

HANSCOM AFB, MASSACHUSETTS

66th AIR BASE GROUP



BASE EMERGENCY PREPAREDNESS GUIDE

MAY 2026

Developed By:
66th Civil Engineering Division
Installation Office of Emergency Management

KEY PHONE NUMBERS

Fill in this table with the most current information for each block available – and add your own listings too. Maintain a copy of this in your Family Emergency Plan, in your 72-Hour Kit, and give it to close friends or relatives. Make sure that your children (if applicable) are aware of how to use these phone numbers – when they should use them, how to use them, and why to use them. Keeping this information in an easily accessible area in your home is the key to ensuring that your family is prepared. In the event of an emergency, dial 911.

NAME	PHONE	ADDRESS
HOME:		
CELL PHONE:		
CELL PHONE:		
SUPERVISOR:		
COMMANDER:		
NEIGHBOR:		
CHILD DAY CARE:		
PARENTS:		
RELATIVES:		
DOCTOR:		
PREFERRED HOSPITAL:		
66 SFS LAW ENFORCEMENT DESK/ BASE DEFENSE OPERATIONS CENTER:	781-225-5000	Building 1725 Hanscom AFB, MA
MILITARY & FAMILY READINESS CENTER:	781-225-2765	Building 1240 Hanscom AFB, MA
AMERICAN RED CROSS DISASTER ASSISTANCE IN MA:	800-564-1234	N/A
HAFB PRIVATIZED HOUSING OFFICE (EMERGENCY MAINTENANCE)	781-861-1471	101 North Bridge Rd. Bedford, MA 01731
OTHER:		
OTHER:		

FORWARD

In a 2022 National Domestic Preparedness Survey, Health Care Ready found that while 56% of Americans believe a major disaster will affect them, nearly half of those concerned still don't have an emergency plan. The bottom line is clear: despite witnessing a rise in natural and manmade disasters across the country—and the escalating impacts of climate change—US citizens simply aren't prepared.

As military members, civilian employees, contractors in the Department of War (DoW), and dedicated family members, it is our shared duty to understand our local hazards and get prepared. To support our Air Force mission, the Installation Office of Emergency Management (IOEM) created this guide to help you and your family get ready for any disaster that might strike our installation and the surrounding community.

Be sure to use this guide alongside the [HAFB What-To-Do-If Guide](#), a handy pocket pamphlet everyone on base should carry. If you don't have access to the HAFB Instance of C2IMERA to get yours, just contact the IOEM at 781-225-6146, 6530, or 5920, or email abraham.ashley@us.af.mil.

Remember, if you need personalized planning assistance, the IOEM is always here to help during normal duty hours!

Now, ask yourself: do you believe our community could be impacted by a disaster? If you're among the majority who say yes, how prepared are you?

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Chapter 1 – HUMAN RELATED EVENTS – ACCIDENTAL

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1. DEFINITION. Just as the name suggests, these are disastrous events created by human activity but are not caused intentionally. Despite being accidents, they can still result in catastrophic devastation to property and devastating loss of life.

2. PRIMARY HAZARDS AT HAFB. Here at HAFB, we focus our planning on utility outages, potential mass casualty incidents (like hazardous materials releases), aircraft accidents, and structural collapses. Here is a breakdown of what you should be prepared for:

2.1. Utility Outages: Water. Water system outages are relatively low-risk and rare. When they do occur, our main concern is the interruption of service to base facilities. The majority are short-duration outages (under 4 hours) caused by main breaks or pipe ruptures. Outages lasting over 48 hours are virtually unheard of here.

2.2. Utility Outages: Power. Power failures are a more significant hazard because they disrupt sensitive equipment and force critical facilities onto backup power. Short outages happen occasionally, but outages lasting 4 to 24 hours are fairly common when the grid takes damage. While multi-day outages are highly unlikely, they have happened in the past due to main substation failures.

2.3. Hazardous Materials (HAZMAT). Small HAZMAT releases—typically flammable or corrosive liquids under 10 gallons—are somewhat likely, averaging about three times a year. (For context, our largest recorded event was a 400-gallon generator tank overflow). Fortunately, releases of chemical gases, toxic solids, or radiological threats from the nearby Seabrook Station are extremely rare. During any spill, our top priorities are your safety, environmental protection, and keeping operations running.

2.4. Structural Collapse. While HAFB facilities are routinely and rigorously inspected, Mother Nature can throw us curveballs. During the brutal winter of 2015, unprecedented snow loads caused structures to collapse across Massachusetts. We were lucky to avoid damage on base that year, but the threat remains very real.

