

# Disaster Planning Toolkit

## for Diabetes Educators and other Healthcare Professionals

This checklist was created as a guide **for diabetes educators and other health care professionals** to prepare and respond in emergency situations and focuses on diabetes-related needs.

\*Additional materials, including an *Emergency Preparedness Checklist for PATIENTS* can be found at [diabeteseducator.org/patients/disaster-preparedness](http://diabeteseducator.org/patients/disaster-preparedness).

### READINESS

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- IDENTIFY key contacts in your community that can help you establish an emergency plan for people with diabetes. Include contact names and phone numbers. (See Diabetes Disaster Response Team for template.)
- ORGANIZE and assemble a volunteer diabetes disaster response group that is ideally led by one person (the Community Disaster Lead) who can be the main organizer and point person.
- ASSIGN specific disaster response roles.
- ESTABLISH communication and logistics pipelines.
- SCHEDULE regular meetings to review and revise, if necessary, your disaster plan.
- CREATE diabetes and disaster resources. (See Diabetes and Disaster Resources List)
- SCHEDULE "Basics of Diabetes Educational Sessions" with non-diabetes healthcare responders.
- ASSESS inventory of diabetes supplies and medications. Contact AADE and/or ADA to determine whether they are forming a Diabetes Emergency Relief Coalition. If so, coordinate your efforts where possible.
- ORDER/OBTAIN additional supplies as able.

### RESPONSE

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- Initiate communication with the team and review their availability.
- Assess diabetes needs of community.
- Evaluate and inventory diabetes supplies and ensure clear directions are provided with supplies. (See List of Diabetes Supplies.)
- Communicate with other community, state and/or national disaster teams and provide your situational report.
- Receive directions from community disaster lead.
- Initiate diabetes supportive response plan.
- Contact diabetes suppliers to report situation and establish continued support.
- Deploy diabetes healthcare professionals to respond as requested by community disaster lead.
- Continue to monitor conditions and communicate with the Diabetes Emergency Relief Coalition, if there is one.

### RECOVERY

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- Initiate communication to all members of team.
- Re-assess safety, availability and location of team.
- Re-assess diabetes needs of community.
- Evaluate and inventory diabetes supplies and proceed with sustainability process.
- Communicate with other community and/or national disaster teams and provide your situational report.
- Receive directions from community disaster lead.
- Initiate plan for meeting community transitional diabetes needs and deploy diabetes healthcare professional to meet those needs.
- Continue to monitor conditions and communicate with other community and/or national disaster teams.

## DIABETES DISASTER RESPONSE TEAM

\* Remember to keep list up to date by periodically checking in with contacts in non-disaster times.

Contact Name	Organization	Email	Contact Number in an Emergency
	AADE – National		
	AADE – Local		
	AADE – State		
	ADA – National		
	ADA – Local		
	Local Educator		
	Local Educator		
	Police		
	Shelter		
	EMS		
	Volunteer Providers		
	Diabetes Supply Provider		
	Other Emergency Response		

## DIABETES AND DISASTER RESOURCES LIST

\*website addresses and phone numbers may change, so periodically verify and update as needed

American Association of Diabetes Educators . . . . . [diabeteseducator.org/disaster](http://diabeteseducator.org/disaster)

Centers for Disease Control and Prevention. . . . . [cdc.gov/phpr/areyouprepared](http://cdc.gov/phpr/areyouprepared)

American Diabetes Association . . . . . 1-800-DIABETES Center for Information  
[diabetes.org/living-with-diabetes/treatment-and-care/emergency-preparedness](http://diabetes.org/living-with-diabetes/treatment-and-care/emergency-preparedness)

Insulin for Life . . . . . [ifl-usa.org/](http://ifl-usa.org/)

Federal Emergency Management Agency (FEMA). . . [fema.gov](http://fema.gov)  
 1-800-621-3362

## LIST OF DIABETES SUPPLIES

for Healthcare Providers to Collect for Use During Disaster Situations

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|-------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Insulin (vial and pen) | <input type="checkbox"/> Batteries     | <input type="checkbox"/> Glucose tabs                                    |
| <input type="checkbox"/> Syringes/pen needles   | <input type="checkbox"/> Log books     | <input type="checkbox"/> Bottled Water                                   |
| <input type="checkbox"/> Meters & test strips   | <input type="checkbox"/> Pump supplies | <input type="checkbox"/> Non-perishable complex carbs (ex. Granola bars) |
| <input type="checkbox"/> Lancets                | <input type="checkbox"/> CGM supplies  | <input type="checkbox"/> Phone charges and battery back up               |