

Adult Residential Facilities- Wildfire Evacuation

Conversation Starter for Staff and Individuals Served

Purpose of Conversation – Planning Together

This guide is designed to help staff have a conversation with each of the individuals they serve, to let individuals know what to expect, to identify their evacuation and shelter needs, and to discuss how you will work together to respond safely.

Pre-planning for Staff

You will use the basic information you have for each individual as a starting point. Your conversation together will assist you in:

- Identifying important information, you need for each individual.
- What you will do for the individual.
- What you will help individuals do themselves.

The notes you take should be recorded and available in an emergency. This will become the plan for each individual you serve.

To start, review your facility plan and the basic information you have for each individual including medical and behavioral records, and family contact plans. Then discuss what supplies they will need during travel and at the shelter. Decide who will carry what items and how you will carry them. Document all decisions made and if possible, bring samples of the bags/kits you will use and what could go in their kits.

Note: The outline below includes the core points you should be discussing.

Conversation

What to Expect

If we have to evacuate due to a wildfire, we want to be prepared by knowing what to expect and by having a plan that we have all practiced. Let's go over the plan so we can help each other be safe during a wildfire.

Evacuating to the Shelter

- We will be going together to a safe place to stay called a shelter.
- The shelter will provide a safe place for you to sleep, and food to eat. There will be information about the disaster, and people to help with your other needs. Shelters will be open when people need a safe place from the disaster – this might be for many days, or just a short time. (A picture of a shelter example may be reassuring. Feel free to use the pictures that were used in the PowerPoint presentation)

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- We will be using _____ as our planned transportation to the shelter. (A picture of the van/vehicle may be reassuring.) We will help you leave the building and get into the transportation that will take us to the shelter. We will go and stay with you at the shelter.

Returning to a Residential Facility

- When it's safe, we'll come back here, or we may go to another residence away from where the fire was.
- We'll let you and your family know when we are moving and where we are going.

Planning Together

Now, let's review our evacuation plan and discuss how we will work together to make sure you have what you need. Let's make a list now of the important things you will take yourself and the things we will move for you. (You should bring the notes you reviewed during pre-planning.)

Moving out of the building

- We have a building evacuation plan, and we will help you leave the building. (Show floor plan and path to take to the exit. Remind individual of the evacuation practice drills you have done. Ask if there are any questions?)
- As part of evacuation, we will help you make sure that you have personal identification and emergency contacts (suggestion for staff: a card in the travel kit, a lanyard and laminated card, a wrist ID).
- You can help by practicing the plan with us and calmly following our plan if we need to evacuate.
- You'll also be taking your travel kit and some other important things with you. We'll talk later in our conversation about your travel kit and shelter kit, and what you will be taking with you.

Travel Plan

- We will stay with you when we evacuate and travel to the shelter as well as at the shelter. We will remain at the shelter with you. Staff may rotate shifts, but someone will always be with you.
- In addition to the things we will bring, you will have your travel kit of personal items that you will bring with you to help keep you comfortable during travel and at the shelter.

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- Your cooperation in remaining calm during traveling and following directions will help us all evacuate safely.

Communications - Keeping You and Your Family Updated

- It is important to keep your family and friends updated during an evacuation. Who are the important people that need to be kept updated? Let's make sure they are on your contact list. (Confirm contact list is up to date)
- **Individuals that use phones:** If you have a phone you use to talk to your family, keep reaching out to them. When we have information, we will let you know so that you can help us keep your loved ones updated.
- **Individuals that do not use phones:** If you don't normally communicate with your family, we will make sure they are kept up to date.

Let's Plan What We Need to Bring if We Have to Evacuate

We will be packing items for travel and for your stay at the shelter. We will also separately pack your medicines and any larger medical devices and equipment.

