

## Emergency Supply Kit

Keep the following items together in one location in your place of residence.

- Water: one gallon per person per day
- Food: at least a three-day supply of non-perishable food
- Battery-powered radio and extra batteries
- Lightweight manual wheelchair
- Extra batteries and charger for motorized wheelchairs and other assistive or medical devices
- Flashlight and extra batteries
- Hearing aids and hearing aid batteries
- First aid kit
- Extra oxygen, insulin, and other medical supplies
- Whistle, to signal for help
- Emergency supplies for service animals
- Manual can opener for food
- Laminated personal communication board, if you might need assistance with being understood or understanding others
- Moist towelettes for sanitation
- Wrench or pliers to turn off utilities
- Prescription medications
- Medical and assistive technologies
- Infant formula and diapers for children
- Important family documents
- Cash or traveler's checks and change
- Sleeping bag or warm blanket for each person

### Be prepared on the go! Consider taking these supplies with you in your bag or car.

- Flashlight
- Extra cellphone and assistive device charger
- Solar charger
- Snacks and water
- Small first-aid kit
- Emergency contact card
- Extra pair of glasses
- Medical alert bracelet
- Written list of important phone numbers (in case cellphone is without power)
- Backup medication, prescription information
- Service animal ID tag
- Extra blanket, coats

In case your cell phone is not charged, write a list the names and phone numbers of your doctor, pharmacy, the vet or kennel of your service animal, and an emergency contact. Also include your medical and homeowner's insurance carriers and policy numbers. Keep these numbers in a safe place.



## SIGN UP TO RECEIVE UMASS BOSTON ALERT SYSTEM MESSAGES ON YOUR CELL PHONE:

Visit [www.getrave.com/login/umb](http://www.getrave.com/login/umb) and enter your cell phone number in the UMass Boston Alert System.



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*This publication is a collaboration of the Office of Diversity and Inclusion and the Office of Emergency Management and Business Continuity at UMass Boston.*

*A copy of this publication is available in alternative format upon request. Please go to [www.ada.umb.edu](http://www.ada.umb.edu).*

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# My Personal Emergency Plan

OFFICE OF DIVERSITY AND INCLUSION

OFFICE OF EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY

In the event of an emergency, do you know what to do? Do you have enough emergency supplies on hand? Will you have access to any needed medical or assistive equipment? If you are evacuated, do you have a place to stay? How will you connect with your friends and family? It's important to ask questions like these before the emergency happens.

My Personal Emergency Plan will help you do just that. Use this guide and resources available at the websites listed below to help you create your own customized personal preparedness guide for on-campus and off-campus emergencies. Developed from materials from [www.fema.gov](http://www.fema.gov), [www.ready.gov](http://www.ready.gov), and [www.redcross.org](http://www.redcross.org), the information in this guide is organized in three basic steps.

## 3 STEPS TO PREPARE

### STEP 1. GET EDUCATED!

Find general information about these topics relevant to UMass Boston emergency preparedness:

**UMass Boston Alert System, emergency management, campus evacuation, and emergency operations plans**  
Emergency Management and Business Continuity  
[www.umb.edu/preparedness](http://www.umb.edu/preparedness)

#### **Lab safety, building evacuation, and fire safety information**

Environmental Health and Safety  
[www.umb.edu/administration\\_finance/contracts\\_compliance/ehs](http://www.umb.edu/administration_finance/contracts_compliance/ehs)

#### **General health, wellness, and pandemic flu preparedness**

University Health Services  
[www.umb.edu/healthservices](http://www.umb.edu/healthservices)

#### **Safety tips, annual security report, and crime reporting**

UMass Boston Police  
[www.umb.edu/public\\_safety](http://www.umb.edu/public_safety)

#### **Disabilities and emergency preparedness**

UMass Boston Office of Diversity and Inclusion/  
ADA Compliance  
[www.umb.edu/odi/ada](http://www.umb.edu/odi/ada)  
If you have specific questions relating to your disability, please call 617.287.4818.

