



# **Town of Sutton**

## **EMERGENCY PREPAREDNESS HANDBOOK**

Preparing for the First 72 Hours of an Emergency or  
Disaster



## INSIDE THIS HANDBOOK

A Brief Word from Your Town Administrator.....	2
Key Family and Contact Information .....	3
REASONS FOR FAMILY PREPAREDNESS .....	5
HAZARDS FACING OUR COMMUNITY .....	6
CREATE an ACTION PLAN .....	7
PREPARE A DISASTER KIT .....	7
FAMILY EMERGENCY COMMUNICATIONS PLAN .....	11
What To DO If Asked or Told To Evacuate .....	13
What is SHELTERING-in-PLACE? .....	14
If Traveling When Sheltering-In-Place Is Ordered .....	15
PREPAREDNESS FOR POPULATIONS WITH UNIQUE NEEDS .....	16
MAKING YOUR HOME SAFE .....	18
Smoke detectors .....	18
Carbon Monoxide Detectors .....	18
Fire Escape Plan .....	19
UTILITY SHUT-OFF AND SAFETY .....	21
HELPFUL TIPS TO PROTECT YOUR ANIMALS .....	22
After a DISASTER .....	24
MAINTAIN YOUR PLAN .....	25
CALL FOR MEDICAL RESERVE CORPS VOLUNTEERS .....	25
RESOURCE APPS .....	27
RESOURCES/LINKS.....	28

## A Brief Word from Your Town Administrator

John L. Hebert , Chairman  
Kenneth Stuart, Vice Chair  
David Hall, Clerk  
Michael Chizy  
Richard Hersom

James A. Smith,  
Town Administrator



Sutton Town Hall  
4 Uxbridge Road  
Sutton, Massachusetts 01590  
(508) 865-8727  
Fax: (508) 865-8721

Town of Sutton  
Town Administrator

Dear Sutton Residents:

I am pleased to present the town of Sutton's first edition emergency preparedness handbook. The town of Sutton is a great place to live and raise a family, but it is wise to be prepared in case of an emergency. This handbook contains a significant amount of useful information and resources to help residents successfully plan for an emergency event.

This handbook will allow residents a place to keep key family and contact information in case of an emergency. It encourages families to develop an action plan so everyone in the family knows what to do and where to go in an emergency.

Hopefully this booklet will provide an opportunity for the family to discuss and plan for emergency events. It is our hope that all Sutton residents take a proactive approach to a family emergency plan. For more information regarding Sutton's emergency planning or to see how you can volunteer during emergencies please visit the town website at [www.suttonma.org](http://www.suttonma.org).

Sincerely,

James Smith  
Sutton Town Administrator

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

## KEY FAMILY CONTACT INFORMATION

### LOCAL CONTACT

Name.....

Address.....

.....

Phone# (day).....

Phone# (night).....

Cell #.....

### SCHOOLS

Simonian Early Learning Center ..... 508-581-1610

Sutton Elementary ..... 508-581-1620

Sutton Middle School ..... 508-581-1630

Sutton High School .....508-581-1640

### UTILITIES

### NEAREST RELATIVE

Name.....

Address.....

.....

Phone # (day).....

Phone # (night).....

Cell #.....

Electric (National Grid) .....1-800-322-3223

Power Outage information.....1-800-465-1212

Gas .....

Oil Provider.....

Telephone Provider .....

Television Provider .....

Internet Provider .....

### OUT OF AREA CONTACT

Name.....

Address.....

.....

Phone # (day).....

Phone # (night).....

### Town/Public Water:

Manchaug .....508-476-7081

Whitinsville .....508-234-7358

Wilkinsville .....508-865-0060

Town Sewer Department .....508-234-1207

Sutton Council on Aging .....508-234-0703

Cell #..... Veteran Services .....508-234-9808

### **FAMILY WORK NUMBERS**

Father.....

Mother.....

Other.....

Other .....

### **IMPORTANT INFORMATION**

Doctor .....

.....

Pharmacy .....

.....

Medical Insurer .....

Medical Insurance # .....

Home Insurance .....

Auto Insurance .....

Local shelter .....

