



## FAMILY DISASTER PLAN

*Being prepared before a disaster strikes is one of the best ways to make your family and home safer. The following materials prepared by the Norwood Health Department, Federal Emergency Management Agency and the American Red Cross will help you and your family prepare for any emergency. Please complete the information and leave in a handy place.*

### 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.).

## Emergency Phone Numbers and Contacts

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

---

Family Member 1	Work/School Phone Number	Cell Phone	e-mail
-----------------	--------------------------	------------	--------

---

Family Member 2	Work/School Phone Number	Cell Phone	e-mail
-----------------	--------------------------	------------	--------

---

Family Member 3	Work/School Phone Number	Cell Phone	e-mail
-----------------	--------------------------	------------	--------

---

Family Member 4	Work/School Phone Number	Cell Phone	e-mail
-----------------	--------------------------	------------	--------

---

Family Member 5	Work/School Phone Number	Cell Phone	e-mail
-----------------	--------------------------	------------	--------

---

Neighbor	Police Department
----------	-------------------

---

Doctor	Ambulance
--------	-----------

---

Poison Control	Hospital
----------------	----------

---

Fire Department	Veterinarian
-----------------	--------------

### 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.

---

Out-of-State Family Contact	Day Phone	Evening Phone	Cell Phone/Beeper
-----------------------------	-----------	---------------	-------------------

### 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: \_\_\_\_\_

## 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 childcare in case parents can't get home.
- ✓ **Confine or secure your pets.**
  - 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 that 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.
  - 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.).
  - 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.



## Disaster Supplies Kit

**What you Should Have in Case of an Emergency** (any season can bring disaster from winter storms or summer heat waves)

- ✓ **Water** – Each person’s need for drinking water varies, depending on age, physical condition, and time of year. The average person needs one gallon of water per day, for drinking and sanitation. Store in airtight containers and replace every two months.
- ✓ **Food** – Supplies should include enough non-perishables, high-energy foods to feed you and your family for up to 3 days. Select foods that require no refrigeration, preparation or cooking and little or no water. Pack a manual can opener and eating utensils. Examples include whole dry milk, canned fruit juices, dry cereals, bread and crackers, peanut butter, granola bars or cookies and canned meats. Place paper or waxed packages in a watertight container and keep dry.
- ✓ **Supplies and Equipment** – Keep the following items in one place so that you can get to them easily:
  - ✓ Flashlights with extra batteries
  - ✓ Blankets and sleeping bags
  - ✓ Paper plates and utensils, including bottle and can openers
  - ✓ Toilet articles and sanitary needs
  - ✓ First aid kit
  - ✓ Wrench or pliers to turn off utilities
  - ✓ Emergency phone numbers
  - ✓ Garbage bags and plastic ties
  - ✓ One complete change of warm clothing and shoes per person
- ✓ **Medicines** – It is very important to keep an adequate supply of any medicines you take. If you are stranded in your home or asked to go to a public shelter, you should take your medicine with you.
- ✓ **Pet Supplies** – It is very important to remember the needs of your pet when planning your family emergency needs.



For more information, visit these websites:

[www.ready.gov/get\\_a\\_kit.html](http://www.ready.gov/get_a_kit.html)

[http://www.mass.gov/samh/being\\_prepared/family\\_disaster\\_plan.html](http://www.mass.gov/samh/being_prepared/family_disaster_plan.html)