



**CAPE ANN EMERGENCY PLANNING TEAM**  
Regional Emergency Planning Committee

ESSEX  
GLOUCESTER  
MANCHESTER  
ROCKPORT

# Disaster & Emergency Preparedness

*Preparing for disasters begins at home. Review and use this information now and keep it in a convenient location so it will be easy to find when you need it. Time spent preparing now may save you and your property in a disaster.*

*Prepare, plan and stay informed*

**GET A KIT!**  
**MAKE A PLAN!**  
**BE INFORMED!**

## Important things to consider for your emergency plans:

### Your phone system

- If you have a landline phone, be sure to have a hard-wired (not cordless) phone for when electrical power is out.
- If your phone service is through your cable network, find out about the network's back-up battery system.
- If you use a cell phone, have car and AC phone chargers and bring them if you evacuate.

### Personal documents

Have printed copies of personal contacts, personal identification and medical and medication information. In addition, store it on a computer thumb/jump drive in case your documents are lost or damaged. If you do not have access or use a computer ask someone to do this for you. Keep your information current, review it annually and update it when changes are made. Include phone numbers and addresses for family, friends, physicians, pharmacy, insurance, veterinarian, and others. Store it in a waterproof bag.

### Individuals Requiring Additional Assistance

If you or a member of your household may require additional assistance during an emergency related to dependence on life sustaining medical equipment, a mobility, hearing, vision, speech or cognitive impairment you may record this information in the Massachusetts 9-1-1 system's **Disability Indicator Program**. To submit your information, download and complete the *9-1-1 Disability Indicator Form* which can be found at: [mass.gov/e911](http://mass.gov/e911) and follow the instructions on how to submit the form or call your local Fire, Police or Health Department.

## Important Telephone Numbers

To report an emergency or request emergency assistance call: **9-1-1**

### Massachusetts Information Line:

<i>Mass 211</i>	<b>2-1-1</b>
Addison Gilbert Hospital	978 283 4000
Essex Fire (EMD) & Police	978 768 6511
Essex Board of Health	978 768 7614
Gloucester Fire Dept (EMD)	978 281 9760
Gloucester Police Dept	978 281 1212
Gloucester Health Dept	978 281 9771
Manchester Fire Dept (EMD)	978 526 4040
Manchester Police Dept	978 526 1212
Manchester Board of Health	978 526 7385
Rockport Fire Dept	978 546 6750
Rockport Police Dept (EMD)	978 546 1212
Rockport Board of Health	978 546 3701
National Grid	800 322 3223
US Coast Guard, Gloucester	978 283 0704

**Emergency information on-line**  
Find emergency preparedness information for individuals, businesses and schools at:  
**Federal Emergency Management Agency's Ready Program**

[www.ready.gov](http://www.ready.gov) or 1-800-BE READY

### National weather Service

[www.nws.noaa.gov](http://www.nws.noaa.gov)

### American Red Cross

[www.redcross.org](http://www.redcross.org)

### Essex town website

[www.essexma.org](http://www.essexma.org)

### Gloucester city website

[www.gloucester-ma.gov](http://www.gloucester-ma.gov)

### Manchester town website

[www.manchester.ma.us](http://www.manchester.ma.us)

### Rockport town website

[www.town.rockport.ma.us](http://www.town.rockport.ma.us)

### Cape Ann Emergency Planning Team

[www.caept.org](http://www.caept.org)

The **Cape Ann Emergency Planning Team** compiled this pamphlet using information from public emergency preparedness sources. July 2011

## □ **Get a Kit**

### **Emergency Preparedness Kits**

#### **For you and family: *Grab'n'Go Kit***

If you have to leave, have it ready and near your exit. In an emergency, seconds count.

- Practical clothing and shoes
- Toiletry items
- Personal documents (copies)
- Personal Identification (copies)
- Cash/credit cards
- Medication & medical items, 3 day supply
- Non-perishable food
- Bottled water
- House keys
- Flashlight with extra batteries
- First aid kit with reference guide

#### **For your home: *72 Hour Kit***

All homes should have enough supplies to last at least 72 hours.

- One gallon of water per person/per day
- Non-perishable food i.e. energy bars, canned/dried meat, fish, fruit, & nuts
- Manual can opener
- Duct tape
- Plastic sheeting / tarp
- Dust masks

#### **For your car:**

- Booster cables
- Fuel (full tank)
- Car keys
- Blanket
- Fire extinguisher
- Maps
- Shovel
- First aid kit with reference guide
- Flashlight with extra batteries

#### **For your pet:**

- Leash and collar with ID
- Vaccine record
- 3 day supply of food and water
- Bowls
- Medication
- Picture of you with your pet
- Crate/carrier

## □ **Make a Plan**

### **Family Communication Plan**

It is often easier to call or text long-distance than locally during disasters. Ask someone to serve as your out-of-town contact person. Your contact person can relay messages among family and friends if you cannot contact one another directly. Make sure everyone has the name and number of the contact person. Ready to use plans can be found at [www.ready.gov](http://www.ready.gov)

The American Red Cross, *Safe and Well* program is a tool for people affected by a disaster to enter information about their wellbeing so family and friends can check on them. Find it at the Red Cross website, [redcross.org](http://redcross.org) or call 1-866-GET-INFO.

### **Shelter-in-Place**

Depending on the situation, it may be safest to stay where you are during an emergency. Have a plan to *Shelter-in-Place* either for the duration of the event or until you can safely evacuate to a shelter or other location. When Sheltering-in-place it may be advisable to do the following:

- Close all windows, doors and dampers.
- Turn off fans and air conditioners or any devices that draw outside air in.
- Go to a safe area of the house away from windows and doors.

### **Evacuation**

If you or authorities determine that evacuation is necessary, it is important to do so in a calm and organized way.

- Secure your home
- Shut off appliances and utilities. Know ahead of time where and how to turn off gas, electricity and water supply.
- Bring your Grab'n'Go Kit

### **Medical Information**

Store medical and medication information on a thumb/jump drive in addition to having paper copies. If you have *File of Life* or *Vial of Life*, keep it up-to-date and bring it if you evacuate.

## □ **Be Informed**

Knowing what to do during an emergency is an important part of being prepared and may make all the difference when seconds count. It is critical to stay informed of rapidly changing conditions during disasters and emergencies. Plan how you will receive weather and news alerts. Make sure family, friends and neighbors are getting emergency information and instructions.

### **Portable Radio**

Have a solar, crank or battery operated (with extra batteries) radio preferably with a weather frequency. If you evacuate, take it with you.

### **CodeRED**

All individuals and businesses should register in the CodeRED System to receive information and instructions from local officials during emergencies. The CodeRED emergency notification system sends messages directly to your phone. It is important to make sure all your phone numbers are registered in the system. To do so, go to the official website for your community and follow the link.

### **Emergency Alert System**

The national public warning system is also used by state and local authorities to deliver important emergency information through cable, satellite, digital and wireless radio and television broadcast systems.

### **Social Media & Web Apps**

Federal, state and local websites provide emergency information that can be followed using Twitter and Facebook. Web applications are available for news & weather alerts.

### **Local Shelter and Emergency Dispensing Sites (EDS)**

- Essex Elementary School
- Manchester Essex HS in Manchester
- Fuller School building in Gloucester
- Rockport High School

Be aware, other sites may be activated in your community as needed.