### **OTHER SERVICES**

#### **Sutton Public Access T.V. Stations**

**Charter	Channel 11	Government
	Channel 12	Education
	Channel 13	Public

**Verizon:	Channel 29	Public
	Channel 30	Education
	Channel 31	Government

### **IMPORTANT NUMBERS**

**EMERGENCY** .....911

**POLICE**.....911

**FIRE** .....911

Police Non-Emergency.....508-865-8746

Fire Non-Emergency .....508-865-8737

Sutton Board of Health..... 508-865-8724

Sutton Town Clerk .....508-865-8725

Elder Abuse .....1-800-922-2275

**POISON CONTROL** .....1-800-222-1212

National Domestic Violence Hotline.....1-800-799-SAFE

MASS 2-1-1 Information .....211

\*Hearing impaired .....711

MA Substance Abuse .....1-800-327-5050

## **Reasons for Family Preparedness**

In a disaster or emergency, you may need to survive on your own for some time before outside help will be available. Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for several days, or even a week or longer. Preparedness means having your own supply of water, food, medications and emergency supplies for a period ranging anywhere from a minimum of a few days to possibly several weeks. Or, you may have to evacuate at a moment's notice and take essentials with you. You will probably not have the opportunity to shop or search for the supplies you need. Assembling those items you may need in a disaster or emergency ahead of time is essential in your family's disaster plan.

This Emergency Preparedness Handbook has been prepared for Sutton households by the Town of Sutton. This guide has been designed to help residents learn how to protect themselves and their families against all types of potential hazards. It can be used as a reference resource or as a step-by-step manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble an emergency supply kit that contains the food, water, medications and other supplies in sufficient quantity for individuals and their families to survive following a disaster in the event they must rely on their own resources.

# Hazards Facing Our Community

The Massachusetts Emergency Management Agency (MEMA) is prepared to coordinate a statewide response to any of the following natural or man-made hazards that may face the Commonwealth. Below is a list of possible hazards that our community may face.

Civil Disorder	Nor'easters
Dam Failure	Pandemic (especially pandemic flu)
Drought	Power Outages
Earthquakes	Terrorism
Extreme Cold	Thunderstorms
Extreme Heat	Tornadoes
Floods	Transportation Emergencies
Forest Fires	Utility Emergencies
Hazardous Material Emergencies	
Hurricanes	Winter Storms
Ice Safety	Wild Fires
Lightning	

# CREATE AN ACTION PLAN

It is important to plan for either of the following situations: Evacuation and Shelter-in-Place. Be certain that your entire family knows and understands your PLAN!!!

**EVACUATION** – (Please refer to Emergency Evacuation, pg. 13)

Town Shelters: In an emergency the Town of Sutton will designate a shelter location depending on the emergency incident. Listen carefully to Town Officials for directions to your shelter.

**SHELTER IN PLACE** – (Please refer to Emergency Evacuation, pg. 14)

At times during certain emergencies, it is safer to stay home and shelter at home.

## BE SURE TO:

1. Assure that your entire family know and understands your plan.
2. Talk about how you will reach each other in different emergencies.
3. Consider developing an out-of-town family member or friend as a point of contact should you get separated for any reason.

# PREPARE A DISASTER KIT

Every family should have an “All Hazards” Disaster Supply Kit. Regardless of the season, your family could become isolated in your home for up to a week, without power. Below are some suggestions of items that you may want to include in your



kit. It is best to keep items in a waterproof, portable container. Every kit will differ, depending upon what items your family considers essential. Check expiration dates and rotate on a regular basis.

