services do you need for access to information in an emergency?</p> <p><input type="checkbox"/> American Sign Language</p> <p><input type="checkbox"/> Text in Large Print</p> <p><input type="checkbox"/> Braille materials</p> <p><input type="checkbox"/> Magnifier <span style="float: right;">→</span></p>	<p>Contact information to the service agency that provides what you need.</p> <p>Name: _____</p> <p>Phone #: _____</p>
<p>What Communication device(s) do you need in an emergency?</p> <p>1) _____</p> <p>2) _____ <span style="float: right;">→</span></p>	<p>Contact information to obtain the device if you were unable to bring it from home.</p> <p>Name: _____</p> <p>Phone #: _____</p>
<p>What type of Caregiving services do you need in an emergency? For example:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Case Management Services</li> <li><input type="radio"/> Financial Management Services</li> <li><input type="radio"/> Referral Services</li> <li><input type="radio"/> Meal Planning, Cooking and Washing Dishes</li> <li><input type="radio"/> Shopping and/or Errands</li> <li><input type="radio"/> Incidental Transportation</li> <li><input type="radio"/> Pet Care</li> <li><input type="radio"/> Make/change bed</li> <li><input type="radio"/> Personal Laundry and linens <span style="float: right;">→</span></li> </ul>	<p>What minimum caregiving services will I need during an evacuation?</p> <p>Name: _____</p> <p>Phone #: _____</p> <p>-----</p> <p>Name: _____</p> <p>Phone #: _____</p> <p>-----</p> <p>Name: _____</p> <p>Phone #: _____</p>



## HEALTH CARE SPECIALISTS

WHAT SPECIFIC MEDICAL AND/OR DISABILITY CONDITION	NAME AND TITLE OF SPECIALIST	PHONE NUMBER
Example: <i>Diabetic</i>	<i>Dr. Takecare, Endocrinologist</i>	<i>555-444-3333</i>

## SERVICE ANIMALS OR PETS

- Have veterinarian immunization records, legal papers, animal licenses and ID Tags with your current telephone and your photo ID.
- Service animals (NOT emotional support animals/therapy animals) are allowed in an evacuation shelter.
- Always bring immunization records for each service animal or pet (shelters require it).
- Practice your emergency plan using helpers instead of your service animal just in case you get separated from the animal during disaster.
- Plan in advance on who will care for your pet if you need to leave your home.
- Who can care for your service animal if you cannot?  
Name: \_\_\_\_\_ Phone number: \_\_\_\_\_
- Most shelters have the support of county, city, state, and volunteer organizations that will house and feed your animals during a disaster.
- Have a first aid kit for your animal(s).
- Place stickers or signs on your doors/windows to show you have pets in house.

NAME OF YOUR ANIMAL(S)	BREED OR DESCRIPTION	NAME & PHONE NUMBER OF VETERINARIAN	VACCINATION: RABIES, DPT, PARVO, BORDETELLA (DATES)	CITY LICENSE NUMBER MICROCHIP NUMBER
Example: <i>Jet</i>	<i>Cocker Spaniel</i>	<i>Dr. Breed 505-555-5555</i>	<i>Rabies: 5/1/10 Parvo: 5/1/10</i>	<i>ABQ License: 54302 MN: 5453</i>

# PREPARE A “GO BAG” FOR YOUR SERVICE ANIMAL OR PET

Put a picture of you and your pets in your animal’s “Go Bag” (include yourself in the picture to show you are the owner). Include: bowl, can opener, food, water, supplies to clean up after your pet, grooming supplies, favorite bedding/blanket, medicine/supplies, leash/collar/harness and toys.

## Pet Preparedness

A significant number of families have pets and they're part of the family. They need to be ready for a disaster too; take simple steps now so they're prepared.

### How to Prepare Before a Disaster



Not all shelters will accept pets, plan in advance for shelter options that will work for both you and your pets.



Develop a buddy system with neighbors or friends to make sure that someone is available to care for your pets if you are unable to do so.



Assemble an emergency kit for your pet.



