

EVACUATION PROCEDURE: (A step by step account beginning from the first alarm)

I. Earthquake

1. Once the shaking starts:

If PWD has trouble getting onto the ground, absent caregiver or cannot stand without the help of a caregiver:

- If PWD is in a recliner / bed:
 - Quickly alert your caregiver
 - Curl up, cover your head and neck with your arms or pillow until the shaking stops
- If PWD uses a walker or a wheelchair
 - If you are on a wheelchair, lock your wheels (if applicable)
 - If using a walker, carefully drop, cover the head and neck and get low as possible until the shaking stops

If caregiver is present:

- Make sure patient is away from any furniture or windows that can fall or break
2. Once the shaking stops, the caregiver/s or any member of the family must immediately help the person in need to ensure safety.
 3. The caregiver must collect all important belongings that may be required for evacuation (phone, water, money, assistive device, first aid kit, emergency bag).
 4. Examine the surroundings and remove any possible debris that can hinder a safe exit.
 5. Immediately follow the safety route going outside the house and prepare for potential aftershocks
 6. In the event that the wheelchair is broken, it must be put to the side and have 1 or 2 family members lift the PWD towards the refuge and to the evacuation area
 7. Other family members may exit using the large sliding windows beside the main entrance and make their way out of the house
 8. Once outside of the house, there must be a headcount and report the presence to the head of the household or the person in charge of the evacuation
 9. Make sure you are in a clear spot away from powerlines, trees and streetlights and check the PWD for possible injuries

II. Fire

1. On the onset of the fire, the person assigned from the family must contact fire department immediately and close doors to decrease the spread of smoke, heat, and fire
2. On the activation of the emergency alarm, stop and collect all important belongings that may be required for evacuation (cellphone, water, money, etc)
3. The PWD must remain in his/her position until another family member arrives to come and help her ambulate. There must also be a back-up family member in-charge in the event that the assigned person is not around
4. All members of the family must safely inspect areas where it is safe to pass, move fast while carefully maintaining a low position so as not to inhale smoke
5. Once another family member arrives to the PWD, they must go out of the room/area and proceed towards the refuge or main entrance
6. On the onset of the fire, the person assigned from the family must contact fire department immediately and close doors to decrease the spread of smoke, heat, and fire
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8. The PWD must remain in his/her position until another family member arrives to come and help her ambulate. There must also be a back-up family member in-charge in the event that the assigned person is not around

9. All members of the family must safely inspect areas where it is safe to pass, move fast while carefully maintaining a low position so as not to inhale smoke
10. Once another family member arrives to the PWD, they must go out of the room/area and proceed towards the refuge or main entrance
11. PWD must remain with the family member until it is safe to evacuate the house
12. Once the area is clear, the family member together with the PWD will make its exit from the house using the ramp
13. In the event that the wheelchair is broken, it must be put to the side and have 1 or 2 family members lift the PWD towards the refuge and to the evacuation area
14. Other family members may exit using the large sliding windows beside the main entrance and make their way out of the house
15. Once outside of the house, there must be a headcount and report the presence to the head of the household or the person in charge of the evacuation

III. Typhoon/Floods

1. In the event of a flood or typhoon, the family members together with the PWD must remain indoors.
2. Keep flashlights, food, water, candles and battery powered radios nearby and wait for further announcements regarding the latest weather forecast
3. Unplug the appliances and switch off the electrical power switch if there is any power interruption
4. Calmly wait and stay alert until the flood or typhoon stops.