## 72 Hour kit

- **72+ Hour Supply of Food and Water**
  - ✓ 1-2 gallons of water per person, per day for sanitation and drinking
- **Warmth and Shelter**
  - ✓ Windproof/waterproof matches
  - ✓ Second method to start a fire
  - ✓ Tent/shelter
  - ✓ Wool-blend blanket
  - ✓ Emergency reflective blanket
  - ✓ Lightweight stove and fuel
  - ✓ Hand and body warm packs
  - ✓ poncho
- **Light Sources**
- Flashlight with batteries
  - ✓ Candles
  - ✓ Light sticks
- **Tools**
  - ✓ Shovel
  - ✓ Hatchet or axe
  - ✓ 50 –foot nylon rope
  - ✓ Pocket knife
  - ✓ Sewing kit
- **First aid kit and supplies**
  - ✓ Burn gel and dressings
  - ✓ Bottle of potassium iodide tablets
- **Communications**
  - ✓ Radio with batteries or alternate power source
  - ✓ Whistle with neck cord
- **At least \$50 in small bills**
  - ✓ Include quarters and dimes for phone calls
- **Copies of important documents**
  - ✓ Birth certificate
  - ✓ Marriage certificates
  - ✓ Wills
  - ✓ Insurance forms
  - ✓ Credit card info
  - ✓ Phone numbers
- **Personal Sanitation**
  - ✓ Personal comfort kit(include soap, toothbrush and gel, comb, tissues, sanitary napkins, razor, hand sanitizer, and other needed items)
  - ✓ Extra clothing - A complete outfit of appropriate clothing for each family member (socks, underwear

- ✓ hat, sturdy shoes, and gloves)
- ✓ **Stress relievers –**
  - ✓ games,
  - ✓ books,
  - ✓ hard candy, inspirational reading.
- **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, crackers
  - ✓ Peanut butter and jelly
  - ✓ **Don't forget – a hand operated can opener!**
- ✓ Chlorinated bleach
- ✓ For children:
  - small toys,
  - paper and crayons,
  - favorite security items.
- ✓ **Additional items**
  - ✓ Extra food and batteries
  - ✓ Mess kits
  - ✓ Camp stove
  - ✓ Insect repellent, sun block
  - ✓ Portable container
  - ✓ Durable water resistant duffle bag
  - ✓ All-purpose cleaner/ broom, mop, bucket

# GATHER INFORMATION

It is important to stay calm during an emergency.

In the case of an actual emergency the Town of Sutton will make available information to all residents through the following media:

## **Town-wide Emergency Notification System – Reverse 911**

This is a phone based notification system that allows the Town to contact residents and notify them of an emergency situation in a relatively quick time frame: **Town of Sutton web-site:** <http://www.suttonma.org>.

### **Sutton Cable Access Channels:**

**Charter** - Channel 11 (gov't)  
Channel 12 (ed)  
Channel 13 (public)

**Verizon** – Channel 29 (public)  
Channel 30 (ed)  
Channel 31 (gov't)

Local Television Stations:

WBZ Channel 4  
WCVB Channel 5  
WHDH Channel 7  
WFXT Channel 25

Local Radio Stations:

WTAG AM 58  
WSRS FM 96.1

Local Newspapers:

Telegram & Gazette  
Boston Globe West  
Millbury- Sutton  
Chronicle

Sutton Council on Aging

508-234-0703

## **NOAA Weather Radio Frequencies (for warnings/alerts)**

Worcester (162.550)

Boston (162.475)

Providence (162.400)

**\*\*It is important to note that depending upon the scope of the emergency, directives may be dictated by your Sutton Police, Fire, DPW, and Emergency Management, State MEMA, or federal FEMA. During an emergency, it is important to follow their instruction and advice.**

## **FAMILY EMERGENCY COMMUNICATIONS PLAN**

Develop a Family Emergency Communications Plan in case family members are separated from one another during an emergency (a real possibility during the day when adults are at work and children are at school). This plan should also address reuniting after the immediate crisis has passed.

Ask an out-of-state relative or friend to serve as the Family Emergency Communications Plan contact person. During and immediately after a disaster occurs, it is often easier to access a long distance telephone number than a local one. So calling outside a disaster area is usually easier than calling into or within the same area.

Make sure everyone knows the name, address and telephone number of the Family Emergency Communications Plan contact person.

Designate two meeting areas for family members – one within your community (your primary location), and one outside of your community (your alternate location). Sometimes an emergency could impact your neighborhood or small section of the community, so a second location outside of your community would be more accessible to all family members.

Be familiar with the Emergency Plans at your children's school as well as your place of business.

A Family Emergency Communications Plan can help reassure everyone's safety and minimize the stress associated with emergencies.

