

# PERSONAL EMERGENCY PREPAREDNESS WORKBOOK

Produced by the Massachusetts Office on Disability



This booklet was created through a grant from the U.S. Department of Homeland Security, Office of Grants and Training, through the Executive Office of Public Safety and Security, Homeland Security Division. The points of view presented in this document are not necessarily those of the funder.

Please visit our website for more information on this topic: [www.mass.gov/mod/emergencyprep](http://www.mass.gov/mod/emergencyprep).

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# PERSONAL EMERGENCY PREPAREDNESS CHECKLIST

## YOUR INFORMATION

Name:

Date of Birth:

Sex: Male or Female

Phone:

Current Address:

Blood Type:

Primary Care:

Drs. Phone #:

Preferred Hospital:

Pharmacy:

Phone #:

## PERSONAL EMERGENCY PREPAREDNESS CHECKLIST

### IN CASE OF AN EMERGENCY (I.C.E)

The "In Case of Emergency Contacts (ICE)" is a list of contacts who you would contact during an emergency. One contact should be a person who lives far away and won't be impacted by the emergency and is the designated contact for everyone to call.

Name of a relative not residing with you:

Relation to You:

Address:

City:

State:

ZIP Code:

Home #:

Cell #:

Work #:

Email:

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## IN CASE OF AN EMERGENCY (I.C.E)

Name of a relative not residing with you:

Relation to You:

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# PERSONAL EMERGENCY PREPAREDNESS CHECKLIST

## ALLERGIES & MEDICATIONS

Please list allergies to medicine/food or others that you may have.

Allergy:	Reaction:

## EQUIPMENT AND VENDOR

Use this section to capture information related to any durable medical equipment you may use. List model #'s, vendor, and other important information related to the equipment.

Equipment:	Model#:	Vendor Information:	Specific Comments:



# PERSONAL EMERGENCY PREPAREDNESS CHECKLIST

## WHAT TO KNOW!

Know your community Hazards (Hurricane, Winter Storms, Fires, Floods) and the community plan.

Notes:

**Every town/city has an Emergency Management Director. Find out who's yours by calling the fire department or police department (USE non-emergency numbers) or go online <http://www.mass.gov/eopss/agencies/mema/emd> and look up your local Emergency Management Director by city/town.**

Write down his/hers contact information.

Name:	Email:	Phone #:

## PERSONAL EMERGENCY PREPAREDNESS CHECKLIST

### HOW DO YOU GET INFORMATION ON LOCAL SHELTER?

- Local Radio
- Television (Local News Station)
- Mass Alert Smart Phone App
- Mass 211
- Local Resources

### SHELTER IN PLACE MEANS...

Know your community Hazards (Hurricane, Winter Storms, Fires, Floods) and the community plan.

- Get inside. Bring your loved ones, your emergency supplies, and when possible, your pets.
- Find a safe spot in this location. The exact spot will depend on the type of emergency.
- Stay put in this location until officials say that it is safe to leave.
- Once you and your family are in place, let your emergency contact know what's happening, and listen carefully for new information.
- Call or text your emergency contact. Let them know where you are, if any family members are missing, and how you are doing.
- Use your phone only as necessary. Keep the phone handy in case you need to report a life threatening emergency. Otherwise, do not use the phone, so that the lines will be available for emergency responders.
- Keep listening to your radio, television, or phone for updates. Do not leave your shelter unless authorities tell you it is safe to do so. If they tell you to evacuate, follow their instructions.

# **PERSONAL EMERGENCY PREPAREDNESS CHECKLIST**

## **WHAT IS YOUR EVACUATION PLAN AND ROUTE/S?**

Develop an evacuation plan for home, work or anywhere else you spend an extended amount of time.

Home:

Work:

Other:

# PERSONAL EMERGENCY PREPAREDNESS CHECKLIST

## DO YOU HAVE A GO-KIT?

Your Go-Kit should have essentials items and information necessary to prepare you for an emergency.

→ 3 Days of Nonperishable Food	→ Water (1 Gallon per Day)
→ Flashlight & Batteries	→ Radio
→ First Aid Kit	→ ID Cards
→ Medications	→ Pet Supplies
→ Blanket/ Sleeping Bag	→ Clothing
→ Sanitation Items	→ Phone Charger

## DON'T FORGET TO...

- Practice your plan and share it with friends, family and loved ones.
- Keep important documents in a waterproof bag. (Birth certificates, licenses, I.D, etc)
- Have 2-3 days of back up medicine.
- Plan for your pets too