### What Goes in Your Pet Emergency Kit:

 <p>Food and water (3 days) bowls, manual can opener</p>	 <p>Medicines, medical records, and first aid kit</p>	 <p>Collar with ID tag, harness, or leash (include backups)</p>	 <p>Crate or pet carrier</p>
 <p>A picture of you and your pet together</p>	 <p>Important documents: registration &amp; vaccination</p>	 <p>Familiar items: favorite toys, treats, and bedding</p>	 <p>Plastic bags/litter for cleaning up after your pet</p>

### What to Do During a Disaster

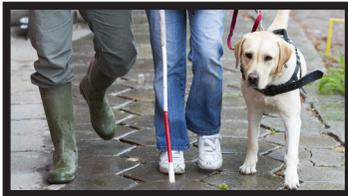
 <p>Bring your pet inside immediately.</p>	 <p>Separate dogs and cats. Anxiety may affect their behavior.</p>	 <p>Feed them moist or canned food so they will need less water to drink.</p>	 <p>Have extra newspapers, for sanitary reasons.</p>
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This information is only a portion of what you need to be prepared; for more information and resources, visit [Ready.gov](http://Ready.gov) and [FEMA.gov](http://FEMA.gov).

## LIST OF TASKS YOUR SERVICE ANIMAL IS TRAINED TO DO

- 1.
- 2.
- 3.
- 4.



## LIST OF MEDICAL ISSUES THAT YOUR SERVICE ANIMAL HAS

- 1.
- 2.
- 3.
- 4.

Alone, we can do so little.  
Together, we can do so much.  
Helen Keller

## MEDICATION LIST AND FEEDING INSTRUCTIONS FOR YOUR SERVICE ANIMAL AND/OR PET

	PET NAME	PET NAME	PET NAME	PET NAME
	<b>Example: Simba</b>			
<b>MEDICATION, DOSAGE &amp; HOW OFTEN</b>	Rimadyl (arthritis)  25 mg, 1x a day			
<b>MEDICATION, DOSAGE &amp; HOW OFTEN</b>	Sentinal (Heartworm)  2x a day			
<b>MEDICATION, DOSAGE &amp; HOW OFTEN</b>				
<b>FEEDING INSTRUCTIONS</b>	One cup of dry food in am. Treats at night.			

**Additional Information:** \_\_\_\_\_  
\_\_\_\_\_

**Note:** If you have horses or other animals that have not been microchipped write your name & phone numbers on their backs if you can.

Have the legal documentation for your horses while in transit.

## SERVICE ANIMALS ACT

### NMSA 1978, 28 11-3

In accordance with New Mexico law, a qualified service dog or qualified service miniature horse that has been trained or is being trained to provide assistance to an individual with a disability shall be admitted to any building open to the public and to all other public accommodations and shall be allowed access to all common carriers; provided that the qualified service animal is under the control of an owner, a trainer or a handler of the qualified service animal.

A person shall not knowingly present as a qualified service animal any animal that does not meet a definition of a “qualified service animal” pursuant to NMSA 1978, Section 28-11-6.

Any person who violated any provision of Sections 28-11-1.1, 28-11-4 or 28-11-5 shall be guilty of a misdemeanor and upon conviction shall be punished in accordance with the provisions of section 31-19-1, with fines of up to \$1,000 and less than one year of imprisonment.

- A qualified service animal must be individually trained to perform a task that benefits an individual with a disability. The task performed by a service animal must be directly related to the person's disability.
- Service animals must be allowed to enter buildings and other areas open to the public based on their service animal status.
- A service animal needs to be tethered, harnessed or leashed at all times. An exception is made if the handler is unable to use such devices due to their disability or if it would interfere with the trained task(s) the service animal performs. However, the service animal has to be under the handler's control at all times with voice commands, signals or other effective means.
- If a service animal behaves in an unacceptable manner and is not under the control of the handler, the establishment does not have to allow the animal on the premises; however, the handler cannot be barred from the premises.

Service animals must be:

- Well trained, accustomed to being in the public, stay calm and quiet beside its handler
- Clean without offensive odors
- Housebroken



## HOW TO MAKE A “GO BAG”

Each person in your household, including yourself should have your own “Go Bag”. This includes each child and animal in your house, such as dogs or cats (see page 22).

You want to be sure you have toys, games, coloring books with crayons or other activity items to engage your child at the shelter while you wait for information.