# EMERGENCY EVACUATION

## Planning for evacuation

- During an emergency, always follow the direction of your local Public Safety Officials to know which evacuation routes and shelters will be utilized during that particular emergency.
- If you do not have personal transportation, make arrangements with friends or your local government.
- Those requiring specific assistance during times of emergency, such as transportation or alternative forms of communications, should notify the Sutton LEPC of these requirements.
- Develop a Family Emergency Communications Plan (see pg 12).
- As part of your Family Emergency Communications Plan, designate a meeting destination if you have to leave the community. In your planning, consider different scales of evacuation – neighborhood, town, county, etc.
- Assemble a Disaster Supply Kit (see pgs 9 & 10).
- Keep your car fueled if evacuation seems likely. Gas stations may be closed during an emergency, or unable to pump gas during power outages.
- Know how to shut off your home's electricity, gas, and water supplies at main switches and valves. You may want to do so prior to evacuating your home.
- After meeting your family needs, check on elderly or disabled neighbors.

# WHAT TO DO IF INSTRUCTED TO EVACUATE

- Gather all persons in the house together.
- Do not pick up children at their schools, unless instructed to do so. In many cases (such as a chemical spill emergency), school children may be taken to a pre-designated host school outside the impacted area where you may pick them up.
- Household members located outside the area, when the emergency occurs, may be advised not to return to their residence or community during an evacuation. They may be directed to a reception center or mass care shelter where you can be reunited.
- Do **NOT** call your local fire or police departments for information. Emergency workers will need their telephone lines open for emergency use. If you need special help, contact your local Emergency Management Office.
- Stay tuned to your Emergency Alert System (EAS) radio stations: WTAG AM 580 or WSRS FM 96.1.
- Turn off lights and unnecessary appliances
- If a hard freeze is likely during your absence, take actions needed to prevent damage to water pipes, such as turning off the water main, draining faucets, turning off inside valves for external faucets and opening outside faucets to drain.
- Close and lock windows and doors.
- Check with neighbors to see if they need assistance. Offer to share transportation.

- If unable to take them with you, shelter your livestock, leaving at least a three-day supply of stored food and water that has been protected from possible contamination.

## **SHELTER-IN-PLACE**

Sheltering-in-place is a standard protective action utilized in emergencies during an accident or event in which hazardous materials have been released into the atmosphere. You may, at some time, be instructed by local officials to “Shelter-in-Place” to reduce your exposure to some type of hazardous materials in the air. The purpose is to create as airtight as possible enclosures to prevent the hazardous material from reaching the enclosure’s occupants.

The following are steps to be taken only when instructed to “Shelter-in-Place”, not to be completed ahead of time:

- You should immediately go indoors. Keep children and pets indoors.
- Close and lock all doors and windows. Locking is preferred since it generally ensures that the door or window is shut tight.
- Turn off air handling systems such as window fans, kitchen and bath exhaust fans, air conditioners, and other sources of outside air. Shut off clothes dryers and seal exhaust vents with plastic and duct tape.
- Close the fireplace flue if it is not in use. (A structure with a burning fire in the fireplace is not a good candidate for sheltering-in-place).
- Seal off any cracks that could cause leakage from the outside such as with a damp towel at door jams.
- If you have livestock, shelter them, also. Provide them with stored feed and water from a covered source.

- Go to an above ground room with the fewest windows and doors (a below ground room during a tornado or hurricane).

If Sheltering-in-Place is recommended during school hours, children will be sheltered in their school building and cared for by school personnel. When the emergency is over, you will be directed where and when to pick them up.

## **IF TRAVELING WHEN SHELTERING-IN-PLACE IS ORDERED**

- If you are traveling in a motor vehicle, close the windows and air vents. Turn off the heater and air conditioner. Keep the radio tuned to an Emergency Alert System (EAS) station for the official messages and instructions.
- Go inside a nearby building. If none is available, leave the area immediately.
- Stay inside your vehicle or building until officials say otherwise.
- Do **NOT** use your telephone unless in need of special assistance.
- Do **NOT** call “911” unless it is a true emergency.



