



# Family Disaster Plan

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Being prepared before a disaster strikes is one of the best ways to make your family and home safer. The 34 cities and towns that make up the Commonwealth's Emergency Preparedness Region 4A want you to be prepared and hope the following information and checklists will be valuable aids to help you accomplish this.

## Be Prepared

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Determine your family emergency contact.
- Designate emergency meeting places for your family.
- Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.
- Stock emergency supplies and assemble a disaster supplies kit.  
*See the American Red Cross Website: <http://www.redcross.org/services/disaster/beprepared/supplies.html> or phone their Disaster Information & Resource Center at 1-866-GET-INFO (1-866-438-4636).*
- Conduct a home hazard hunt.  
*In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard. Repair defective electrical wiring and leaky gas connections. Fasten shelves securely. Place large, heavy objects on lower shelves. Hang pictures and mirrors away from beds. Brace overhead light fixtures. Secure water heater and strap to wall studs. Repair cracks in ceilings or foundations. Store weed killers, pesticides, and flammable products away from heat sources. Place oily polishing rags or waste in covered metal cans. Clean and repair chimneys, flue pipes, vent connectors, and gas vents.*
- Determine the best escape routes from your home. Find two ways out of each room.
- Install carbon monoxide and smoke detectors on each level of your home, especially near bedrooms, and check batteries every six months.
- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.
- Have a fire extinguisher (ABC type) handy and make sure each family member knows where it is and how to use it.
- Take a first aid class and a CPR class.
- Check if you have adequate insurance coverage (property, life, & health).
- Consider ways to help neighbors or family members who may need special assistance (elderly, people with disabilities, etc.).
- Know your city's or town's Emergency Plan.



*Acton  
Ashland  
Bedford  
Boxborough  
Burlington  
Carlisle*

*Concord  
Dover  
Framingham  
Holliston  
Hopkinton*

*Hudson  
Lexington  
Lincoln  
Littleton  
Marlborough  
Maynard*

## Emergency Phone Numbers and Contacts

Work, school, e-mail address and cell phone number for each member of the household.

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Family Member 1	Work/School Phone Number	Cell Phone	e-mail
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Family Member 2	Work/School Phone Number	Cell Phone	e-mail
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Family Member 3	Work/School Phone Number	Cell Phone	e-mail
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Family Member 4	Work/School Phone Number	Cell Phone	e-mail
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Family Member 5	Work/School Phone Number	Cell Phone	e-mail
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Neighbor	Police Department
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Doctor	Ambulance
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Poison Control	Hospital
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Fire Department	Veterinarian
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### Family Emergency Contact

Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person to say where they are. Everyone must know your contact's phone numbers.

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Out-of-State Family Contact	Day Phone	Evening Phone	Cell Phone/Beeper
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Medfield	Southborough	Wayland
Millis	Stow	Weston
Natick	Sudbury	Wilmington
Norfolk	Walpole	Winchester
Sharon	Waltham	Woburn
Sherborn		Wrentham



## Emergency Information

### Emergency Meeting Places

Designate three (3) emergency meeting places for your family.

1. Right outside your home in case of a sudden emergency, like a fire.
2. Outside your neighborhood in case you can't return home.
3. Inside your home to shelter-in-place (usually a small, interior room with no or few windows).

Outside your home: \_\_\_\_\_

Outside your neighborhood: \_\_\_\_\_

Phone

Address

Inside your home: \_\_\_\_\_

### The Local Emergency Medical Services Number

In Massachusetts, as in most areas, this number is 911. There are some rural areas in the U.S. that use alternative numbers. Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.

General guidelines for calling 911 are as follows:

#### Call 911 for a LIFE-THREATENING EMERGENCY such as:

- ◆ Breathing difficulty/shortness of breath/breathing has stopped
- ◆ Choking (can't talk or breathe)
- ◆ Chest pain – in adults (lasting longer than two minutes)
- ◆ Uncontrollable bleeding/large blood loss
- ◆ Drowning
- ◆ Electrocution
- ◆ Drug overdose/poisoning
- ◆ Gunshot wounds, stabbings
- ◆ Vomiting blood
- ◆ Sudden fainting/unconsciousness
- ◆ Convulsions/seizures (uncontrolled jerking movements)
- ◆ Severe allergic reaction (difficulty breathing/unresponsive)
- ◆ Major burns (white or charred skin; blisters and redness over large area)
- ◆ Someone who will not wake up, even when you shake them
- ◆ Injuries from:
  - Traffic accidents
  - Head injury
  - Falls
- ◆ Physical entrapment (i.e. car accident with victim trapped in the vehicle)
- ◆ Emotional disturbances with potential to harm self or others

*Remember, these are general guidelines – if there is any doubt, do not hesitate to call 911.*

# Things to remember during a disaster

Remain calm and patient. Put your plan into action.

## Check for Injuries

Give first aid and get help for seriously injured people.

## Listen to Your Battery-Powered Radio for News and Instructions

## Check for Damage in Your Home...

- ◆ Use flashlights. Do not light matches or turn on electrical switches if you suspect damage.
- ◆ Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly. Shut off any other damaged utilities. (You will need a professional to turn gas back on.) *Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.*
- ◆ Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.

## Remember to...

- ◆ Call your family contact — do not use the telephone again unless it is a life-threatening emergency.
- ◆ Make sure you have an adequate water supply in case service is cut off. (1 gallon per person/day)
- ◆ Stay away from downed power lines.
- ◆ Check on your neighbors, especially elderly or disabled persons.  
*Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g. medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.*
- ◆ Confine or secure your pets.
  1. *Have a safe place to take your pets. Red Cross disaster shelters cannot accept pets because of states' health and safety regulations and other considerations. Service animals who assist people with disabilities are the only animals allowed in Red Cross shelters. It may be difficult, if not impossible, to find shelter for your animals in the midst of a disaster, so plan ahead. Do not wait until disaster strikes to do your research.*
  2. *Assemble a portable pet disaster supplies kit. Whether you are away from home for a day or a week, you'll need essential supplies. Keep items in an accessible place and store them in sturdy containers that can be carried easily (duffel bags, covered trash containers, etc.).*
  3. *You may not be home when the evacuation order comes. Find out if a trusted neighbor would be willing to take your pets and meet you at a prearranged location. This person should be comfortable with your pets, know where your animals are likely to be, know where your pet disaster supplies kit is kept, and have a key to your home. If you use a pet-sitting service, it may be available to help, but discuss the possibility well in advance.*

\* This material has been developed by Emergency Preparedness Region 4A through a grant from the Massachusetts Department of Public Health.

\* Some of this material has been adapted from "Family Disaster Plan" developed by the Federal Emergency Management Agency and the American Red Cross. ([www.redcross.org](http://www.redcross.org))