

My Personal Emergency Plan (PEP) - *Everybody needs a plan*

My Name: _____

My Contact Info: _____

Step #1: The Basic Plan - (with copies in your car, kit, family and neighbors.) Check all that apply:

1. **Copies** of my plan are:

- In my house
- In my car
- In my kit
- With my family
- With my neighbors
- With my personal support network

2. **Contacts and Support Networks**- family, friends, schools, churches, neighbors, Behavioral /Medical providers

- I have written in one place the Contact Information for the important people in my life
- I have made copies of my Contact Information and carry it with me
- I have updated my contact information in the last year
- I regularly use my contact information and communications systems
- I know that I may experience stress during an emergency and for Behavior Health First Aid help I will contact:
 - My Family, My Friends, My Church,
 - My Medical Provider or Mental Health professionals such as the Brien Center

3. **Exits** – Make sure everyone knows multiple, safe ways to exit your building. Practice this.

- I know at least 2 ways to exit my building
- I have practiced exiting my building in the last year

4. **Meeting Places** – Decide where your family will meet in the event you are separated. Have a back up meeting place away from your home. Make sure everyone knows the addresses and telephone numbers of these meeting places.

- If I have to exit my building I will meet everyone at _____
- If we can't meet there, we will meet at _____
- The phone number of our meeting place is _____
- Other _____

5. **Communications** – Register your cell phones with Reverse 911 systems. Make sure everyone knows the phone number/email 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. Keep this information in your wallets.

- I have a cell phone and it is charged and ready to use
- My cell phone is registered with the Reverse 911 system in my Town or with the Berkshire Sheriff's Department
- I have an email address and know how to use it
- My family and friends know my phone, cell phone and email addresses
- I have a long distance Contact: _____
- My family and support network know who my long distance Contact is.
- I have this contact information in my purse or wallet
- Other _____

6. Functional Needs Planning – Your family may include small children, seniors, a physically or mentally handicapped individuals, animals, non-English speakers, etc. (Note: Only service animals are 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.)

- Mobility Issues**
 - Gloves for wheel chair users
 - Canes and walkers labeled
 - Light weight wheel chairs and tire patch kits
 - Emotional/Mental Issues**
 - Calming/sensory tools/support items
 - Quiet space/time
 - Medications and prescriptions
 - Sensory Issues**
 - National Weather Radio
 - Adaptive Equipment
 - Communication Tools
 - Development and Cognitive Issues**
 - Favorite Item to focus and pass the time
 - Communication Tools
 - Chemical Sensitive/ Breathing Issues
 - Avoid Fumes
 - Chemical Sensitive/ Breathing Issues**
 - Have working CO and smoke detectors
 - Avoid fumes
 - Move away from smells, fumes
 - Use towels, masks
 - Close and seal windows and doors if needed, but maintain proper ventilation at all times
 - N95 rated respirator/mask
 - Bring your oxygen prescription along
 - I take care of small children and my Emergency Plan includes their needs
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- I have a Kids Emergency Kit
 - I have a Pet or Service Animal
 - I have a Pet Emergency Kit

7. Utilities and Home Protection – How to turn off your water, gas, furnace, and electricity. Lock/cover windows.

- I have trimmed the trees away from my house and my power lines
- I have cleaned my gutters and made sure my windows and doors fit well
- I have my heater and chimney cleaned, checked or serviced regularly
- I have working smoke and Carbon Monoxide (CO) detectors in my home
- I know how to turn off my electricity at the main box if I have to
- If I can't turn off my electrical main, I know how to unplug my appliances and devices to prevent damage from power surges
- I know how to turn off my heat (gas or oil) and have the tool I need to do this
- I have a plan for heating my home if the power goes off
- If I can't heat my home, I have a plan for draining the water to prevent freezing
- I will not use unvented heaters such as gas stoves, grills or other unsafe devices in my home
- I will not use candles or other open flames for light or heat.