# **PREPAREDNESS FOR POPULATIONS WITH SPECIAL NEEDS**

For many of the citizens in Massachusetts who have physical, medical, sensory or cognitive disabilities, as well as the elderly and other populations with unique needs, emergencies can present real challenges.

- Do you live alone?
- Do you drive or own a car?
- How good is your sense of smell?
- Do you have any physical, medical, thinking or learning limitations?
- Has your sense of hearing or vision decreased?
- Are you reliant upon any medical equipment?
- Are you reliant upon a caregiver?

Create a disaster supply kit. Depending upon your needs, you may want to include extra eyeglasses, hearing aid batteries, wheel chair batteries, oxygen, the style and serial number of your medical devices, a list of your medications, including dosage, a list of your allergies, medical insurance information and medical cards. If you utilize a manual wheelchair, include heavy gloves to help make your way over glass and debris (see pages 9 & 10).

Make an Emergency Plan. Create a Family Emergency Communications Plan (see pg 11). If you receive regular support services from a provider or Personal Care Attendant (PCA), speak with them about their disaster plans and their services during times of emergency. Work with them to identify back-up services.

Complete a Personal Assessment of what you can do for yourself and what assistance you may need to face the challenges of an emergency. Consider the environment during and after an event, your capabilities, and the possible barriers.

Create a 'Personal Support Network' or 'Self-Help Team' who can help identify and acquire resources, and assist you before, during and after the emergency. Your Team should include roommates, relatives, friends, neighbors, and co-workers because disasters might strike when you are at home, school, the workplace, a volunteer site, or wherever you spend a lot of time.

Teach others on your Team to operate any special equipment you might utilize, as well as where you keep your emergency supplies.

If asked to evacuate, inform your Team where you are staying, because it may not always be the first choice in your Plan (a public shelter, relative, friends, hotel, etc).

Find the location of the main utility cutoff valves and switches in your home, and learn how and when to disconnect them during an emergency, either by yourself or with a Team member.

Become informed. Learn your area's vulnerabilities, as well as Sutton's Emergency Management Plans, including potential evacuation routes and accessible shelter locations.

Learn about Sutton's Alerting/Warning Systems.

Some communities have developed procedures for people with disabilities to register for specific alert and notification systems, transportation assistance, and other programs. Contact the Sutton Health Department to learn more about Sutton's Special Populations Registry. All information gathered through such a program will be kept confidential and used only in case of emergency.

Wear medical alert tags or bracelets to help identify your disability or health condition.

Label any special equipment including wheel chairs, walkers, or canes with your contact information.

Most individuals who normally live independently should be able to function well at a universal public shelter. Individuals requiring higher levels of medical support or assistance might be transferred to a higher-level care shelter where they can receive a higher level of support.

While at a shelter, please ask disaster personnel for any accommodation you may require.

## **MAKING YOUR HOME SAFE**

Make sure all of your equipment and hazard detector devices are approved and certified by a nationally recognized testing institute, such as Underwriters laboratory (UL). Follow the manufacturer's instructions for the proper use, installation, maintenance and testing procedures.

### **SMOKE DETECTORS**

Have a minimum of one (1) smoke detector installed on each level of your home (including the basement) and outside each sleeping area.

Test each detector on a monthly basis.

Replace all batteries twice a year or sooner if power is low. Develop a schedule, choosing the same days; such as the days we move the clocks forward or backwards, New Year's Day, etc.

### **CARBON MONOXIDE DETECTORS**

Have a least one (1) Carbon Monoxide (CO) detector on each habitable floor of your home, and also within ten (10) feet of each sleeping area.

Do not place a CO detector in a garage, furnace room, or near a stove or fireplace. Doing so may cause high incidents of false alarms.

Do not place CO detectors near open windows or door, excessively hot, cold, or damp areas and 'dead-air spaces' such as corners of rooms and peaks of ceilings. Doing so may minimize the effectiveness of the detector.

Be able to differentiate between the alarm's sounds of your Smoke and Carbon Monoxide detectors.

Set up a power detector schedule, as with your smoke detectors.

Replace all batteries twice a year or sooner if power is low. Follow a similar schedule as battery changes to your smoke detector. Vacuum it occasionally to remove dust. Replace smoke alarms every ten years – they lose sensitivity over time.

