

# INFORMATION PACKET

## COMMUNITY EMERGENCY PREPAREDNESS

Sudbury Community Emergency Response Team (CERT) ▪  
[http://cert@sudbury.ma.us](mailto:cert@sudbury.ma.us)

Sudbury Fire Department HQ: 978-443-2239 ▪ [www.fire.sudbury.ma.us](http://www.fire.sudbury.ma.us)

May 2011

# ARE YOU READY?

## WHAT WOULD YOU DO IF DISASTER STRUCK?

### Preparing Makes Sense. Get Ready Now.

Being prepared for emergencies is crucial at home, school, work and in your community.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood, workplace or school or can confine you to your home. What would you do if basic services—water, gas, electricity or telephones—were cut off?

Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. The best way to make you and your family safer is to be prepared before disaster strikes. Emergency agencies encourage you to:

#### **1. Get a Kit of Emergency Supplies**

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Be prepared to improvise and use what you have on hand to make it on your own for **at least three days**, maybe longer. While there may be many things that might make you more comfortable, think first about fresh water, food and clean air. *(See attached basic emergency kit list.)*

**Consider two kits.** In one, put everything you will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.

You'll need a gallon of **water** per person per day for drinking and sanitation. Include in the kits a three-day supply of non-perishable **foods** that are easy to store and prepare, such as protein bars, dried fruit or canned foods. If you live in a cold-weather climate, include **warm clothes** and a sleeping bag for each member of the family. Plan for your pets, too. *(Request Homeland Security brochure for fuller information.)*

## 2. Make a Plan

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Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself and your loved ones.

**Develop a Family Communications Plan.** Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. **Consider a plan where each family member calls, or e-mails, the same friend or relative in the event of an emergency.** It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** (or out-of-state contact) may be in a better position to communicate among separated family members. Be sure each person knows the phone number and has coins or a prepaid phone card to call the emergency contact. You may have trouble getting through, or the phone system may be down altogether, but be patient. (*See attached sample Family Communications Plan.*)

### *Creating a Family Disaster Plan:*

Contact your local emergency management office and your local chapter of The American Red Cross.

- Find out which disasters are most likely to happen in your community;
- Ask how you would be warned;
- Find out how to prepare for each type of disaster.

Meet with your family.

- Discuss the types of disasters that could occur;
- Explain how to prepare and respond;
- Discuss what to do if advised to evacuate;
- Practice what you have discussed.

Plan how your family will stay in contact if separated by disaster.

- Pick two meeting places:
  - A location a safe distance from your home in case of fire;
  - A place outside your neighborhood in case you can't return home.
- Choose an out-of-state friend as a "check-in contact" for everyone to call.

Complete the following steps:

- Post emergency telephone numbers by every phone;
- Show responsible family members how and when to shut off water, gas, and electricity at main switches;
- Smoke alarms should already be installed on each level of your home, especially near bedrooms; test them monthly and change the batteries two times each year. (Change batteries when you change your clocks in the spring and fall.)

Contact your local fire department to learn about home fire hazards.

- Learn first aid and CPR. Contact your local chapter of The American Red Cross for information and training.

Meet with your neighbors.

- Plan how the neighborhood could work together after a disaster. Know your neighbors' skills (medical, technical).
- Consider how you could help neighbors who have special needs, such as elderly or disabled persons.
- Make plans for child care in case parents can't get home.

***Escape Planning:***

Develop an escape plan that provides for escape from every room. As part of your escape plan:

- Consider the needs of children and physically challenged individuals;
- Inform all family members or office coworkers of the plan;
- Run practice escape drills.

**Evacuation or Shelter-in-Place?**

Depending on the hazard and situation, the decision of whether to evacuate or shelter-in-place is not always easy. If time and location allow, you should listen to the Emergency Alert System (EAS) for instructions from emergency management professionals who are evaluating the situation.

Learn the evacuation and sheltering in place procedures for the hazards in your area. Create a plan to get away.

**Know Emergency Plans at School and Work.**

### **3. Be Informed** about What Might Happen

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Some of the things you can do to prepare for the unexpected, such as assembling a supply kit and developing a family communications plan, are the same for both a natural or man-made emergency. However, there are significant differences among potential terrorist threats, such as biological, chemical, explosive, nuclear and radiological, which will impact the decisions you make and the actions you take. By beginning a process of learning about these specific threats, you are **preparing yourself** to react in an emergency. *Go to [www.ready.gov](http://www.ready.gov) to learn more about potential terrorist threats and other emergencies, or call 1-800-237-3239 for a free brochure.*

**Be prepared** to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. With these simple preparations, you can be ready for the unexpected.

**Get Ready Now.**

### **4. Get Involved** in Preparing Your Community

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After preparing yourself and your family for possible emergencies, take the next step and get involved in preparing your community. Join **Citizen Corps**, which actively involves citizens in making our communities and our nation safer, stronger and better prepared. We all have a role to play in keeping our hometowns secure from emergencies of all kinds. Citizen Corps works hard to help people prepare, train and volunteer in their communities. Go go [www.citizencorps.gov](http://www.citizencorps.gov) for more information and to get involved.

