

Worksheet: Personal/Family Emergency Planning Ask each of your staff to have a plan.

Contact	Family Member/Other Contact	Work/School/Child Care Information	Medical Information
Name			
Work			
After Hours			
Mobile			
Email			
Name			
Work			
After Hours			
Mobile			
Email			
Name			
Work			
After Hours			
Mobile			
Email			
Name			
Work			
After Hours			
Mobile			
Email			
Name			
Work			
After Hours			
Mobile			
Email			
Name	Out of State Contact	Neighbor	Caretaker
Work			
After Hours			
Mobile			
Email			
Name	Funeral/Burial Arrangements	Pharmacist	Veterinarian
Work			
After Hours			
Mobile			
Email			
Name	Medical Insurance	House Insurance	Car Insurance
Work			
After Hours			
Mobile			
Email			
Name	Police Station	Fire Station	Town/City Hall
Work			
Name	Poison Control	Local Health Department	Hospital
Work			
Other	State Health Dept: 617.983.6800	MassSupport: 866.237.8274	

Household Disaster Plan

Basic Plan - What to have in your HEAD

- **Exits** – Make sure everyone knows multiple, safe ways to exit your building. Practice this.
- **Meeting Place** – Decide where your family will meet in the event you are separated. Have a backup meeting place away from your home. Make sure everyone knows the addresses and telephone numbers of these backup meeting places.
- **Communications** – Make sure everyone knows the phone number of a long distance friend or relative to act as a Point of Contact. Long distance phone lines often work when local lines are busy. Make sure everyone knows how to use an email contact. Everyone should keep this information in their wallets.
- **Special Needs Planning** – Your family may include small children, seniors, a physically or mentally handicapped person, animals, non-English speakers, etc. (Note: Pets will not be accepted at most shelters. Keep a Pet Go Bag with leashes, immunization records, toys and snacks for your pets with a list of shelters or friends that will keep pets.)
- **Emergency Plans** – Write down your plans. Include how to turn off your water, gas, furnace, and electricity. Make a copy for everyone in your family, including your relatives and friends. Post a copy in your house.
- **Community Emergency Plans** – Ask to see a copy of your schools', workplaces', and community's Emergency Plans. Be familiar with them.
- **During a disaster** – Stay calm, use a flashlight, sniff for fumes, clean up spilled hazardous materials, check on neighbors, stay away from downed power lines, only use 911 in a real emergency situation that threatens lives.

Go Bag – What to have in your HANDS

- Important documents – copies in a watertight plastic bag. Include birth certificates, insurance cards, deeds, photo IDs, titles, electronic or paper copies of important documents, information on valuable items and bank accounts.
- Extra keys
- Money – at least \$50 in small bills along with ATM and credit cards
- Bottled water and energy bars for each person
- Flashlight, portable radio, and extra batteries
- Whistle, waterproof marker, paper, waterproof matches
- Leatherman-type multi-tool (pocket knife may not be allowed in shelters)
- Space blanket, 2 garbage bags, plastic drop cloth, strapping tape or duct tape
- Water filter and/or iodine water purification tablets
- N95 mask, gloves, and hand sanitizer for each person
- First Aid Kit (disinfectant, band aids, aspirin, sunscreen, hat, insect repellent, epi pen, etc.)
- Camp clothing (including sturdy shoes, warm socks, and rain gear)
- Contact information (family, friends - emergency numbers and emails)
- Child care supplies (toys, diapers, books, music, music player, etc.)
- **Items to add as you go out the door:**
 1. Cell phone, laptop and chargers or extra battery supplies
 2. Medications, glasses, and other current medical supplies

Emergency Supplies – What to have in your HOME

- One gallon of drinking water per person per day for at least three days
- Ready-to-eat dry and canned foods with a manual can opener for at least a week
- First Aid Kit, medicines, and prescriptions to last at least a week
- ABC Fire extinguishers, working smoke and CO detectors
- Flashlights, battery-operated radios and extra batteries, candles, matches
- Plastic sheets, duct tape, and other supplies and tools
- Iodine tablets or one quart of unscented bleach and an eyedropper (for disinfecting water if directed to do so by the Health Dept.: 2-4 drops per quart of clear water, stir and let stand 30 minutes. Should smell like bleach.)
- Personal products like soap, feminine hygiene products, toothbrushes, toothpaste, etc.
- Fill your bathtub before the water goes off. You can also use the water in your toilet and hot water tanks if needed.
- Consider a generator or other emergency power supply (**THIS REQUIRES THE HELP OF A PROFESSIONAL**)
- Consider sources of backup heat (**WOOD STOVES AND OTHER HEATING APPLIANCES REQUIRE PERMITS**)