

## **SPECIAL NEED SHELTER EVACUEE INSTRUCTION SHEET**

### ***Welcome to the Special Needs Care Shelter.***

We know this is a difficult situation for you. The staff wants to make your stay at the shelter as pleasant as possible. The following rules have been established to help accomplish this.

1. All individuals staying in the shelter must sign in.
2. A designated space with cots and/or beds will be provided to special needs evacuees first; caregivers will be provided cots and/or beds as needed/available.
3. A nurse will meet with you and discuss your special needs and assist you in meeting whatever special health care needs you have.
4. Food and water will be provided. If you are on a special diet please inform the nurse.
5. You are welcome to walk around but when requested please return to your designated space.
6. The staff will keep you informed regarding the disaster event as information becomes available.
7. For your safety please remain within the shelter.
8. Absolutely No Smoking within the building. This is necessary because Oxygen, which is very flammable, may be in use.
9. Children in the shelter must be under the control of an adult at all times. Check with the nurse about the assigned children's plan area.
10. Evacuees are responsible for their own personal belongings and valuables. No special storage facilities can be provided.
11. Please do not ask to use the "house" phones, as they must be reserved for official business and emergencies.
12. No alcoholic beverages, illegal drugs, explosive devices or firearms are allowed in the Shelter.
13. Courtesy is expected at all times. Disorderly conduct is prohibited and will be handled by security officials.
14. NO PETS except Seeing Eye dogs or handicap assistance animals will be allowed in the shelter.

## **SPECIAL NEEDS SHELTER CLIENT SUPPLY LIST**

### **Pack:**

- \_\_\_\_\_ **Medical Equipment (oxygen tank portable and concentrator )**
- \_\_\_\_\_ **Medical supplies to last at least 96 hours (if you are insulin dependent, please put insulin in small cooler or insulated bag.**
- \_\_\_\_\_ **Prescription Drugs to last at least 96 hours in original bottles**
- \_\_\_\_\_ **Extra sets of clothes**
- \_\_\_\_\_ **Sturdy Shoes**
- \_\_\_\_\_ **Rain coat / poncho / umbrella**
- \_\_\_\_\_ **Extra pair of glasses / sun glasses**
- \_\_\_\_\_ **Washcloth and towels**
- \_\_\_\_\_ **Toiletries**
- \_\_\_\_\_ **Pillow / blanket / sleeping bag**
- \_\_\_\_\_ **Games / books**
- \_\_\_\_\_ **List of important people with phone numbers and addresses, including insurance agent, family members and physicians**
- \_\_\_\_\_ **Photos of property (if not in a safety deposit box or with a friend not in the path of the storm)**
- \_\_\_\_\_ **Portable, battery operated radio**

### **Instructions:**

- Lock your house.**
- Shut off water, gas and electricity**
- Take care of animals. Remember: Animals CANNOT be brought to the Special Needs Shelter.**
- Post a rainproof note of appreciable size telling others when you left and where you are going.**

## YOUR SPECIAL NEEDS SHELTER SUPPLY KIT SHOULD INCLUDE:

- 3-day supply of nonperishable food, if you are on a special diet and can not eat the meals the Red Cross will provide
- Prescription medicines in original bottles, along with any other medication, for at least 72 hours,
- If you are insulin dependent, please put insulin in small cooler or insulated bag.
- Oxygen tank portable and concentrator and any other supplies needed for his or her care
- With no power, banks may be closed, checks and credit cards unaccepted, and ATM's cannot operate, so please have some cash on hand
- Photo ID, proof of residency and insurance cards and other important documents
- Personal toiletries and (wash cloth and towel)
- Blanket/sleeping bag and pillow
- Flashlight and extra batteries
- Some bottled water for the travel to the shelter
- Plan of Care
- Extra clothing and shoes

Store these supplies in sturdy, water resistant, easy to carry containers, such as back packs or duffel bags. Keep important papers and family documents in a weather proof container.