



AN EMERGENCY PREPAREDNESS PACKET FOR MAUI COUNTY RESIDENTS

Don't wait—start to prepare now so all of Maui County
will be ready if a disaster happens.

This booklet is made up of six parts:

1. HOUSEHOLD DATA SHEET
2. FAMILY EMERGENCY PLAN
3. EMERGENCY SUPPLY KITS
4. HEALTH AND MEDICAL INFORMATION
5. PEOPLE WITH SPECIAL HEALTH NEEDS OR
OTHER ACTIVITY LIMITATIONS
6. PET EMERGENCY PLAN

Plan To Be Ready! was developed to promote emergency preparedness at the individual, community, agency, and county levels, with an emphasis on assisting residents of Maui, Moloka'i, and Lana'i who have special health needs. For more information call (808) 243-8660 or go to www.MauiReady.org.



Funding for this project was provided by the
Hawai'i State Department of Health
through the CDC Public Health Emergency
Preparedness Cooperative Agreement.

For more information, please call the
Maui District Health Office
at 808-243-8640 or 808-243-8649
or 808-243-8660

This booklet in its entirety, plus wallet cards,
can be printed from the internet at
www.MauiReady.org

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Aloha, Friends!

Welcome to your **Plan To Be Ready!** booklet, intended to get you started in thinking about how you and your family can prepare for a natural disaster or other emergency. **Preparing for an emergency is the responsibility of everyone.** The more prepared each family is, the better off we will all be as a community.

Use this booklet together with materials from other organizations, such as those listed on the back cover, to help you get started.

The most important thing is to start taking steps *now*.

One thing everyone needs to know is what to do when you hear the Civil Defense siren: **TURN ON YOUR RADIO AND TUNE IN TO A LOCAL STATION THAT IS PART OF THE EMERGENCY ALERT SYSTEM (EAS).** Sirens are tested on the first working day of each month.

Emergency planning and preparedness can seem like a huge task. This useful booklet has been created to help you through, step-by-step, and is vital for all Maui County households. Please fill it out and encourage your family and neighbors to do the same. Place it in a clear plastic bag to keep it dry, and store it on your refrigerator or in another easily accessible place.

Plan To Be Ready! was developed to promote emergency preparedness at the individual, community, agency, and county levels, with an emphasis on assisting residents of Maui, Moloka'i, and Lana'i who have special health needs.

The following organizations contributed to this Plan To Be Ready booklet:

Maui District Health Office, Hawai'i State
Department of Health
American Red Cross, Hawai'i State Chapter
Kaunoa Senior Services, County of Maui Department
of Housing and Human Concerns
Office on Aging, County of Maui Department of
Housing and Human Concerns
Maui County Department of Fire and Public Safety
Maui County Civil Defense Agency
Department of Human Services, Adult Community
Care Services, Maui Branch

Maui Economic Opportunity
Maui County Police Department
Hospice Maui
Hale Makua Home Health
American Medical Response
Maui Humane Society
Roselani Place
Maui Memorial Medical Center
Hawai'i Department of Education
Maui Voluntary Organizations
Active in Disasters (VOAD)

1: HOUSEHOLD DATA SHEET

Use this sheet to keep information about all of your household members in one place. Be sure to write down phone numbers that are stored in your cell phone, in case you lose it or your battery runs out of power. Update it when information changes, especially phone numbers. Consider keeping recent photos of all household members together with this sheet. **Note: There is a separate section (#4) in this packet for extensive medical and health information to be recorded.**

Date: _____ (review this booklet at least once a year)

Family (Last) Name :			Home Phone #		
Street Address:		Apt. #:	Town:		
Emergency Contact Names and #s:			Car License Plate #(s):		
Neighbor Phone #:			E-mail Addresses:		
Last Name	First Name	Age	Sex (M / F)	Personal Cell Phone #	Other info:

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HOUSEHOLD DATA SHEET



Use this side if you need to add additional household members.

Last Name	First Name	Age	Sex (M / F)	Personal Cell Phone #	Other info:

Keep this document and all important information in a secure place.
Do not give Social Security numbers, dates of birth, etc. to anyone except trusted individuals.

2: FAMILY EMERGENCY PLAN

Use this page to plan and write down what you will do in the event of a disaster.