2.5. Vehicle Accidents. Traffic accidents are frequent on the installation, averaging about 36 per year. Most are either single-vehicle crashes caused by slippery roads or minor rear-end collisions at the gates during peak traffic. Beyond the risk of injury and property damage, these accidents pull critical resources away from Security Forces, Fire, and Medical teams—so please stay alert and drive safely!

6.21. Aviation Accidents (Fixed & Rotary Wing). Thankfully, aviation accidents are an extremely rare hazard for us. Fixed-wing incidents average less than one per year, and the vast majority are minor. However, they can be devastating, as seen in a tragic 2014 private jet crash that claimed seven lives. Helicopter accidents are even rarer, with zero reported incidents in the last two decades. If a crash ever does occur, our immediate concerns shift to mass casualty response, potential airfield closures, and protecting critical assets.

3. ACTIONS YOU SHOULD TAKE IN THE EVENT OF A UTILITY OUTAGE. It is important to remember that privatized housing is managed independently from the Main Base. During past outages—like the one in September 2022—many residents were caught unprepared and unsure of who handled what. Also, keep in mind that any temporary fixes used during an outage won't be as reliable as your normal service. They are simply a bridge until full repairs are complete.

- ✓ Consider investing in a small generator to power essentials.
- ✓ Make sure that you have a disaster preparedness kit in your home (see [Chapter 7](#) in this guide for recommended items), and that it is stocked.
- ✓ Plan alternative cooking: A grill or camp stove is great to have but remember never to use these indoors!
- ✓ Maintain sufficient supplies of water as described in [Chapter 7](#) in this guide.
- ✓ Maintain a stockpile of activities for yourself and your family that don't require Wi-Fi or internet connectivity. You would be amazed at how much stress is caused during outages when those utilities are lost, and people suddenly find themselves with nothing to do to fill the time.
- ✓ Stay informed: If you live in privatized housing on Hanscom, listen to updates from the management company. If you live off base, tune in to your local authorities and follow their instructions.

4. ACTIONS YOU SHOULD TAKE IN THE EVENT OF AN ACCIDENT. All personnel, dormitory residents, and dependents on the installation who witness or are affected by an accident on HAFB should take the following actions to ensure their safety, as well as the safety of others:

4.1. Alert Others and Authorities. If you witness an accident or an incident, alert others in the vicinity and notify the authorities by dialing 911 from any phone. Provide all pertinent information to the 911 Dispatcher such as:

- ✓ The type of accident or incident that has occurred (e.g., plane crash, HAZMAT release, vehicle accident, etc.).
- ✓ Location of the accident or incident.
- ✓ The approximate number of individuals involved.
- ✓ Your name and contact information.
- ✓ Any other pertinent details (e.g., fire, smell of fuel or chemicals, etc.).
- ✓ **DO NOT HANG UP UNTIL THE 911 DISPATCHER RELEASES YOU!**

4.2. Secure the Scene if Possible. Do not attempt to rush in to the scene. Secure the scene to the best of your ability but do NOT endanger your life, or the lives of others, to do so. Continue to make every (safe) attempt to keep others away until responders arrive.

4.3. Avoid Contact! If the event is a HAZMAT spill or release (or the event has *caused* a HAZMAT spill or release as a secondary hazard), avoid all contact with any chemicals that have been spilled or released.

4.4. Listen and Notify. Follow all instructions given by responders at the scene and leave the scene immediately if instructed to do so. Additionally, ensure that you notify your supervisor or commander of your whereabouts and inform them of your role in the incident as necessary.