Follow the checklist on the next page to create your bag. Pack for each member of your household as needed. Make sure the weight of the bag is not too much to carry.



## EVACUATE USING YOUR VEHICLE

- Always have your gas tank at least half full.
- If evacuating or traveling by car, have a special car kit in the trunk. Make it available year round for emergencies.
- When you leave your house to go to your vehicle, take your “Go Bag” with you.
- Consider adding extra water, food and blanket in the car trunk. Keep a small collection of tools and jumper cables, reflective triangle, ice scraper, car cell phone charger, a small shovel, and cat litter or sand for better tire traction in the winter.
- Listen to the radio for updates and additional instructions.
- If you need to abandon your vehicle, take your “Go Bag” with you and evacuate by foot.

## “GO BAG” CHECKLIST

<input type="checkbox"/> Backpack (water resistant)	<input type="checkbox"/> Small Flashlight with Extra Batteries
<input type="checkbox"/> Small Notebook with Pen	<input type="checkbox"/> Canned Foods with Can Opener in Vehicle
<input type="checkbox"/> Information Action Plan Workbook	<input type="checkbox"/> Extra Gallons of Water in Vehicle
<input type="checkbox"/> Granola Bar(s), Trail Mix, or Other Non-Perishable Foods	<input type="checkbox"/> Hat, Sunglasses, Fold-Up Walking Stick, and Sunblock with SPF and Lip Balm with SPF
<input type="checkbox"/> One Set of Clothes – Cotton (comfortable & warm)	<input type="checkbox"/> Bug Spray and a Dusk Mask (at least N95 or above).
<input type="checkbox"/> Whistle (noisemaker) & Compass	<input type="checkbox"/> Towelettes, Hand Sanitizers, and Soap
<input type="checkbox"/> Water Bottle (at least two liters)	<input type="checkbox"/> Toilet Paper
<input type="checkbox"/> Heavy Work Gloves	<input type="checkbox"/> Water Purifying Tablets
<input type="checkbox"/> *Cash (ATM might be out)	<input type="checkbox"/> Small and/or Large Plastic Bags
<input type="checkbox"/> Poncho (rain gear)	<input type="checkbox"/> Watch/Clock
<input type="checkbox"/> Emergency Blanket	<input type="checkbox"/> Plates, Cup, Utensil
<input type="checkbox"/> Radio w/Extra Batteries	<input type="checkbox"/> Small Hand Towel(s) or Paper Towels
<input type="checkbox"/> Sneakers or Work Boots (sturdy)	<input type="checkbox"/> Duct Tape
<input type="checkbox"/> Toiletries -Toothbrush, Toothpaste, Brush, Shampoo, Deodorant	<input type="checkbox"/> First Aid Kit and Instruction Book
<input type="checkbox"/> Ear Plugs and Eye Masks	<input type="checkbox"/> Matches in Waterproof Container
<input type="checkbox"/> Sanitary Supplies (If needed)	<input type="checkbox"/> Essential Medicines (for 7 days)
<input type="checkbox"/> Cell/Smart Phone & Charger	<input type="checkbox"/> Radio & Batteries