- Your family may not be together when disaster strikes, so plan how you will contact each other and review what you will do in different situations.
- During your planning process, assess your home to determine under what circumstances you could stay at home and when you would need to evacuate to a shelter.
- Decide which emergency shelter you will go to if an evacuation is announced. (*A list of evacuation shelters is available from Maui County Civil Defense Agency.*)

Neighborhood meeting place (if we need to leave our house): _____

If there is a phone number at the meeting place, write it here: _____

Alternate meeting place (in case neighborhood is inaccessible): _____

If there is a phone number at the meeting place, write it here: _____

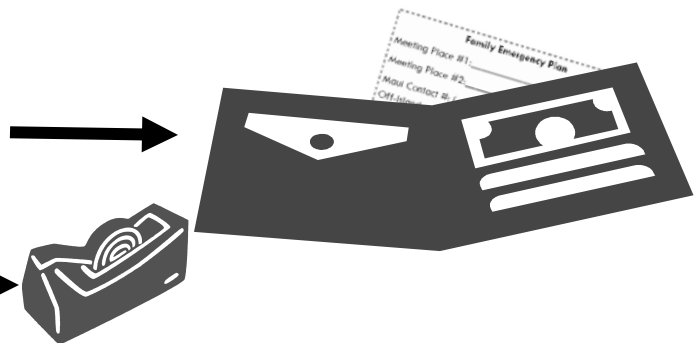
If unable to find each other or make contact by phone, we will call _____ at (____) _____ to check in. (The American Red Cross suggests that this contact be an out-of-state number, as sometimes distant phones can be reached even when local phones are down.) Alternate out-of-state number: _____

Emergency shelter location: _____

The information above should be made known to all family members.

Make wallet-sized cards for members of your household to carry at all times (see separate sheet for template, or make your own).

Laminate or tape over each card to make it waterproof.



If a major storm or other disaster is expected, there are several shelter options you should be familiar with. Listen to your radio to hear the latest information from Civil Defense.

1. **SHELTER IN PLACE**—This means you should stay indoors where you are until authorities tell you it is safe or you are told to evacuate.
2. **SHELTER WITH FAMILY OR FRIENDS**—If your house is not hurricane safe and you know someone whose house is safer, ask them to take you in for the duration of the storm.
3. **EVACUATE TO A SHELTER**—If authorities decide to evacuate the area you live in, it will be announced over the radio (via the Emergency Alert System).

Do not return to your house unless you are sure it is safe. It may be necessary to have the electricity turned off at a main switch, which you should not do yourself unless you are trained to do so.

Keep the following numbers handy so you don't have to look for them in the middle of an emergency.

Note: there is a separate section for important medical and health information (section 4).

Name ▼	Phone # ▼	Comment ▼
School:		
School:		
School:		
Work:		
Work:		
Babysitter:		
Babysitter:		
After School Program:		
Day Care:		
Church/Temple/ Synagogue:		
Pastor/Priest/ Rabbi:		
Relative/ Friend 1:		
Relative/ Friend 2:		
Relative/ Friend 3:		

Insurance/Legal

Company / Name ▼	Phone # ▼	Policy # ▼
Homeowners/ Rental Insurance:		
Car Insurance:		
Life Insurance:		
Disability Insurance:		
Lawyer:		
Other:		

3: EMERGENCY SUPPLY KITS

All Maui County residents should be ready for an emergency such as a hurricane, flu epidemic, or tsunami. A major disaster could interrupt water, electricity, phone, and gas services, as well as limit the availability of supplies in local stores. It could take weeks for stores to be replenished. Keep your emergency kits stocked and ready!

Prepare a **Home Survival Kit**. This is in case you are told to shelter-in-place (stay indoors) or the roads are closed due to storm, landslide, or other damage. For such situations you should have the following on hand:



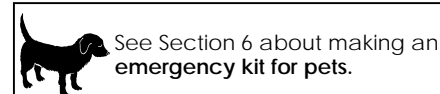
- Food** that does not require refrigeration or cooking—**enough for 1-2 weeks.**
- Water** in plastic containers, 2 to 4 quarts per person per day—the more the better; **enough for 1-2 weeks.**
- Radio & Flashlights**—Battery-powered, solar-powered, or crank-powered, **plus spare batteries.** Note: a lantern-style light is good for hands-free use.
- Plastic sheeting and duct tape to cover broken windows.

→ See next page for suggested emergency food items and “Car Kit” ideas.