## **FIRE ESCAPE PLAN**

Have at least two (2) escape paths from each room, a primary and an alternate. Never use an elevator in case of a fire. If you cannot use stairways, make special arrangements for help in advance.

Make sure everyone can easily unlock and open doors utilized in the escape plan.

If you must go through a smoky area, crawl. The coolest, cleanest air will be up to 18" from the ground. Breathing toxic fumes and smoke is more dangerous than the risk of injury in getting to the floor quickly.

Designate a family meeting area located a safe distance from the house.

Safely leave the building before contacting the fire department. Never return into a burning structure.

If you are in a wheelchair or cannot get out of your home, stay by the window near the floor and signal for help.

Practice your Fire Escape Plan at least twice a year. For assistance in designing your own plan, visit 'Family Fun' with Sparky the Fire Dog on the National Fire Protection Association web page: [www.NFPA.org](http://www.NFPA.org).

Parents with children should attend a Fire Safety Day in Sutton or visit their local fire station to help promote fire safety awareness.

## **FIRE EXTINGUISHERS**

Have at least one (1) multi-purpose (ABC) fire extinguisher located near an escape path.

Ensure that the fire extinguisher is cared for and maintained properly according to manufacturer's instructions which you should keep with your extinguisher.

Ensure everyone understands how to properly and safely use the extinguisher. Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner. An easy acronym for fire extinguisher use: PASS (pull, Aim, Squeeze, and Sweep).

Recharge or replace all fire extinguishers immediately after use, regardless of how much or little they were used.

## **EMPOWER YOURSELF**

Immediately following a disaster, emergency crews cannot respond everywhere at once. You could be the difference between life and death for someone close to you. Make it a practice to check on elderly neighbors and those with disabilities. Get yourself some invaluable training on life-saving techniques. Check a few of the resources available to you on pg 28 of this booklet.

# UTILITY SHUT-OFF AND SAFETY

In the event of a disaster, you may be instructed to shut off the utility service at your home. Below is some general guidance for shutting off utility service. You should modify the information provided to reflect your shut off requirements as directed by your utility company. Please refer to the utility company directly with any questions regarding when utilities will be restored during a power outage.

## Natural Gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all household members know how to shut off natural gas.

If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if you can, and call the gas company from a neighbor's home.

**CAUTION** – If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

## Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible household members where and how to shut off the electricity. Locate your electrical circuit box. Teach all responsible household members how to shut off the electricity to the entire house.

**FOR YOUR SAFETY:** Always shut off all individual circuits before shutting off the main circuit breaker.

**NOTE:** IF you plan to use a generator, be absolutely sure that the connections to the street electrical supply wires have been disconnected. It is strongly recommended that you have a professional electrician do this type of work.

## **HELPFUL TIPS TO PROTECT YOUR ANIMALS**

Taking your pets along is the most important thing individual or families can do for their animals during an evacuation. Pets left behind can be injured, lost or killed during an emergency, or its aftermath. Pet owners should include their animals in their Family Disaster Planning, before a disaster threatens.

Prepare an emergency kit for your pets. Include a photo of yourself with your pet, collars and leashes, a three-to-five-day supply of food, a can opener, bottles of water, bowls, litter boxes and plastic bags, and a week's supply of medications (with instructions) that your pet may be taking (in case you and your pet are separated).

Have copies of your pets' vaccinations, medical records and prescriptions and your veterinarian's phone number.

Typically, only service animals are allowed inside a public shelter, although in Massachusetts, the State of Massachusetts Animal Response Team (SMART) has made great strides in creating 'pet-friendly' sheltering options. Contact your Local Emergency Management Director regarding community animal policies at shelters, as well as other options you may have for sheltering your pets during an emergency.

Make plans ahead of time to take your pet to stay at relatives, friends or a kennel outside the affected area.

Know the locations of pet-friendly hotels and motels.

Prepare a list of boarding facilities and veterinarians who could shelter your animals in an emergency; include 24-hour phone numbers.

Ask local animal shelters if they provide emergency shelter or foster care for pets in a disaster. Animal shelters may be overburdened caring for the animals they

already have, as well as those displaced by a disaster, to this should be your last resort.