\*ATM and banks might be closed during disasters

Other \_\_\_\_\_

## IMPORTANT DOCUMENTS TO STORE BEFORE A DISASTER

**Consider storing the following important documents in a safety deposit box, or store it on a USB in your Go Bag.”**

<input type="checkbox"/> Driver’s License or Other Types of Identification Cards	<input type="checkbox"/> Bank Account(s): Names & Phone Numbers
<input type="checkbox"/> Power of Attorney Documents	<input type="checkbox"/> Photo(s) of you and your Pets
<input type="checkbox"/> Advanced Medical Directives	<input type="checkbox"/> Divorce & Settlement Papers
<input type="checkbox"/> Medical, Dental &/or Vision Insurance. <u>Include here:</u> Their cards with policy, agent & company’s numbers.	<input type="checkbox"/> Family Health Information (medical history, dental info, medications & supply needs, style/serial numbers of medical devices (e.g., pacemakers), blood type, allergies)
<input type="checkbox"/> Proof of Residency (Utility Bill)	<input type="checkbox"/> Veterinarian Records (if needed)
<input type="checkbox"/> Will & Testaments	<input type="checkbox"/> Bonds or Negotiable Certificates
<input type="checkbox"/> Lease Agreements	<input type="checkbox"/> Deeds & Titles (land, car, or house)
<input type="checkbox"/> Social Security Number Card	<input type="checkbox"/> Copies of Recent Tax Returns
<input type="checkbox"/> Award Letter (SS, SSI, or SSDI)	<input type="checkbox"/> Property Tax Records
<input type="checkbox"/> Insurance Policies (house, car, life, business, & other properties)	School Papers; Transcripts, Diplomas, <input type="checkbox"/> Undergraduate/Graduate Degrees/Certificates/Licenses
<input type="checkbox"/> Passports	<input type="checkbox"/> Immunization Records
<input type="checkbox"/> Birth, Death & Marriage Certificates	<input type="checkbox"/> Employment Record & Resume
<input type="checkbox"/> Credit and Debit Card Accounts & Contact Information, include Debt List, Pin Numbers.	DVD: Photos/Video & Inventory List <input type="checkbox"/> with Serial Numbers of Valuable Items for Insurance Purposes.
<input type="checkbox"/> Health History Information Sheet or Card	<input type="checkbox"/> Auto Registration, Title, Bill of Sale, License Plate/Vin Number
<input type="checkbox"/> Baptism Records	<input type="checkbox"/> Family Photos & Genealogy Information

<input type="checkbox"/> Mortgages	<input type="checkbox"/> Inheritance Records
<input type="checkbox"/> Prescriptions for Medicines (yours and your pets)	<input type="checkbox"/> Usernames & Passwords, Safe Combinations (in a secure area)
<input type="checkbox"/> Benefit Records & Contacts	<input type="checkbox"/> Pension Plan or Other Retirement Plans
<input type="checkbox"/> Trust Information & Contacts	<input type="checkbox"/> Guarantees & Warrantees on Appliances
<input type="checkbox"/> Mailbox & Safety Deposit Box Information	<input type="checkbox"/> Home Security Codes & Contacts to Company
<input type="checkbox"/> Naturalization & Immigration Information	<input type="checkbox"/> DD 214 (military discharge or release papers) and/or Military History.
<input type="checkbox"/> Membership to Groups or Organizations.	<input type="checkbox"/> Credit Report & Loan Obligations
<input type="checkbox"/> Brokerage & Investments Information	<input type="checkbox"/> Debts Owed to you (if any)
<input type="checkbox"/> Subscriptions	<input type="checkbox"/> Organ and Body Donation Plan
<input type="checkbox"/> Adoption, Custody, Guardianship and/or Foster Care Records	

If you copy your important papers to your USB, CD or a 3 ring binder book, do not put it in your "Go Bag". Give this information to a trusted person in your life, or put it in your safety deposit box. Do not bring it with you to the shelter, as it is possible this can be stolen.

You may want to keep your login information to important accounts, such as your username and/or passwords.

There is a "Big Book for Everything," which is a thorough organizer for all your documents. It is 52 pages long, and it is available in PDF or Excel format. Laminate your copies. If you do a page a day for 10 minutes, it would be done in one month. It is free. Website: <http://www.erikdewey.com/bigbookmkllla.pdf>

