PREPARING FOR EMERGENCIES: HOW TO CREATE AN AGENCY PLAN & HELP YOUR CLIENTS DURING A DISASTER
INTRODUCTION AND OPENING QUESTIONS:

- Have you ever been involved with or affected by a disaster?
- What was the impact?
- Has your agency been impacted by any disaster?
- How did this affect your services or clients?
MA DISASTERS

- Worcester tornado 1953
- Blizzard of ’78
- Boston Marathon Bombing and Watertown Manhunt
- Springfield MA Tornado

COVID-19
TRAINING OBJECTIVES

- Consider pre-impact planning for your agency
- Review and complete your agencies disaster plan
- Consider opportunities for your agency to support regional disaster response
- Discuss disaster home preparedness
FIRST CONSIDERATION: PRE-LANDFALL PLANNING

- Do you have a written plan for what actions need to be taken?
- How does your agency respond or begin to prepare?
Review Introduction

Your agencies disaster team:

Alternate location when needed:

When to activate:
(if communication is not possible)
1) Assess safety of your staff and volunteers:
   Best ways to do this?
   Challenges?
   Have a ‘Communication Tree’

2) Assess safety of site:
   How to do this?
   Food safety?
   Utilities?
   Access to location?
Essential Services could be:
- Vital services to the community
- Safe operations
- Safety of staff and volunteers
- Others?

Your location’s capacity could be:
Normal---Minimal—Increased

Develop the list of essential services for your agency

Once completed, prioritize them if your capacity would be limited
Get a Message Out to the Public

Can you open? If so, what hours?

If we can’t open, can you send resources/staff/volunteers elsewhere? Where?

Will you need donations? If so, what? Can you process those donations?

Do we need volunteers?

How will you get your message out to the public?

Ex. Panama City, FL after Hurricane Michael, all relevant information was all compiled on one website and phone number.

Make a list of contacts that you might use to help you get your message out to the public.
Community Contacts:

- Notify staff and volunteers regarding operations/plan/needs
- Notify The Food Bank of WMA
- Emergency Management Director for your town
  (Do you have this contact information?)
- Notify local and state contacts
- Complete utility contact list
  - Both phone numbers and web links
- Complete the full list of contacts you would use to share information
Helping your clients prepare for a disaster. The key basic questions to ask:

- How will I receive emergency alerts and warnings?
- What is my shelter plan? (in your house, in your community, or beyond)
- What is my evacuation route and emergency meeting locations?
- What is my family/household communication plan? (paper and electronic) (also include important documents and information safely stored)

Massachusetts Alerts App
Sign up for “Reverse 911” services from your city/town and your child’s school. Recommended to regularly share this information with clients.
COVID EMERGENCY FEEDING REPORT

- MEMA Activation and Disaster Feeding Task Force
- Chelsea ‘Hot Spot’
- Food Bank and Supply Chain Issues
- Governor Emergency Feeding Task Force
- Emergency Management Component
PERSONAL AND HOME PREPAREDNESS

- Being prepared means having your own supplies to last for at least 72 hours:
- What essential supplies would be needed for your home for 72 hours?
- Also think about:
  - What if there is a pet?
  - Small children?
  - Seniors?
- www.ready.gov
SUPPORTING REGIONAL DISASTER RESPONSES: CAN YOUR AGENCY HELP?

- **Merrimack Gas Explosions**
- Emergency Feeding
- Community Support
- Mobile Outreach
- What is your capacity to help?
- Coordination plan with other agencies (COAD)
1) Exercising and Maintaining the Plan

2) Complete the written disaster plan for your agency

3) Any Questions?