8. **Community Emergency Plans** – Ask for copies of your schools’, workplaces’, and community’s Emergency Plans. Be familiar with them, especially how you will be notified of an emergency.
- I know that my school, workplace, church, etc. have an emergency plan and what it is.
 - I know how I will be notified by my Town in an emergency
9. **Disaster Response** – Get moving, stay calm, use a flashlight (not candles), sniff for fumes, clean up spilled hazardous materials, check on neighbors, stay-away from downed power lines, proper ventilation, 911/hospital only for life threatening emergencies. Stay informed: Shelter-in-place, Evacuation, Mass Sheltering as instructed
- Emergency Task #1 is ARC: **Get Ready, Get Set**
 - Assess the Situation and stay informed about the extent of the emergency.
 - Tune to the emergency radio stations
 - Check internet sites such as www.mass211help.org; www.westernmassREADY.org
 - Town website _____
 - Review my Emergency Plan, stay calm but get moving
 - Check my radio, flashlights and batteries
 - Make sure my phone and computer are fully charged
 - Check my emergency supplies, including the amount of fuel in my car
 - If time, fill any gaps in my supplies
 - Connect with my Personal Support Network
 - Task Two (depending on the emergency): **Respond** by taking care of myself and my family
 - I will only call 911 or the hospital if I am in immediate danger such as a heart attack or stroke
 - I will stay use a flash light, not candles
 - I will sniff for fumes
 - I will use gloves and masks to carefully clean up any hazardous spills
 - I will stay away from downed power lines or flooded areas.
 - Shelter in Place: take the steps necessary to take care of myself for at least 3 days. This might include filling the bath tub with water, getting supplies from the grocery store, boarding up windows, etc.
 - Evacuate quickly and safely if told to do so, taking your Go Kits and pets along with you
 - Task Three: **Help** Others; continue to stay informed
 - Check on my neighbors
 - Check on my community
 - Volunteer with the Medical Reserve Corps(MRC) or Disaster Animal Response Team (DART) or at my Town Hall

Step #2: Emergency Kit and Home Supplies:

- Kid Kit**
 - ID and photos
 - Special toys and quiet games
 - Special foods and snacks
 - Personal Care Items such as diapers
 - Portable cribs and strollers
 - Medications and prescriptions
- Pet/Service Animal Kit** (www.wmDART.org)
 - Cage/carrier with contact information/ID attached
 - Leash, muzzle
 - **Immunization records** – needed in a shelter
 - 3 Photos: registration, attach to the cage, keep
 - ID or chip on animal
 - Food, treats
 - Medications
 - Toys

- Elder Kit**
 - ID and photos
 - Sleep aids such as ear plugs or face masks
 - Special foods and snacks
 - Personal Care Items such as diapers
 - Medications and prescriptions
 - Hearing aids and glasses
- Home and Go Kits** (www.bcboha.org, www.westernmassREADY.org) – See Lists below
 - I have emergency water supplies or strategies for getting drinking water in an emergency
 - I have emergency food supplies
 - I have a manual can opener and other tools and supplies
 - I have a go kit
 - I have a File of Life on my refrigerator

Step # 3: Stay Informed: Local Radio, NOAA, Reverse9-1-1, Mass2-1-1, Websites, Networks (school, church, Towns, etc.)

- I have a battery/crank radio
- I will tune to WSBS 860 AM or _____ for information during an emergency
- I have a battery NOAA weather radio and will use it to stay informed about the weather
- I will call 2-1-1 if I need emergency information
- I am registered with my Town's reverse 911 system and have received calls in the past
- I have registered my cell phone with my Town's/Sheriff's Dept. Reverse 911 system
- My Town has emergency information on their website and I know how to access it
- I know how to go to www.mass211help.org for emergency information
- I will go to www.westernmassREADY.org or www.READY.gov for more information on preparing for emergencies
- I know how to contact my support network which includes my school, church, neighbors, etc.)
- I will only call 9-1-1 or the hospital if I have an immediate, life threatening emergency such as:
 - Trouble breathing
 - Suspect a heart attack or stroke
 - Severe bleeding that won't stop
 - Severe pain or other critical medical emergency

Last Step: Get involved and Volunteer:

- I am active in my local neighborhood and community organizations
- I know how to contact these groups if I need to.
- I am active in my local church or service organization
- I am already a member of a Volunteer Organization Active in Disasters (VOAD) such as the Red Cross
- I am interested in more information about volunteering with the Medical Reserve Corps and will check out www.wmmrc.org or call 413.441.9060 for more information.
- I am interested in volunteering at the hospital and will give them a call for more information.
- I am interested in other volunteer activities. I will call 2-1-1 or visit their website at www.mass211help.org for more information on local organizations looking for volunteers.
- Other ideas and steps:

My Emergency Contact Information _____

Contact	Family Member/Other Contact	Work/School/Child Care Information	Medical Information/Provider
Name			
Work			
After Hours			
Mobile			
Email			
Name			
Work			
After Hours			
Mobile			
Email			
Name			
Work			
After Hours			
Mobile			
Email			
Name			
Work			
After Hours			
Mobile			
Email			
	Out of State Contact	Neighbor	Caretaker
Name			
Contact			
Mobile			
Email			
	Durable Medical Equipment	Prescriptions	Medical Provider
Name			
Work			
After Hours			
Email			
	Medical Insurance	House Insurance	Car Insurance
Name			
Work			
Email			
#			
	Funeral/Burial Arrangements	Pharmacist	Veterinarian
Name			
Work			
After Hours			
Email			
Name	Police Station (emergency 9-1-1)	Fire Station (emergency 9-1-1)	Town/City Hall
Work			
Name	Poison Control	Local Health Department	Local Hospital
Work	800-222-1222		
Other	State Health Dept: 617.983.6800	MassSupport: 866.237.8274	2-1-1 Emergency Info Helpline

Household Disaster Plan

Step #1: Basic Plan - What to have in your HEAD (with copies in your car, kit, family and neighbors.)