## ADDITIONAL DISABILITY ITEMS TO CONSIDER

PHYSICAL DISABILITY	COGNITIVE/INTELLECTUAL DISABILITY
<ul style="list-style-type: none"> <li><input type="checkbox"/> Wheelchair/Scooter (motorized or manual), Battery, &amp; Repair Kit.</li> <li><input type="checkbox"/> Walker, Crutches, Canes, Shower Chair</li> <li><input type="checkbox"/> Specialized Utensils, Writing, Dressing, Bathing or Toilet Devices.</li> <li><input type="checkbox"/> Prosthetics Devices</li> <li><input type="checkbox"/> Portable Lifts (Hoyer Lifts)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Printed Communication Cards (if needed) *SRD</li> <li><input type="checkbox"/> Communication Boards (if electronic incl. batteries) *SRD</li> <li><input type="checkbox"/> Create an Emergency Contact Card to call for help.</li> </ul>
MENTAL HEALTH DISABILITY	BLIND OR VISUALLY IMPAIRED
<ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Printed Tip Sheets of what to say in an Emergency, such Information about your Mental Health Condition.</li> <li><input type="checkbox"/> Create an Emergency Contact Card to call for Help.</li> <li><input type="checkbox"/> Bring any Mental Health Medication with you.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> White Cane</li> <li><input type="checkbox"/> Service Animal</li> <li><input type="checkbox"/> Extra Glasses or Contact Lenses (if you use them)</li> <li><input type="checkbox"/> Put Fluorescent Tape or Braille on your "Go Bag" to find it.</li> </ul>
DEAF, HARD OF HEARING OR DEAF-BLIND	MEDICAL ISSUES
<ul style="list-style-type: none"> <li><input type="checkbox"/> Extra Hearing Aids in a Water Proof Case &amp; Batteries, Including Cleaning Supplies.</li> <li><input type="checkbox"/> Interpretype (if you have it)</li> <li><input type="checkbox"/> Notebook &amp; Pen *SRD</li> <li><input type="checkbox"/> Portable TTY</li> <li><input type="checkbox"/> Smart phone (download apps or programs so you can communicate via this device if necessary).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oxygen/Flow rate; Monitor Devices</li> <li><input type="checkbox"/> Dialysis Equipment or Feeding Pump (G-tube)</li> <li><input type="checkbox"/> Catheter or Suction Supplies</li> <li><input type="checkbox"/> Urinary/Ostomy Supplies</li> <li><input type="checkbox"/> Dentures/Retainers</li> <li><input type="checkbox"/> Syringes, Needles, or Droppers</li> </ul>

**\* SRD stands for Speech Related Disabilities**

## DO THE FOLLOWING WHEN SHELTERING IN PLACE

Sheltering in place may need to occur if there are air borne threats that are biological or chemical, as well as other types of natural disasters such as a tornado.

- Pre-identify a room in your home that can be used for sheltering in place. Choose a room with limited or no windows.
- Build a special kit in advance that is just for sheltering in place. Leave the kit in your “Safe Room”.
- The kit in this room can be larger than your evacuation “Go Bag”. Store supplies in a box, and check every 6 months for expiration of cans and other non-perishable foods. Include the supplies mentioned in the evacuation list on page 27.
- While sheltering in your “Safe Room” have plastic bags, newspapers, containers, and cleaning supplies to deal with the waste from you and your pets.
- If ordered to “shelter in place,” immediately go in your home and bring your pets in if possible.
- Close all doors and windows. Turn off all outside sources of air. Turn heating or air condition unit to “recirculate” or “vent closed.” Close fireplaces.
- If officials tell you to “seal the room,” you need to go to your safe room and put thin plastic covering on windows, vents and doors. Tape the edges down so no outside air can get in.
- Use the phone only during a personal emergency so you don’t overload the phone circuit.
- Stay tuned to local radio stations or remain on your smart phone in order to stay updated on information that is pertinent for you when sheltering in place.
- Do not leave your room unless authorities tell you it is safe to do so.
- Remain Calm.

Note: For more details, read FEMA’s guidelines for staying put.

<https://www.phe.gov/Preparedness/planning/abc/Pages/shelterinplace.aspx>

**Note:** If you are unable to contact your support system, including family or friends, plan ahead to have extra groceries, medication and medical supplies. Be prepared by planning how you will take care of yourself until help comes.

## INFORMATION ON REIMBURSEMENT OF GENERATORS BY FEMA

If you are instructed to shelter in place due to airborne contaminants, radioactivity, chemical or hazardous spills, you need to be prepared for the potential of staying safely in your home. If you rely on electricity to run medical equipment consider installing a generator. Make sure it meets the needs of running your equipment and have it installed by a licensed electrician. Installing a generator for medical purposes may be tax deductible.

FEMA may reimburse you if:

- Your generator that you own was damaged as a result of a disaster.
- You purchased or rented a generator to power a medically required piece of equipment due to a disruption in electrical utility service caused by a presidentially declared emergency or major disaster AND:
  - a. The registered dwelling is the applicant's primary residence and is located in an area designated for individual assistance.
  - b. Proof of Purchase or rental receipts for the generator are provided.
  - c. A statement from a medical services provider is given saying the generator is medically necessary for a required appliance or medical equipment.