Make a handy **Go-Kit** to take with you if you must evacuate your house. Make sure all family members know where the kit is kept. Put the following in a sturdy waterproof bag, backpack, or other container, preferably with wheels:

- All items listed above (for your Home Survival Kit) PLUS:
- Your completed “Plan to be Ready” packet (or a photocopy of it), complete with photos of household members & pets
- Copies of medical and insurance information*
- Extra cash, including small denominations and coins
- Extra prescription medication & medical equipment, (ask your doctor about how to store medications and how often to rotate the supply)
- Protective, bright-colored clothing and footwear
- Pens, paper, and a permanent marker
- Disposable gloves, disinfectant, unscented bleach
- Baby wipes, alcohol gel, washcloths to clean hands
- Over-the-counter medication (anti-diarrhea, laxatives, pain and fever reliever, antibiotic ointment)
- Soap, toothpaste, toothbrushes, deodorant, rubbing alcohol, towels, tampons, pads, diapers, baby formula
- Plastic bucket and gallon zip-lock bags to use as a makeshift toilet
- ID cards**
- Sewing kit
- Duct tape
- Safety pins
- Toilet paper
- Can opener
- Tarp + Rope
- Thermometer
- Rescue whistle
- Blanket + Towels
- Spare eyeglasses
- Mosquito repellent
- Hats and sunscreen
- First Aid kit & tweezers
- Scissors, Knife/Multi-Tool
- Extra keys to car + house

Important:
Bring your Go-Kit
with you to the
shelter!



* Some organizations suggest including copies of other documents such as birth certificates, military discharge information, etc.

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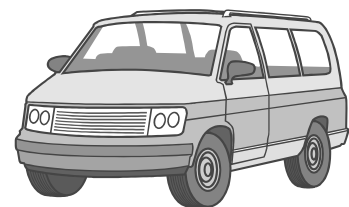
SUGGESTED FOOD ITEMS AND SUPPLIES FOR EMERGENCY KITS:

Note: Drinking water in your kit should be rotated (replaced) every 3 to 6 months. Food items should be rotated too. Intervals vary depending on the type of food.

- Canned tuna, beans, meat, fruit, etc. with flip-top lids (that do not require a can opener)
- Dry Cereal
- Nuts and dried fruit
- Graham crackers
- Peanut butter
- High-energy protein bars or snacks
- Beef jerky or similar protein item
- Bottled or canned juice
- Tea or instant coffee; sugar and powdered creamer; powdered juice or lemonade
- Comfort foods such as cookies, hard candy, sweetened cereals
- Plastic containers with lids
- Heavy duty garbage bags
- Liquid dish soap
- Aluminum foil or plastic wrap
- Packet of spices, salt & pepper
- Cloth or paper towels
- Utensils for cooking and eating
- Plates
- Plastic food bags
- Manual can and bottle opener
- Portable camp stove or hibachi, plus fuel (charcoal or gas, depending on type of stove)
- Bottled drinking water

CONSIDER KEEPING THE FOLLOWING ITEMS IN YOUR CAR:

- Rope
- Flares
- Water
- Shovel
- Blanket/towel
- Safety goggles
- Jumper cables
- Fix-a-flat (4 cans)
- Extra keys to house
- Leather work gloves
- Water (1 gallon jugs)
- Fire extinguisher (ABC type)
- Local street map to locate shelter
- Cell phone charger that plugs into car lighter
- Tools—hammer, pliers, screwdrivers, pry bar, wrenches
- Cash in small denominations including coins for pay phones
- Spare car battery or jump-starting device (with integrated rechargeable flashlight)



4: HEALTH INFORMATION— MEDICATIONS, TREATMENTS, & MEDICAL CONDITIONS

Please write down ALL your medications on this sheet, plus eyeglass and hearing aid information. Make copies if you need more space. If more than one family member takes medications, copy this page and make a separate list for each person. If dose or medication changes, cross out the entire row and write new information on a new line.

Name: _____ Date: _____ (review this list at least once a year)

Medical conditions/Treatments needed:

Allergies:

Special Diet Needs:

Medication name ▼	Current dose & frequency	Purpose	Note



Eyeglass
Prescription



Right Eye:



Left Eye:

Hearing Aid Info

Battery Type



If you have a medic alert bracelet, be sure to wear it at all times!

HEALTH INFORMATION— PHONE & POLICY NUMBERS

Important medical contact information	Name or Company	Phone #	Policy #/Comment
Doctor:			
Doctor:			
Doctor			
Clinic:			
Clinic:			
Hospital:			
Dentist:			
Eye Doctor or Optician:			
Pharmacy:			
Pharmacy:			
Medical Insurance:			
Medicaid or Medicare:			
Prescription Drug Coverage:			
Dental Insurance:			

Is everyone in your household up-to-date on vaccinations?
It's always a good idea to keep vaccination records in one place.
You may want to include a copy here.