- **Contacts and Support Networks**- family, friends, schools, churches, neighbors, Behavioral /Medical providers
- **Exits** – Make sure everyone knows multiple, safe ways to exit your building. Practice this.
- **Meeting Places** – Decide where your family will meet in the event you are separated. Have a back up meeting place away from your home. Make sure everyone knows the addresses and telephone numbers of these meeting places.
- **Communications** – Register cell phones with Reverse 911. Make sure everyone knows the phone number/email 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. Keep this information in your wallets.
- **Functional 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.)
- **Utilities and Home Protection** – How to turn off your water, gas, furnace, and electricity. Lock/cover windows. Unplug appliances/electrical devices to prevent power surges. Have working smoke/CO detectors & extinguishers
- **Community Emergency Plans** – Ask for copies of your schools', workplaces', and community's Emergency Plans. Be familiar with them, especially how you will be notified of an emergency. File of Life on refrigerator.
- **Disaster Response** – Get moving, stay calm, use a flashlight (not candles), sniff for fumes, clean up spilled hazardous materials, check on neighbors, stay-away from downed power lines/flooding, proper ventilation, 911/hospital only for life threatening emergencies. Stay informed: Shelter-in-place, Evacuation, Mass Sheltering

Step #2a: The Kit or Go Bag with ID Tag – What to have in your HANDS (or car)

- **Important documents** – copies in a watertight plastic bag. Include contacts, birth certificates, insurance cards, deeds, photo IDs, titles, medical equip. info, important documents, information on valuable items, bank accounts.
- **Photographs** of your family, pets, house, goods, important events, etc. (Can put these on a flash drive)
- **Keys** - car, house, business, etc.
- **Money** – at least \$50 in small bills along with ATM/credit cards and checks
- **Water** bottles each person. Water filter and/or iodine water purification tablets
- **Food:** Energy bars and other portable foods. (consider diets and allergies)
- **Flashlight**, portable **radio**, and extra batteries
- **Alerts and Messages:** Whistle, water proof marker, paper, waterproof matches
- **Tools:** Leatherman type multi-tool (pocket knife may not be allowed in shelters)
- **Weather gear:** Space blanket, 2 garbage bags, plastic drop cloth, strapping tape or duct tape
- **PPE:** N95 mask, gloves, and hand sanitizer for each person
- **Sanitation Items** such as tissues, toilet paper, feminine products, diapers, soap, toothbrushes, etc.
- **First Aid Kit** (disinfectant, band aids, aspirin, sunscreen, hat, insect repellent, epi pen, thermometer etc.)
- **Camp clothing** (including sturdy shoes, gloves, warm socks, and rain gear)
- **Child care** supplies (toys, diapers, books, music, music player, etc.)
- **Items to add as you go out the door: (Don't take Valuables to a Shelter)**
 - File of Life, cell phone, laptop, chargers, extra batteries, medications, glasses, prescriptions, walker, wheel chair, cane

Step #2b: Home Emergency Supplies Kit – What to have in your HOME

- **Water:** one gallon of drinking water per person per day for at least three days and up to 3 weeks. 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 have mild bleach smell.). Fill your bathtub before the water goes off. You can also use the water in your toilet and hot water tanks if needed.
- **Food:** Ready-to-eat dry and canned foods with a manual can opener for at least a week and up to 3 months
- **Medical:** First Aid Kit, medicines and prescriptions to last at least a week and up to a month
- **Safety Supplies:** ABC Fire extinguishers, working smoke/CO detectors, plastic sheets, duct tape, basic tools, etc.
- **Light:** Flashlights, battery operated radios and extra batteries, candles, matches
- **Personal Hygiene:** Personal products like soap, feminine products, toothbrushes, toothpaste, etc.
- **Power:** generator or other emergency power supply (**THIS REQUIRES THE HELP OF A PROFESSIONAL**)
- **Heat:** consider sources of back-up heat. (**WOOD STOVES AND OTHER HEATING APPLIANCES REQUIRE PERMITS**)

Step #3: Stay Informed - Local Radio, NOAA, Reverse 9-1-1, Mass2-1-1, Networks (school, church, Towns, etc.), newspapers, www.mass211.help, www.westernmassREADY.org, www.bcboha.org,