

SECTION 9

Planning for PA Back-Up and Other Emergencies

- Plan for the Unexpected
- Prepare a Back-Up Plan for PA Absence
- PA Names & Phone Numbers (Worksheet)
- Emergency Planning
- Emergency Information Forms
- Section 9 Checklist

Planning for PA Back-Up and Other Emergencies

Plan for the Unexpected

No matter how dependable your PA is, there will be times when he/she will have to miss work. You have already developed a relationship that supports the expectation that your PAs will call you in advance if they are going to be more than a few minutes late or if they are too ill to work their shift. You have established the expectation that your PA will plan vacation and leave time in advance and will not intentionally leave you without support. But life happens.

Prepare a Back-Up Plan for PA Absence

You can prepare for an unexpected absence ahead of time by developing an emergency PA back-up system. Keep the names and phone numbers of people you can call to fill in for your PA. Back up PAs may be former PAs,



applicants who were not hired but seemed qualified, family members, and friends. You may have these people come in one or two days to familiarize them with your routine. Also, centers for independent living (CILs) can sometimes refer you to PAs.

Some employers hire more than one PA at a time. For example, Joe W. has one PA who works mornings and one who works evenings. If one PA is unable to work, the other may be able to trade shifts or fill in.

Your plan may include:

- PAs willing to work on a seasonal schedule who would be available on certain holidays or over the summer,
- PAs who work on the weekends, or
- family members who are in town for an annual event and available to assist as needed.

The important thing is for you to plan ahead.

On the next page is a worksheet titled Personal Assistant (PA) Names & Phone Numbers. You can use this worksheet to start your Back-Up Plan by listing the names and contact information of your back-up PAs. You may want to make a note of when they are most likely to be available to help you. Knowing when people can be available will help you develop a PA Back-Up Plan that will work for you.

Remember that if the reason you need a back-up PA is that your PA quit, you will need to notify your payroll agent. Additionally, your back-up PA will need to complete paperwork with your payroll agent in order to be paid.

Personal Assistant (PA) Names & Phone Numbers

Name	
Address	
Phone	
Availability	



Name	
Address	
Phone	
Availability	



Name	
Address	
Phone	
Availability	



Good Idea: Keep your back-up PAs names and telephone numbers where you keep your other emergency telephone numbers.

Emergency Planning

Emergency planning is a good idea for everyone. Having a plan for dealing with different types of emergencies, such as medical emergencies, hospitalizations, fires, power outages, severe weather, and other natural disasters can help keep you safe and minimize any injury or damage. When planning you should:

1. Make a list of people to contact for each type of emergency.
2. Make a plan on how to contact family and PA if there is a power outage or natural disaster.
3. Make a list of medications and/or equipment that you need to take with you if you have to evacuate your home.
4. Organize medical information, emergency contact information and if applicable, living will information and place it all together in an easy to access location.
5. Store extra food and water in the case of a severe weather emergency or other natural disaster.
6. Discuss and include your PA in your emergency planning.

You may want to have these things written down and kept in a place where you and your PA know where it is at all times. Many people keep emergency information near the telephone. Make a plan that works for you. Share it with your PA during orientation and training.

On the next page is a form, Emergency Information. You can use this form or your own to organize names, phone numbers and addresses for important information you may need in an emergency such as your doctor, insurance agent, hospital, family members, friends and other medical information.

Emergency Information	
Doctor(s)	
Name	
Address	
Phone	
Dentist(s)	
Name	
Address	
Phone	
Optometrist(s)	
Name	
Address	
Phone	
Insurance(s)	
Company	
Address	
Phone	
Hospital(s)	
Name	
Address	
Phone	

Emergency Information

Family Member(s)

Name	
Address	
Phone	

Family Member(s)

Name	
Address	
Phone	

Friend(s)

Name	
Address	
Phone	

Friend(s)

Name	
Address	
Phone	

Medical Information:

Emergency Procedures

Having emergency procedures written down will help you when you train your PA. You will want to have procedures for different kinds of emergencies.

For example, what is your plan in case of a fire, a power outage or a tornado?

If there is an emergency that requires you leave your home, what are your evacuation routes and who should be called?

In the event you have an emergency related to your disability, what does your PA need to do, who should s/he call, or where should s/he take you?

Collect the information you need to plan for emergencies on the form on the following pages or use it to help you create your own. There is space to write in who to call, phone numbers and your emergency plan for several scenarios to help you think about each area that may need to be covered. If the categories listed aren't the ones you want or need, replace with your own titles and personalize the form to meet your needs.

Emergency Procedures

Disability Related Emergency:

Who to Call:

Phone

**Important
Information
and Plan**

Non-Disability Related Emergency:

Who to Call:

Phone

**Important
Information
and Plan**

Severe Weather or Natural Disaster:

Who to Call:

Phone

**Important
Information
and Plan**

Power Outage:

Who to Call:

Phone

Important Information and Plan

List any Allergies:

Who to Call:

Phone

Important Information and Plan

Additional Phone Numbers

Police Department:

Fire Department:

Poison Control:

If in doubt, dial: 911

Section 9 Checklist

Section 9 – Planning for PA Back-Up and Other Emergencies Checklist	
Check here	
	I understand that there may be times my PA will be absent with little or no notice.
	I read the ideas for planning for PA back-up ahead of time.
	I looked at the PA Names & Phone Numbers Worksheet.
	I think I have enough information to make my own PA back-up plan.
	I read about the importance of planning for emergencies.
	I looked at the forms to organize my emergency information and procedures.
	I think I have enough information to plan for an emergency.



NOTES – Things I want to remember.