5: ADDITIONAL INFORMATION FOR PEOPLE WITH SPECIAL HEALTH NEEDS OR OTHER ACTIVITY LIMITATIONS

Anyone who is disabled or just not as strong as they used to be— anyone who has trouble walking, seeing, breathing, understanding, learning, or responding quickly—may require more careful planning and more time for evacuating their home. **You, your family, and your caregivers are in the best position to plan for your safety during and after an emergency or disaster situation. The time to start planning is now.**

PLANNING TAKES TIME. Many organizations across the nation have detailed information to help you with all the aspects of emergency preparedness. Most of these urge clients to undertake an extensive process of “getting ready,” including:

1. Getting informed
2. Making a plan
3. Assembling a kit
4. Maintaining your plan and kit

TAKE THE FIRST STEP TODAY. Arrange a meeting with your family and caregivers to talk about this important topic.

SOME OF THE BEST ONLINE RESOURCES WERE WRITTEN BY AND FOR PEOPLE WITH DISABILITIES OR ACTIVITY LIMITATIONS. We encourage you to look at these together with your family and caregivers:

www.cert-la.com/ESP/ESP-Disabilities-Guide-2006.pdf

www.prepare.org/disabilities/evacuation.pdf

www.redcross.org/images/pdfs/preparedness/A4497.pdf

www.redcross.org/services/disaster/beprepared/seniors.html

www.fifionline.org/images/PDF%20Files/Ready%20Final.pdf

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CAREGIVERS & AGENCIES

WHO HELP YOU WITH DAILY ACTIVITIES:

Name or Company	Phone #	Service Provided/ Schedule

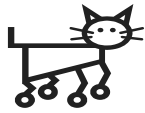
PLANNING AHEAD FOR SPECIAL NEEDS:

In Sections 2 and 4 (pages 4 and 8), you started to write your emergency plan and health information. If you have special needs, discuss them with your family and caregivers, **then write additional details here.** Attach extra pages if necessary.

For example,

- if you need dialysis
- If you use crutches or a wheelchair
- If you use a portable oxygen tank or a nebulizer
- If you need help to carry your go-kit or medical supplies

6: PET EMERGENCY PLAN



Date: _____ (review list & plan at least once a year)

Family (Pet Owner's) Name:

Street Address:

Apt. #:

Town:

Home Phone #:

Neighbor Phone#:

Vet & Kennel Contact #s:

	Name of Pet	Type/Description/ID # (cats & dogs should have collar and tag)	Special Needs/Daily Food Needs/Comment:
1			
2			
3			
4			

Emergency Supplies for Your Pets

Keep a clearly labeled, waterproof, and easy to carry "**Pet Go-Kit**" to take pet supplies with you if you have to leave home in a hurry. Make sure that everyone in the family knows where it is. Items to consider keeping in or near your pack include:

- 1-2 weeks' worth of water and canned or dry food (dry food can get stale, so rotate stock quarterly)
- Extra harness and leash (Note: harnesses are recommended for safety and security)
- Photocopies of pet medical records in a waterproof container with **two-week supply of any medicine your pet requires** (Note: medications need to be rotated regularly, otherwise they may go bad)
- A traveling bag, crate or sturdy carrier, ideally one for each pet (see next page for more info)
- Especially for dogs: Long leash and yard stake, toys and chew toys, two week's worth of cage liner.
- For cats: Disposable litter trays (e.g. aluminum roasting pans) plus cat litter or paper towels
- Flashlight & batteries
- Liquid dish soap and disinfectant
- Disposable garbage bags
- Pet feeding bowls
- Pet first-aid kit and book
- Recent photos of your pets (in case you need to make "Lost Pet" posters)
- Manual can opener
- Blanket (for scooping up a fearful pet)



Note: If pet has behavioral or health issues, attach a label to collar, leash, or carrier.

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Recommendations from American Society for the Prevention of Cruelty to Animals

If you shelter in place during a hurricane...

If emergency officials recommend that you stay in your home, it's crucial that you keep your pets with you. **Keep your "Pet Go-Kit" and supplies close at hand.** Your pets may become stressed during the in-house confinement, so you may consider crating them for safety and comfort.

- Determine well in advance which rooms offer safe havens. These rooms should be clear of hazards such as glass windows, flying debris, etc.
- Choose easy-to-clean areas such as utility rooms, bathrooms, and basements as safe zones.
- Access to a supply of fresh water is particularly important. In areas that may lose electricity, fill up bathtubs and sinks ahead of time to ensure that you have access to water during a power outage or other crisis. (Make sure small children do not have access to tubs of water as this could pose a drowning hazard.)
- In the event of flooding, go to the highest location in your home, or a room that has access to counters or high shelves where your animals can take shelter.

