**BE INFORMED**

Know how and where to access official information before and during emergencies. Here is a list of sources to get you started:

**ALERTBoston:** Sign up for ALERTBoston to receive emergency alerts from the City of Boston at [www.boston.gov/alertboston](http://www.boston.gov/alertboston)

**Boston.gov:** Visit the City of Boston’s homepage for important information about emergencies.

**BOS:311:** Connect to city services 24 hours a day, 7 days a week. Call 311 or visit [www.boston.gov/311](http://www.boston.gov/311)

**Mayor’s Health Line:** A free, multi-lingual and confidential health information and referral phone service, open Monday-Friday from 9:00AM - 5:00PM ET. Call 617-534-5050.

**MAKE A PLAN**

- Fill out this communications plan or complete your own.
- Create an evacuation plan with two meeting locations.
  - Learn the emergency plans for the places where your loved ones spend a lot of time (i.e. school, work, nursing home, or daycare).
- Include your pets in your emergency plans. Find out how:
  - State of MA Animal Response Team: [http://smartma.org](http://smartma.org)
- Create and store documents and photos in a waterproof document folder and also electronically on a thumb drive, email or online storage platform.

Visit the City of Boston Family Preparedness Planner at: [maps.cityofboston.gov/preparedness_planner](http://maps.cityofboston.gov/preparedness_planner)

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**HOUSEHOLD INFORMATION**

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**MEETING LOCATIONS**

**MEETING PLACE IN YOUR NEIGHBORHOOD**

**MEETING PLACE OUTSIDE YOUR NEIGHBORHOOD**

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**OUT-OF-STATE CONTACT**

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Emergencies are local and can affect individuals and communities differently. Planning ahead for emergencies can help keep your family, friends, neighbors, and loved ones safe.

For more information on how to prepare visit: readysafehealthy.org

**COMMUNICATIONS PLAN**

**COMMUNICATIONS TIPS**

Consider adding the following contact information to your communications plan:

Home Health Aides, Doctors, Pharmacies, Insurance Companies

- In an emergency, text messages are more likely to go through than phone calls.
- Change voicemail message to indicate you are safe. If phone lines go down, calls will go straight to voicemail.
- Send group text messages. One text message can be pushed out to many people at once.

**BUILD A KIT**

- Build a Shelter-in-Place Kit and include items that you need if you cannot leave your house for up to 1 week, for example:
  - Food and bottled water (1 gallon per person, per day)
  - Flashlights and batteries (store separately)
  - Blankets (1 per family member)
  - Battery powered radio
  - Books and toys
  - Duct tape
  - Baby wipes

- Within your Shelter-in-Place Kit, create a Go Kit if you need to quickly leave your home for 12 to 72 hours, including:
  - Copies of passport, license, and alternate ID
  - Food and water that can be easily transported
  - First aid supplies
  - A change of clothing
  - Toiletries
  - Prescription medicine
  - Cash
  - Can opener
  - Dust mask (1 per family member)
  - Food and bottled water (1 gallon per person, per day)
  - Flashlights and batteries (store separately)
  - Blankets (1 per family member)
  - Battery powered radio
  - Books and toys
  - Duct tape
  - Baby wipes

- If you have pets, be sure to include the following items in a Pet Kit:
  - Pet food, bottled water, medications, vet records, food dishes, first aid kit, spare leash & collar, and pet toys.

**CREATE A FINANCIAL EMERGENCY FIRST AID KIT**

Financial preparation is critical to personal, household and medical information.

- Create a financial emergency first aid kit: www.ready.gov/financial-preparedness
- Know what your renters or homeowners insurance policy covers, such as flood insurance.
- Learn about flood insurance: www.floodsmart.gov

**GET INVOLVED**

- Join the Boston Medical Reserve Corps (MRC): www.bostonmrc.org