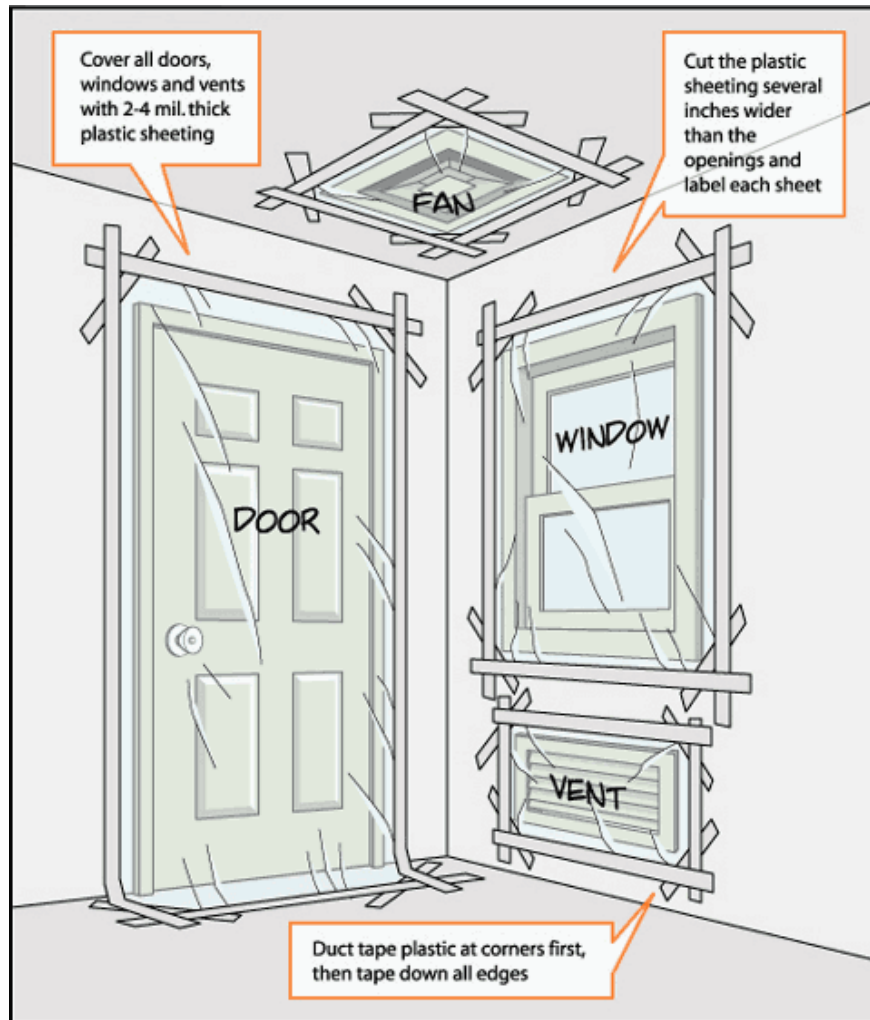
5. SHELTER-IN-PLACE FOR HAZMAT OR OTHER TOXIC RELEASES. Please note that the following procedures are for HAZMAT spills or releases only and are not necessarily applicable to sheltering during a natural disaster event. For more information on natural disaster sheltering, see [Chapter 2](#) in this guide. It's also important to remember that shelter-in-place is NOT the same as Emergency Lockdown for Active Shooter events. For actions to take during an active shooter event, see [Chapter 3](#) in this guide.

5.1. Personnel in the Workplace and Base Dormitory Residents. If you are at work or in the base dormitory and are ordered to shelter-in-place by first and emergency responders, follow the Shelter-in-Place Plan for your facility. Listen to, and comply with, all instructions given by first and emergency responders, and your Facility Manager.

5.2. Residential Sheltering-in-Place. The following actions are recommended for all personnel and dependents who reside in privatized housing or off-base however, please ensure that you follow all instructions received from your local first and emergency responders!

- Before an event occurs:
 - ✓ Identify a safe room in your residence. Ideally, the room will have few or no windows and minimal access to air from the outside.
 - ✓ Create a kit and maintain it in your pre-identified safe room. At a minimum, the kit should have plastic sheeting that has been cut to fit any windows, ducts, and vents that are in the room, duct tape, bottled water, and towels. You may feel free to add more to the kit to suit your family needs (e.g., coloring books and crayons for kids, treats or toys for pets, etc.).

- When ordered to shelter-in-place:
 - ✓ Ensure that all family/household members (and pets and guests if applicable) are in the designated room.
 - ✓ Turn off all ventilation, heating, and cooling units, and shut all windows and doors in the room.
 - ✓ Apply plastic sheeting to the windows, doors, and ventilations ducts, and secure the sheeting with duct tape as outlined in the figure on the next page.
 - ✓ Do NOT exit your home until you're told you may by first and emergency responders.



5.3. In the Event of a HAZMAT Spill or Release Outside. Whether you are on or off-base, if you are caught outside during a HAZMAT release or spill, seek shelter in the nearest facility immediately and await further instruction from first and emergency responders and, if appropriate, the Facility Manager.

5.4. Accountability. If you are on duty on the installation but away from your facility, contact your supervisor or commander as soon as possible to inform them of your whereabouts for accountability purposes. If you are off-duty and caught in an event, whether on or off-base, notify your supervisor or commander as soon as possible to inform them of the event, where you are, and your status.