**Qualifying Incident Period (QIP)** starts the date the Governor or Tribal Chief Executive declares a state of emergency and ends at the closure of the incident date or on the date power is restored to the applicant's dwelling, whichever occurs first. Expenses incurred for generators purchased or rented outside the qualifying incident period are not eligible for reimbursement.

Reimbursement for generators that were purchased or rented during Qualifying Incident Period and until commercial power is restored: the cost will be reimbursed. Check with FEMA for their specific requirements on the types and size of generators.

**Note:** FEMA does not provide reimbursement for food loss or for generators purchased or rented to prevent food spoilage.

Disaster Assistance Improvement Programs (DAIP) provides disaster survivors with information, support, services and a means to access and apply for disaster assistance. To register for assistance, go to **DisasterAssistance.gov**



**Note:** Before purchasing any equipment to support you during disasters, check with FEMA and IRS to see if are any reimbursements or tax deductible programs available.

## VENDOR INFORMATION

You may want to include your vendor's contact information in case repairs are needed for your adaptive equipment, (e.g., hearing aids, wheelchairs, scooters).

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_



**Remember to make  
your communication  
plan first!**

*"Remember; when disaster strikes, the  
time to prepare has passed." –  
Steven Cyros*

## ARE YOU FINANCIALLY READY IF YOU LOSE EVERYTHING IN A DISASTER?

**Your home is a very valuable asset. Make sure you have insurance for the risk in your area. Federal programs might support communities that are totally devastated with only a few thousand dollars each. They will not replace your home and valuables inside. Your insurance is the only protection in recovering from disaster.**

Being ready for a disaster is more than storing water and supplies.

You also need to be financially ready.

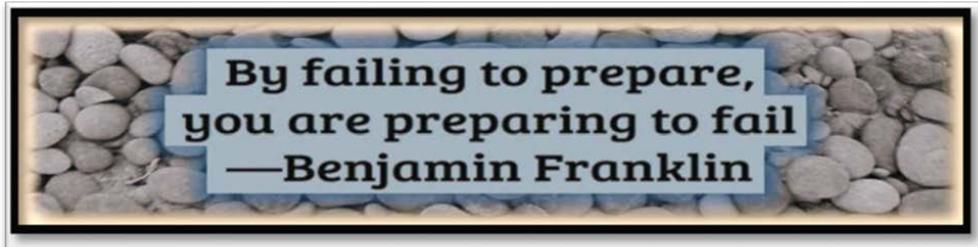
Start early and have adequate insurance. Make a plan to pay your bills. Access to your important records and accounts will help you get back on your feet faster and will help problems with your credit.

### Insurance Emergency Checklist

- Do you have homeowner's insurance for your home and belongings that would help you if you lost everything?
- Do you review your insurance policy annually for changes and adequacy?
- Do you have phone numbers for your insurance agent and company in case you have to file a claim?
- Do you know how to access your home inventory and important papers? And do you have a personal identification document with a photo to prove your name and address?
- Do you know if your policy requires you to file a claim within a certain timeframe?
- Keep all correspondence and a log of when you speak with your agent or an insurance company representative.
- Have you documented disaster damage with photos or video?
- After a disaster, make temporary repairs and save all receipts.
- Contact the state insurance department if you feel you are being treated unfairly.
- Property/homeowner's/renters insurance (including rider's)
  - Call the claims numbers on your insurance policies to verify that the policy numbers are correct.
  - Retain a copy of the claims call number with your records.
  - Review your policies' coverage to be sure they are still adequate.
  - Keep photos of property and contents (including photos of any valuable items that are separately covered)
  - Auto and Life Insurance
  - Professional appraisals of personal property