If you have to evacuate your home...

Arrange a safe haven for your pets in the event of evacuation. **DO NOT LEAVE PETS BEHIND.** Remember, if it isn't safe for you, it isn't safe for your pets. They may become trapped or escape and be exposed to life-threatening hazards. It is possible that shelters will not accept pets because of health and safety regulations, so it is imperative that you determine where you will bring your pets ahead of time:

- Contact your veterinarian for a list of boarding kennels and facilities.
- If possible, identify places outside the disaster area where you might be able to stay with your pet (or where your pet could be cared for while you are in a shelter).

About pet carriers

A crate or carrier for your pet should be large enough for the animal to stand up, turn around, and stretch out. These should be available at pet stores—try to find one that is secure/escape-proof. For cats, the space between food and litter should be 3 feet if possible.

Get your pet used to the crate or carrier so they don't panic and run off at the moment that you need to evacuate.

Contact the **MAUI HUMANE SOCIETY** for more information: (808) 877-3680
or on the internet at www.mauihumanesociety.org

For more information and guidance on emergency preparedness, visit www.MauiReady.org.

Information in this packet was drawn from:

Publication	Source
<ul style="list-style-type: none"> Disaster Preparedness for Maui County: A Citizen's Guide 	Maui County Civil Defense Agency www.co.maui.hi.us/departments/CivilDefense/disaster.pdf
<ul style="list-style-type: none"> A Checklist for People with Special Needs 	Hawai'i State Civil Defense www.scd.state.hi.us
<ul style="list-style-type: none"> Family Communications Plan 	Department of Homeland Security www.ready.gov
<ul style="list-style-type: none"> Your Family Disaster Supplies Kit Emergency Preparedness Checklist Preparing for Disaster for People with Disabilities and other Special Needs Food and Water in an Emergency Disaster Preparedness for Seniors by Seniors 	American Red Cross and Federal Emergency Management Agency (FEMA) www.redcross.org www.prepare.org
<ul style="list-style-type: none"> Build a Kit 	San Francisco Office of Emergency Services and Homeland Security www.72hours.org
<ul style="list-style-type: none"> Keep It With You (KIWY) Personal Medical Information Form 	Centers for Disease Control and Prevention www.bt.cdc.gov
<ul style="list-style-type: none"> Emergency Pet Preparedness 	American Society for the Prevention of Cruelty to Animals www.aspca.org
<ul style="list-style-type: none"> Information Handbook for Emergency Preparedness 	Hawaiian Electric Company and Maui Electric Company
<ul style="list-style-type: none"> Emergency Preparedness: Taking Responsibility for Your Safety 	County of Los Angeles, Office of Emergency Management www.cert-la.com/ESP.htm



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Emergency Contact Wallet Cards—print back-to-back

Family Emergency Card for _____ Name

In a disaster, family members should use the numbers below to check in:

Local Contact 1:

Name Phone Number

Local Contact 2:

Name Phone Number

Because it may be easier to call off-island after a disaster:

Off-Island Contact:

Name Phone Number

Family Emergency Card for _____ Name

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Emergency Contact Wallet Cards—print back-to-back

See Section 2 of your *Plan to Be Ready* booklet when filling out this card.

Emergency Meeting Places are essential in case you need to evacuate your home or cannot return home following a disaster. Pick 2 places to meet:

1: Outside
your home: _____

2: Outside
your neighborhood: _____

In case you need to go to a shelter, write the location of the shelter(s) you plan to go to:

Shelter 1:

Shelter 2:

See Section 2 of your *Plan to Be Ready* booklet when filling out this card.

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Shelter 1:

Shelter 2:

Large Print Wallet Cards for Emergency Contact Information

On Maui, pick up wallet cards at the
County Building lobby, or call 243-8640
OR

Print this page and cut and fold as directed.

Outside of card Inside of card

↓ ↓

Fold here

↓

✂

Name _____
Phone Number () _____

Name _____
Phone Number () _____

Name _____
Phone Number () _____

Name _____
Phone Number () _____

Name _____
Phone Number () _____

Emergency Meeting Places are important in case you need to evacuate your home or cannot return home after a disaster. ***Pick 2 places to meet:***

1: Outside your home:

2: Outside your neighborhood:

Family Emergency Card

for _____
Name

See Section 2 of your Plan to Be Ready booklet when filling out this card.

In case of a disaster, use the numbers on the back of this card to check in. Choose at least one off-island number, as it may be easier to reach after a local disaster.

In case you need to go to a shelter, write the location of the shelter(s) you plan to go to:

Shelter 1:

Shelter 2:

Fold here →