Make sure your pets wear collars with current license and rabies tags, and identification tags that include information on where you will be staying during the emergency.

Use a pet carrier for each of your pets to make transportation easier.

Birds should be transported in a secure travel cage or carrier. During warm weather, carry a plant mister to mist the birds' feathers periodically. Do not put water inside the carrier during transport. Provide a few slices of fresh fruit and vegetables with high water content. Have a photo and leg band for identification. If the carrier does not have a perch, line it with paper towels and change them frequently. Try to keep the carrier in a quiet area. Do not let the birds out of the cage or carrier.

Exotic and dangerous pets are usually dealt with on a case-by-case basis in order to ensure that they are handled, transported and cared for by properly trained personnel and at an appropriate facility. For the safety of their animals, owners of these pets should have advanced planning preparations ready for their pet's special needs.



after a **DISASTER....**

- If you have been evacuated, do not return to your home until you have been directed to do so by state or local officials.
- Keep tuned to local Media for information about such things as caring for your household, where to find medical help, and applying for financial assistance.
- Do not become a spectator. Unnecessary travel into the impacted areas could hinder the efforts of Public Safety officials.
- Drive only when and where necessary. Street may be filled with debris or flooded. Closed roads are for your protections, in that they may be weakened and could collapse.
- Upon returning, do not turn on any electronic equipment until the electricity has been safely restored.
- Be sure to check all electronic equipment for water damage. If you are uncertain, throw them away. It is better to be safe than risk electrocution.
- Watch for loose or dangling power lines. Assume any downed wire is a live wire! Be careful when clearing fallen trees with a chainsaw.
- If there is structural damage to your home or downed trees in the yard, BE CAREFUL!
- If Public Safety officials determine it is safe, open doors and windows to ventilate your home.
- Limit your use of the telephone, utilizing it only for emergency calls.
- Use bottled water until local officials have determined the safety of the water supply.
- Guard against spoiled food. If the power was disrupted, food in the refrigerator may have spoiled. Freezers can keep food for several days, if unopened.
- Do not refreeze food once it begins to thaw.
- Use generators outdoors, in well ventilated areas.
- For specific assessment and clean-up remedies, contact the appropriate Town of Sutton Departments.

## **MAINTAIN YOUR PLAN**

Once you and your family have developed your plan, you need to practice and maintain it. For example, ask questions to make sure your family remembers meeting places, phone numbers, and safety rules. Conduct drills and create theoretical scenarios and see how family members respond.

**Do not wait for a disaster or emergency to occur. Plan, prepare, and practice to ensure that when an unplanned disaster or emergency does occur, you and your family will be ready.**

## **CALL FOR SUTTON MEDICAL RESERVE CORPS VOLUNTEERS**

- The Town of Sutton, through the Worcester Regional Medical Reserve Corps, has organized a Medical Reserve Corps (MRC) to supplement existing Town resources during emergencies and times of need that may impact public health. The MRC is a volunteer group made up of both medical and non-medical persons who are willing to help out in a public health emergency. Please consider volunteering to help your community, your family and yourself.

MRCs serve a critical function in communities, especially during emergencies when local resources may be quickly overwhelmed due to the scale and severity of the incident or disaster. AS the MRC is a volunteer organization, members can dedicate as much or as little time as they chose.

MRC volunteers may respond to both emergency and non-emergencies that may overwhelm a community's resources. Remember all participation will be strictly voluntary.

The following are some examples of how a MRC can assist during a public health emergency:

- Conduct a mass vaccination clinic (e.g. administer immune globulin to food workers and/or restaurant patron during a Hepatitis A outbreak)

- Provide medical, public, and mental health support in the event of an influenza pandemic
- Help in a shelter in the event of a large scale natural disaster or fire.

MRC volunteers will receive FREE training on a variety of subjects. For medical professionals, many of the trainings will count toward Continuing Medical Education hours.