- 1) **A small bag of personal items for travel (travel kit).** This should be a small bag that is light enough for you to carry and keep with you.
- 2) **A larger bag with items for your stay at the shelter (shelter kit).** Staff will bring for you the things you will need for your stay at the shelter. We'll put things like a change of clothes and toiletries in it. These items will be in a larger bag (luggage or a larger bag) with your name on it. We will take it to the shelter with us.
- 3) **Medications and devices that may be in your travel kit.** These are medications or medical devices that individuals normally control themselves (inhaler, hearing aids, etc.). Discuss if this should remain the same during travel and at the shelter. **(Staff: If the individual does not control any of their own medication or medical equipment, please skip this section.)**
- 4) **Medications and larger medical equipment that staff will bring.** We'll go over the medications and medical devices we will bring for you to make sure you have what you need. (Discuss how staff will pack the individual's medicines needed during travel and at the shelter.)

Note: Some of the items can be packed in advance but some things you use every day may need to be packed when we need to evacuate. Let's discuss and write down these items so we can be ready when the time comes.

Travel Kit

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- **What things might you want for when we travel to the shelter?** Create a list of agreed upon travel items. Make sure to include what is already packed in the kit and what will need to be added. Share this list with the individuals you serve.
- **Suggested items that will be prepacked in everyone's travel kit** (this list can be customized)
 - contact lists
 - flashlights and batteries
 - tissues and hand wipes
 - bottle of water
 - diet appropriate snack
 - hygiene items
 - bag for items
 - N95 masks
- **In addition to prepacked items, what items do you think should be added when we know we need to evacuate?** These are items we'll probably need to grab quickly and add to your travel kit. Some of these items can include:
 - ID cards
 - Phone and charger/batteries
 - Communication accommodations such as hearing aids and case, glasses and glasses case, noise cancelling headsets
 - Sweater
 - Hat
 - Shoes
 - Change of underwear
 - Mobility accommodations such as a cane
 - Comfort item – photo, small pillow, cards, book/Kindle

Shelter Kit

These items will be packed in luggage or a larger bag to be moved in the transportation vehicle by staff.

- **What things will you need for your stay in the shelter?** It could be a few days or longer. You will stay, eat, and sleep there. (Staff member should have the draft shelter kit list for individual to see/review.)
- **Suggested items that should be packed in everyone's shelter kit** (this list can be customized)
 - Clothing - At least two days of clothing, consider more if feasible (Tops, pants, pajamas, robe, slippers, underwear, shoes, socks, sweater, hat, jacket)
 - Assistive devices (hearing aids, glasses, dentures, hearing aids, sock/shoe assist, personal eating/feeding tools). Make sure to include their cases, cleaners, cables, and batteries.

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- Hygiene toiletries (toothbrush, toothpaste, floss, skin creams, shampoo, incontinence pads/underwear)
- Any other essentials?

Create a list of agreed upon items. Make sure to include what is already packed in the kit and what will need to be added. Share this list with the individuals you serve.

Medication and Medical Equipment

We will have a list of your medical information and needs. We will give you a copy of this list for you to keep in your travel kit.

- **What are the things you will need to have with you in your travel kit?** (Staff: If these were covered in your discussion of the travel kit, you can skip to the second section on what you will bring. **Also, if the individual does not control any of their own medication or medical equipment please skip this section.**) Staff should decide in advance what medication and medical equipment should be with an individual during travel or have access to such as:
 - Glasses
 - hearing aids
 - canes
 - glucose testing
 - inhaler
 - portable EKG
 - portable pulse oximeter
 - CPAP
 - dentures and supplies
- **What medications and medical items do we need to bring for you?**
 - We will bring your medical records, your prescriptions, and your medication.
 - We will bring large items that you cannot carry yourself such as CPAP, walker, wheelchair, extra oxygen supply.
- **Are there other items we didn't list that you will need for your stay at the shelter?**

Document all decisions made. Share that information with the individual you serve and include a copy in their travel and shelter kit. Make sure this information is available to staff.

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Facility: **Staff:** **Individual Name:**

Individualized needs for the following:

1) Evacuation:

2) Travel:

3) Communications:

4) Packing

1. Travel kit – small bag/pack carried by individual served

2. Shelter kit- luggage/large bag moved by staff

3. Medications and medical devices carried during travel by individual served

4. Medications and larger medical devices moved by staff

5. Other important information