## DISASTER SURVIVOR'S CHECKLIST

1.	<p><b>Call my insurance agent (Homeowner and Flood)</b></p> <p>To file a claim for damage to my home. Be sure to take photos to document damage.</p>	
2.	<p><b>Register with FEMA</b></p> <p>FEMA offers disaster survivors multiple options to apply: Go to <a href="http://www.DisasterAssistance.gov">www.DisasterAssistance.gov</a>, download the FEMA mobile app, call the toll-free numbers below or visit a local Disaster Recovery Center. People with disabilities should make any reasonable accommodation request at this step.</p>	<input type="checkbox"/>
3.	<p><b>Schedule a FEMA inspection</b></p> <p>FEMA inspectors typically schedule onsite inspections with the applicant within two weeks after the applicant has registered for disaster assistance. Due to the extent of damage in your area, the on-site inspection may take longer.</p>	<input type="checkbox"/>
4.	<p><b>Read my FEMA determination letter carefully</b></p> <p>The letter should explain FEMA's decision and any problems to correct. If a mistake has been made, contact FEMA right away by calling the toll-free numbers below or visiting a Disaster Recovery Center.</p>	<input type="checkbox"/>
5.	<p><b>Use the FEMA grant for disaster-related purposes</b></p> <p>The notification letter from FEMA explains how to use the funds appropriately.</p>	<input type="checkbox"/>
6.	<p><b>Save receipts and maintain good records</b></p> <p>Document how the funds were used and retain records for all repairs, cleanup, and disaster-related costs (keep documents for at least three years in case of a FEMA audit).</p>	<input type="checkbox"/>
7.	<p><b>Stay in touch with FEMA</b></p> <p>Go to <a href="http://www.DisasterAssistance.gov">www.DisasterAssistance.gov</a> or call the toll-free numbers below.</p>	<input type="checkbox"/>
8.	<p><b>Visit a Disaster Recovery Center</b></p> <p>Go to <a href="http://www.DisasterAssistance.gov">www.DisasterAssistance.gov</a> to find the nearest Disaster Recovery Center or call the toll-free numbers below.</p>	<input type="checkbox"/>
9.	<p><b>Visit a FEMA Hazard Mitigation Display</b></p> <p>Available at participating home improvement stores; look for public announcements</p>	<input type="checkbox"/>
<b>Contact FEMA for information:</b>	<p>800-621-3362 (711/Video Relay Service)</p> <p>800-462-7585 (TTY)</p>	<p><a href="http://www.DisasterAssistance.gov">www.DisasterAssistance.gov</a></p> <ul style="list-style-type: none"> <li>• To check application status</li> <li>• To find a Disaster Recovery Center</li> </ul>





(Tear this sheet out to receive assistance from a first responder.)

**I NEED ASSISTANCE!**

**My name is:** \_\_\_\_\_

**Family or friends contact information:** \_\_\_\_\_

**I have the following medical issues:** \_\_\_\_\_

<b>MEDICATION OR TREATMENT SCHEDULE</b>		<b>DOSAGE AND HOW OFTEN?</b>
<b>Medication:</b>		
<b>My medication is located at:</b>		
<b>Dialysis</b>		
<b>Chemotherapy</b>		
<b>Other:</b>		

<b>My Doctor's Name:</b>
<b>My Doctor's Contact information:</b>
<b>My preferred Hospital:</b>

<b>I NEED A PERSONAL CARE ATTENDANT, PLEASE CONTACT:</b>	<b>I NEED THE FOLLOWING ADAPTIVE EQUIPMENT TO BE INDEPENDENT:</b>
<b>Name of Company:</b>	•
<b>Phone number:</b>	•
<b>Email:</b>	•
<b>My Feeding Schedule:</b>	
<b>My Service Animal's name is:</b>	
<b>My Service Animal provides these tasks for me:</b>	
<b>My Service Animal requires medication:</b>	

This document was prepared by the

**New Mexico Governor's Commission on Disability**

**[www.gcd.state.nm.us](http://www.gcd.state.nm.us)**

**&**

**New Mexico Department of Homeland Security and Emergency Management**

**[www.nmdhsem.org](http://www.nmdhsem.org)**

**Before an emergency or disaster, you should obtain information from your local emergency personnel related to your specific needs.**

**Disclaimer:** Information found in this Evacuation Workbook is not intended to be taken as specific direction, but as a set of recommendations based on proven experience and research. The primary source of information found in this publication is provided out of the courtesy of FEMA, CDC and the American Red Cross.

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