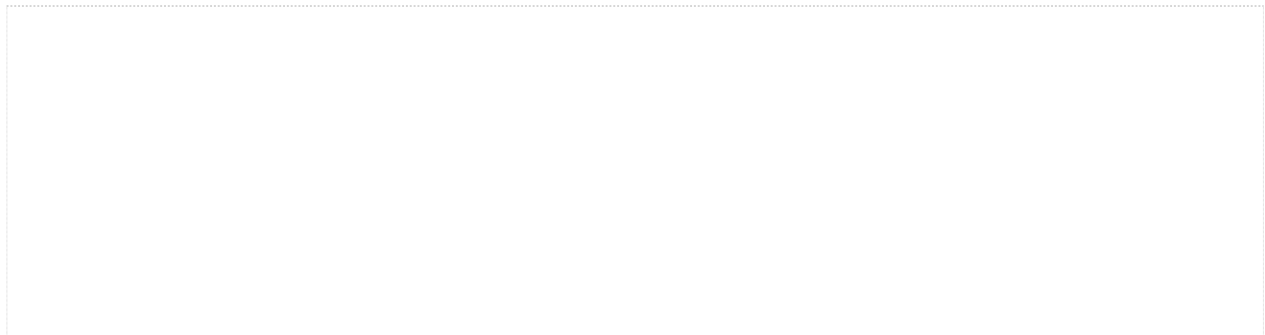
For more information, please visit the WRMRC web site at [WWW.WorcesterregionalMRC.org](http://WWW.WorcesterregionalMRC.org). You may sign-up online.

Your participation is invaluable in improving our preparedness for and response to future emergencies as well as promoting health living throughout the year in our community.

Should you have questions or comments please contact:

Sutton Board of Health at 508-865-8724

You may also contact the WRMRC directly by calling: 508-799-8470.





## **[First Aid App](#)**

The official American Red Cross First Aid app puts expert advice for everyday emergencies in your hand. Available for [iPhone](#) and [Android](#) devices, the official American Red Cross First Aid app offers videos, interactive quizzes and simple step-by-step advice it's never been easier to know first aid.

---



## **[Hurricane App](#)**

Monitor conditions in your area or throughout the storm track, prepare your family and home, find help and let others know you are safe even if the power is out – a must have for anyone who lives in an area where a hurricane may strike or has loved ones who do.

---



## **Shelter Finder App**

The Red Cross Shelter Finder is available in the [iTunes store](#) and works on iOS devices. The Shelter Finder displays open Red Cross shelters and their current population on an easy to use map interface.

### *RESOURCES/LINKS*

#### **ONLINE RESOURCES**

Massachusetts Emergency Management Agency	<a href="http://www.mass.gov.mema">www.mass.gov.mema</a>
Executive Office of Public Safety & Security	<a href="http://www.mass.gov/eops">www.mass.gov/eops</a>
Department of Homeland Security	<a href="http://www.dhs.gov">www.dhs.gov</a>
Federal Emergency Management Agency	<a href="http://www.fema.gov">www.fema.gov</a>
Are you Ready?	<a href="http://www.Ready.gov">www.Ready.gov</a>
American Red Cross	<a href="http://www.redcross.org">www.redcross.org</a>
National Weather Service	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>
National Hurricane Center	<a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a>
Massachusetts Dept. of Public Health	<a href="http://www.mass.gov/dph">www.mass.gov/dph</a>
State of MA Animal Response Team	<a href="http://www.smart-mass.org">www.smart-mass.org</a>
Guide to MA State Services	<a href="http://www.sec.state.ma.us/cis/cisig/guide.html">www.sec.state.ma.us/cis/cisig/guide.html</a>
Town of Sutton	<a href="http://www.suttonma.org">www.suttonma.org</a>
Worcester Regional Medical Reserve Corps	<a href="http://www.worcesterregionalmrc.org">www.worcesterregionalmrc.org</a>
Sutton School District	<a href="http://www.suttonschools.net">www.suttonschools.net</a>
Central Massachusetts Disaster Animal Response Team	<a href="http://www.cmdart.org">www.cmdart.org</a>

**We extend our appreciation to the Massachusetts Emergency Management Agency (MEMA) and the Town of Orange for use of their wealth of resources.**

**This handbook was funded by the Massachusetts Department of Public Health Emergency Preparedness Region II.**

## *NOTES*