Chapter 2 – NATURAL DISASTERS

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1. NATURAL DISASTERS IN MIDDLESEX COUNTY, MA. While this guide focuses primarily on Massachusetts (the home of HAFB), we realize many of our personnel and families commute from other New England states. (If you live outside MA, check the links to other state Emergency Management offices at the end of this guide!) The Massachusetts Emergency Management Agency (MEMA) lists hurricanes, severe winter storms, flooding, earthquakes, and tornadoes as our primary natural threats. Due to recent climate trends, we've also added Extreme heat and wildfires. Over the past decade, our state has experienced all of these to varying degrees. Here is what you need to know to prepare:

1.1. Snow - All Accumulations. Snow is a regular part of life here! Light to moderate accumulations (1-6 inches) happen frequently, causing the usual travel headaches and school delays. Heavy snow (6-12 inches) is less common but can lead to base closures and power outages from downed trees. Crippling blizzards of over a foot are highly unlikely—averaging less than once a year—but when they happen, like the infamous February 2013 blizzard, they can shut down the entire region.

1.2. Tropical Cyclones. These are an extremely rare hazard for us. You are most likely to encounter a tropical depression bringing heavy rain and localized flooding, much like the remnants of Ida in 2021. Stronger storms, like a Category 1 hurricane, are even less likely; the remnants of Hurricane Sandy in 2012 are our most notable recent example.

1.3. Earthquakes. Geological hazards like earthquakes and sinkholes are highly unlikely. Minor tremors (under a 5.0 magnitude) happen a few times a year in New England but rarely cause damage. Earthquakes over 5.0 are extremely rare, with none locally in the last 20 years. If one were to occur, our main concerns would be infrastructure damage and disruptions to sensitive base systems.

1.4. Lightning - Warnings and Cloud-to-Ground. Lightning warnings (strikes within 5 nautical miles) are a certainty, happening 20-30 times a year. When these hit, we must halt all outdoor base operations to keep everyone safe. Direct cloud-to-ground strikes are less frequent but pose a danger—a 2022 strike even destroyed a local home. Remember: when thunder roars, head indoors!

1.5. High Winds – Greater than 58 MPH. Winds over 58 MPH are a frequent hazard, averaging about six times a year during severe thunderstorms or Nor'easters. Our primary concerns here are downed trees, power outages, and minor structural damage.

1.6. Flood - All Levels. Flooding ranges from fairly common to extremely rare. Minor floods from 1-3 inches of rain happen several times a year. Major floods or catastrophic floods (like the devastating Mother's Day Flood of 2006) are highly unlikely but can severely impact base access, damage infrastructure, and cause environmental contamination.

1.7. Tornadoes/Microbursts. These violent wind events are extremely rare—we've only recorded six tornadoes in the last 20 years. Microbursts (intense thunderstorm downdrafts) are slightly more common. Both can cause highly localized, catastrophic structural damage and pose a direct threat to your physical safety.

1.8. Extreme Temperatures - Heat. During the summer, we occasionally face 2-5 day heatwaves with temperatures in the 90s and a heat index over 100°F. While prolonged extreme heat is uncommon, it can trigger public health emergencies, strain the regional power grid, elevate fire danger, and force a halt to our outdoor operations due to heat stress.

1.9. Wildfires. Wildfires in undeveloped areas are a recurring hazard. Small brush fires (under a quarter acre) happen dozens of times a year and mostly just cause nuisance smoke. Larger fires that threaten facilities and require a massive mutual-aid response—like the 50-acre Marlborough fire in April 2023—are highly unlikely. Fortunately, we rarely see direct property damage, but these fires can heavily disrupt base operations.

2. DEFINITIONS. Here is a quick breakdown of common weather alerts you might see in our area. (For a full, comprehensive list, check out the National Weather Service (NWS) website: <https://www.weather.gov/box/criteria>)

2.1. Winter Weather Alerts:

- Severe Warnings (Expected within 12 to 36 hours): These alerts mean severe, potentially life-threatening winter weather is imminent or occurring.
 - ✓ **Blizzard Warning.** Sustained winds or gusts of 35+ mph combined with heavy falling or blowing snow. Expect visibility to drop below ¼ mile for at least 3 hours.
 - ✓ **Ice Storm Warning.** A dangerous half-inch or more of freezing rain is expected to coat local surfaces.
 - ✓ **Winter Storm Warning.** Triggered by heavy snowfall (6+ inches for most areas, 7+ inches in the Berkshires) or a dangerous mix of multiple severe hazards like heavy snow, sleet, and ice.

