



Exceptional Family Members

If you or someone close to you has a disability or special needs, you should make special preparations in case of an emergency. Individuals with exceptional needs could have increased complications during an evacuation. Family members with physical, visual, hearing, or mental disabilities may need extra time or may be especially nervous or reluctant to leave familiar surroundings. They may also be dependent on devices or medications that need to travel with them. To adequately prepare for every possible emergency situation, consider making the following arrangements.

How to Prepare

Stay informed of any hazards.

- ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—**verify** and **update** official contact information populated in the **Marine Corps Enterprise Mass Notification System (eMNS)** by information found in the Global Address List (GAL) and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and wherever you are.
- Make the necessary preparations and know what needs to happen during an emergency.
- Find out about special assistance programs for people with disabilities that may be available in your area in the event of an emergency. Where programs exist:
 - » Register with the local fire/police department or the local emergency management office.
 - » Register with your local utility company, if you are electric-dependent for life support equipment.
 - » Let your personal care attendant know which programs with which you have registered.
 - » Plan for your own safety. Registries are not a substitute for personal preparedness.

- Do not assume that you or your loved one has been factored into an evacuation plan. Let others know of your specific requirements.
 - » If you are physically disabled, study the evacuation plan of any building from which you might evacuate. If necessary, know if and where an Evacuation Chair (EVAC+CHAIR) is located, and make sure someone knows how to operate it.
 - » Prepare any instructions you need to give rescuers or others who may be around you. Use concise verbal directions, or carry written instructions with you at all times. A Wounded, Ill, or Injured Needs Form is provided for your convenience. Do not assume that you or your loved one has been factored into an evacuation plan. Let others know of your specific requirements.

Make a written emergency plan.

- Post the written communication plan on the refrigerator or the back of the front door where emergency personnel can locate it quickly and easily.
- Discuss the exceptional family member's need with neighbors and co-workers.
- Know more than one location of a medical facility that provides the services the exceptional family member may need.
- Have a list with the types and models of any equipment or devices you need.

- Make sure those around you know how to operate any necessary equipment.
- If a caregiver, consider completing a caregiver contingency plan to document all those details of your loved ones' care you know by heart in the event that someone else needs to fill in for you in an emergency. Links for a sample caregiver contingency plan (CCP) can be found on the Ready Marine Corps website at www.ready.marines.mil under the Wounded, Ill, Injured and Exceptional Needs tab.
- Review the Ready Marine Corps fact sheet on *Making a Family Emergency Plan* and *Personal, Financial, and Insurance Records* for more tips.

Build an emergency kit.

- Inventory what you use every day to live independently.
- Identify the essential things, such as food, water, flashlight, and battery-operated radio, that you will need to be able to survive for three to five days or longer, if people cannot get to you.
- Add any necessary supplies such as wheelchair batteries, catheters, oxygen, medication, food for service animals, or other special supplies to your emergency kit.
- Review the Ready Marine Corps *Emergency Kits* fact sheet for tips on building a kit.

Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.



Preparing your Workplace for an Emergency

- Become a member of your office emergency preparedness team. You best know your needs and that of your exceptional family member before, during, and after an emergency.
- Know all emergency exits and ramp locations and ensure the exceptional family member knows them as well.
- Ensure that emergency notification systems and procedures have been established to accommodate the exceptional family member's needs, i.e. sound-based systems for visual impairments; text-based systems, bed shakers, or strobe smoke detectors for auditory impairments; or simple cues for cognitive impairments.
- If you or your exceptional family member require help evacuating the building, create and practice a plan with a designated support team.
- Have a workplace emergency kit with you at work with essential items you would need if you had to evacuate.
- **Identify an area** where public safety officials can assist you in any building you visit regularly.

Where to Find Additional Information

- FEMA—http://www.fema.gov/pdf/library/pfd_all.pdf
- Department of Homeland Security (Ready.gov) & FEMA—<http://www.ready.gov/individuals-access-functional-needs>
- Exceptional Family Member Program (EFMP)—<http://www.mccshh.com/efmp.html>

What to Do During an Emergency

- Instruct your exceptional family member to accept help from first responders and not hide from them.
- If told to evacuate, you/the exceptional family member should do so if it is possible with the help of others.
- If unable to evacuate, you/the exceptional family member should wait in a safe location for rescuers.
- Take an emergency kit with you.
- Stay as calm as possible to be a help to those around you.
- Once in a safe place, you and/or the exceptional family member should check in with pre-designated emergency contacts.