For individuals with access or functional needs, these websites provide additional information:  
[www.ready.gov/individuals-access-functional-needs](http://www.ready.gov/individuals-access-functional-needs)  
[www.fema.gov/office-disability-integration-coordination/office-disability-integration-coordination/office-1-1](http://www.fema.gov/office-disability-integration-coordination/office-disability-integration-coordination/office-1-1)

#### **Specific Emergencies**

Don't wait for disaster to happen before you become educated about these risks:

- › Active Shooter  
[www.dhs.gov/active-shooter-preparedness](http://www.dhs.gov/active-shooter-preparedness)
- › Bomb Threat  
[emilms.fema.gov/is906/assets/ocso-bomb\\_threat\\_samepage-brochure.pdf](http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf)  
[www.dhs.gov/ensuring-building-security#4](http://www.dhs.gov/ensuring-building-security#4)
- › Earthquake  
[www.fema.gov/earthquake-publications](http://www.fema.gov/earthquake-publications)
- › Fire  
<https://www.usfa.fema.gov/prevention>  
[www.cityofboston.gov/fire/](http://www.cityofboston.gov/fire/)
- › Flu  
[www.flu.gov](http://www.flu.gov)  
<http://www.bphc.org/whatwedo/infectious-diseases>
- › Hurricane  
[www.nhc.noaa.gov/prepare](http://www.nhc.noaa.gov/prepare)
- › Tornado  
[www.ready.gov/tornadoes](http://www.ready.gov/tornadoes)
- › Tsunami  
[www.ready.gov/tsunamis](http://www.ready.gov/tsunamis)
- › Winter Storm  
[www.ready.gov/winter-weather](http://www.ready.gov/winter-weather)

Additional information to build your knowledge of specific threats is available at [www.ready.gov](http://www.ready.gov) and [www.umb.edu/preparedness](http://www.umb.edu/preparedness).

**To view a PDF of this publication with clickable links, visit [umb.edu/preparedness](http://umb.edu/preparedness).**

### STEP 2. GET NOTIFIED!

#### **Sign up to receive UMass Boston Alert System messages on your cell phone:**

Visit [www.getrave.com/login/umb](http://www.getrave.com/login/umb) and enter your cell phone number in the UMass Boston Alert System.

It's the best way to be informed about on-campus emergencies. This system sends alert messages via text, voice, email, social media, digital signage, PC popup (where available), and loudspeaker.

#### **Sign up for alerts issued by others, including:**

- › City of Boston Alerts  
[www.cityofboston.gov/oem/alertboston.asp](http://www.cityofboston.gov/oem/alertboston.asp)
- › National Weather Service Alerts  
[www.weather.gov/subscribe](http://www.weather.gov/subscribe)
- › USGS Earthquake Alerts  
<https://sslearthquake.usgs.gov/ens/>

#### **Use Twitter to connect with:**

UMass Boston @UMassBoston  
Boston Police @Boston\_Police  
Boston Fire @BostonFire  
Boston Public Health @HealthyBoston  
State Police @MassStatePolice  
CDC @CDCgov, @CDCFlu, @CDCemergency  
MEMA @MassEMA  
FEMA @fema  
Red Cross @RedCross, and others.

### STEP 3. GET READY!

Take action—get a flu shot, prepare a list of important phone numbers, write down insurance information. Think about what to do in different emergencies. Arrange for a place to stay. Ask friends or neighbors whether they can assist you. Act now, before the emergency happens.

If you may require additional assistance, be sure to identify your needs ahead of time and communicate them to others. You should be able to tell emergency personnel if you have a disability, use a mobility aide, or service animal, or whether you have allergies, phobias, or a language barrier. Know the names of all your medications. Create a wallet size card to provide to first responders in the event of an emergency.

Collect supplies and critical information so that you will be prepared if disaster strikes.