

## Family Emergency Action Plan

- Develop a contact list for every family member, including work, school, and cell phone numbers.
- Pick an out-of-state friend and another who lives near you as your family's contacts.
- Create an emergency preparedness kit.
- Review your town/city emergency preparedness plan.
- Check with your local public safety officials about local notification systems and how to register.
- Create an evacuation plan and identify two meeting places near your home and another outside your neighborhood.
- Find out how your children's schools will handle emergencies, including where students will be taken if they are evacuated, how the school will notify you, and how you will meet your child.

### Emergency Contacts: (name, phone, email)

- Local 1 \_\_\_\_\_  
Name Phone email
- Local 2 \_\_\_\_\_  
Name Phone email
- Local 3 \_\_\_\_\_  
Name Phone email
- Out-of-State 1: \_\_\_\_\_  
Name Phone email
- Meeting Place: \_\_\_\_\_  
Name of Place Address City, State Meeting time
- Alternate Place: \_\_\_\_\_  
Name of Place Address City, State Meeting time

**Family Emergency Contacts List** (Fill out the following information for each family member and update it as necessary)

1. \_\_\_\_\_

Name	Relation	Address	City, State	Phone
Med concern(s)			Primary Care Provider	Phone

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2. \_\_\_\_\_

Name	Relation	Address	City, State	Phone
Med concern(s)			Primary Care Provider	Phone

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3. \_\_\_\_\_

Name	Relation	Address	City, State	Phone
Med concern(s)			Primary Care Provider	Phone

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Other places these relatives or friends are during day and night times? Contact info for that name or location?

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## Emergency Preparedness Kit Checklist

Every family should prepare an emergency kit. An emergency kit will provide you with the basics in the event you are without water, electricity, or other essential services. For more details, visit [mass.gov/mema/ready](https://www.mass.gov/mema/ready).

- Bottled water (1 gallon per person/per day for every three days)
- Canned goods and nonperishable foods
- Manual can opener
- Radio (battery-powered or hand crank), with extra batteries
- Flashlight or lantern, with extra batteries
- First aid kit
- Diapers, wipes, baby food, formula, if needed
- Pet food, supplies, tag, crate, if needed
- Prescription medications and eyeglasses
- Copies of important documents
- Whistle to signal for help
- Sleeping bag or blanket (per person)
- Change of clothes and sturdy shoes (per person)
- Personal hygiene items
- Matches in a waterproof container
- Cash or travelers checks