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**To obtain an application for Community Emergency Response Team classes, contact Chief William Miles, Sudbury Fire Department Headquarters at 978-443-2239 ([www.fire.sudbury.ma.us](http://www.fire.sudbury.ma.us)).**

## CONSIDERATIONS IN AN EMERGENCY OR DISASTER

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### Be prepared for:

Sheltering in place

Planning for the elderly or disabled

Planning for household or service animals

Evacuation, if necessary

Staying in Business (for business owners)

Emergency communication with friend or relative outside the community or state



## IT STARTS WITH TO YOU

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There are no limits to how you can prepare and train for emergencies. All over America, communities have organized Citizen Corps Councils to inspire citizens to take action and get involved in hometown preparedness. In Sudbury, under the auspices of the Local Emergency Planning Committee, two sub-organizations have been formed: **Community Emergency Response Team (CERT)**, and **Medical Reserve Corps (MRC)**.

Contact Chief William Miles, Sudbury Fire Department Headquarters,  
at 978-443-2239 for more information.

([www.fire.sudbury.ma.us](http://www.fire.sudbury.ma.us))

**Become involved.**



## Sudbury Community Emergency Response Team (CERT)

Sudbury's Community Emergency Response Team (CERT) program helps train people to respond to emergency situations in their communities. Should a major emergency occur, such as a pandemic flu, earthquake, tornado, hurricane, etc., CERT members can provide critical support to our first responders and provide assistance to victims. CERT members can also help with non-emergency projects that help improve the safety of the community and increase our overall readiness to meet future emergencies.

Following a major disaster, first responders who provide fire and medical services may not be able to immediately respond to all of the demands for their services. Factors as number of victims, utility communication failures, and road blockages can prevent people from accessing emergency services, such as 911. People will have to rely on each other for help in order to meet their immediate life-saving and life-sustaining needs.

The CERT concept was developed by the federal government in response to the 1987 Whittier Narrows earthquake in California which confirmed the need for training civilian volunteers to meet the needs of a major disaster.

Sudbury's CERT operates as part of our Local Emergency Planning Committee and also under the umbrella of Citizen's Corp. CERT coordinates its activities with Sudbury's Medical Reserve Corps and its Vulnerable In-town Population (VIP) subcommittee. The CERT is only deployed upon request by Sudbury's Emergency Management Director, Fire Chief William Miles.

CERT volunteers are provided training by a team of Fire and Police personnel who have the requisite knowledge and skills to instruct the sessions. Sudbury's first CERT class, leading to full certification, took place in the spring of 2007, and we are planning another training class in the near future.

**We need volunteers to join the Sudbury CERT, first in a non-certified status, followed by certification training.** This is an opportunity to help yourself and Sudbury in the event of a major emergency.

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For more information, contact CERT Co-chair Marie Royea at  
[cert@sudbury.ma.us](mailto:cert@sudbury.ma.us)

## **Recommended Supplies to Include in a Basic Kit:**

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- Water** one gallon per person per day, for drinking and sanitation.
  - Food** at least a three-day supply of non-perishable food
  - Battery-powered radio** and **extra batteries**
  - Flashlight** and **extra batteries**
  - First Aid Kit**
  - Whistle** to signal for help
  - Filter mask** or cotton t-shirt, to help filter the air
  - Moist towelettes** for sanitation
  - Wrench or pliers** to turn off utilities
  - Manual can opener** for food (if kit contains canned food)
  - Plastic sheeting and duct tape** to shelter in place
  - Garbage bags and plastic ties** for personal sanitation
  - Unique family needs**, such as daily prescription medications, infant formula or diapers, and important family documents
  - Special needs** for elder or disabled family members
  - Local maps**
  - Cage or carrier** for pets, plus their water, food, & medicines
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*See following page for more comprehensive Disaster Supply Kit list.*



## DISASTER SUPPLY KIT

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- Canned goods and nonperishable foods that do not need cooking:
  - Canned meats and fish
  - Canned fruits and vegetables
  - Canned soups and puddings
  - Canned fruit juices
  - Dried fruit and nuts
  - Bread, cookies and crackers
  - Peanut butter and jelly
  - Coffee and tea
  - Bottled water
- Manual can opener
- Bottled water (1 gallon per person/per day)
- Prescription medication (2 week supply)
- Pet food/supplies
- Water purification tablets
- Disposable plates, cups, and utensils
- Infant care items:
  - Disposable diapers
  - Baby wipes
  - Baby food
  - Formula
- Elder care supplies
- First aid supplies
- Masking and duct tape
- Flashlight or lantern, with extra batteries
- Battery operated radio, with extra batteries
- Watch or battery operated clock
- Ice chest
- Matches
- Canned heat (sterno)
- Portable outdoor camping stove or grill with fuel supply
- Plastic trash bags
- Plastic sheeting or drop cloth
- Chlorinated bleach
- Personal hygiene items
- Other useful items:
  - Work gloves
  - Sun lotion
  - Insect repellent
  - Hammer
  - Screwdriver
  - Pliers
  - Wrenches
  - Handsaw
  - Razor knife
  - Ax or chainsaw
  - Rope caulking
  - Nails and screws
  - Rope and wire
  - Broom, mop and bucket
  - All-purpose cleaner
  - Ladder
  - Sandbags
  - Portable generator
  - Tree pruner
  - Shovel, rake and wheelbarrow
  - Sheets of plywood



**Homeland Security**

# Family Communications Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

Out-of-Town Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fill out the following information for each family member and keep it up to date.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Where to go in an emergency. Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans.

**Home**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Neighborhood Meeting Place: \_\_\_\_\_

Regional Meeting Place: \_\_\_\_\_

**Work**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

**School**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

**Work**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

**School**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

**Other place you frequent:**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

**School**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

**Other place you frequent:**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

Important Information	Name	Telephone #	Policy #
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Other useful phone numbers: **9-1-1** for emergencies.

Police Non-Emergency Phone #: \_\_\_\_\_