- Winter Weather Advisories (Expected within 12 to 24 hours): When conditions don't quite reach "Warning" levels but will still make travel highly hazardous, an advisory is issued. Be especially mindful of these common threats:
 - ✓ **Snow & Sleet.** Accumulations of about 3 inches over a 12-hour period.
 - ✓ **Blowing Snow.** Gusts or sustained winds under 35 mph creating localized whiteouts that reduce visibility below ¼ mile.
 - ✓ **Freezing Rain & Black Ice.** Any amount of freezing rain or drizzle will make roads treacherous. "Black ice" frequently forms on clear, cold nights—it is nearly invisible on the asphalt, so please drive with extreme caution!

2.2. Floods: Floods can escalate quickly, so it's vital to know the difference between a heads-up and an immediate threat. Here is how to decode local flood alerts:

➤ Watches & Advisories (Time to Prepare):

- ✓ Flood / Flash Flood Watch. Flooding is possible, usually issued 12–36 hours in advance. Stay alert and be ready to move to higher ground, as flash floods can strike without warning!
- ✓ Flood Advisory. Expect minor, nuisance flooding in low-lying or poor drainage areas. It won't threaten life or property, but it will make for a messy commute.

➤ Warnings (Time to Take Action!):

- ✓ Flood Warning. Dangerous water overflow is expected to directly threaten life and property.
- ✓ River Flood Warning. Main rivers (like the Merrimack, Nashua, or Charles) are predicted to hit or exceed their local flood stage.
- ✓ Flash Flood Warning. A rapid, extreme rise in water is happening right now due to heavy rain, an ice jam, or a dam failure. Seek higher ground immediately!
- ✓ Coastal Flood Warning. Widespread, serious flooding along the shoreline.
 - Moderate: Causes impassable roads, flooded basements, and dune erosion. Never drive through these waters!
 - Major: Life-threatening and highly destructive. Expect severe structural damage, massive road washouts, and potential mandatory evacuations.

2.3. Tropical Storms/Hurricanes. When tropical systems move up the coast, or if you're planning to head out on the water, you need to understand these specific alerts. A helpful rule of thumb: A Watch means conditions are possible (usually giving you 48 hours to prepare), while a Warning means conditions are expected (striking within 36 hours or less). Remember that tropical systems often bring dangerous storm surge and river flooding along with the wind!

- Tropical Storm Watch / Warning. Sustained winds of 39–73 mph are possible (Watch) or expected (Warning) in your area.
- Hurricane Watch / Warning. Dangerous sustained winds of 74+ mph are possible (Watch) or expected (Warning).
- Extreme Wind Warning. A rare, urgent alert for winds exceeding 111 mph (Category 3+). This usually means the dangerous eyewall of a major hurricane is moving directly overhead.
- Storm Surge Warning. Life-threatening flooding from rising coastal waters moving inland. This is issued early to ensure you have time to evacuate before dangerous winds cut off your escape routes.

- Hurricane Categories.
 - ✓ Category 1 – Sustained winds of 74 – 95 miles per hour
 - ✓ Category 2 – Sustained winds of 96 – 110 miles per hour
 - ✓ Category 3 – Sustained winds of 111 – 130 miles per hour
 - ✓ Category 4 – Sustained winds of 131 – 155 miles per hour
 - ✓ Category 5 – Sustained winds over 155 miles per hour

2.4. Tornadoes / Severe Thunderstorms:

- Tornado Watch: Severe storms and tornadoes are *possible* in your area. They aren't guaranteed to happen, but it is your signal to stay alert!
- Tornado Warning: A tornado is imminent based on radar or an active sighting. Seek interior shelter immediately!
- Severe Thunderstorm Warning: Issued for dangerous storms producing wind gusts of 58+ mph, hail at least 1 inch in diameter, or an embedded tornado.

3. GENERAL EMERGENCY ACTIONS. Now that we've looked at some of the more recent weather events to have affected the area and we have a good idea about the meanings behind the more common watches and warnings we may receive here at HAFB, let's look at some general actions that you can take whenever you receive notification of a natural disaster watch or warning.

3.1. Before the Event. Don't wait until you receive a watch or warning to stock up on supplies! Review [Chapter 7](#) in this guide to see some recommendations for creating a 72-hour disaster kit and review the hazard specific sections in this chapter to determine what actions you can take for each hazard beforehand. Remember, many of these hazards are seasonal. Enter each season with a plan of action and you won't be caught in long lines before a storm hits, only to find that everything you need has already been sold out.

3.2. Natural Disaster Sheltering. HAFB does not have any dedicated natural disaster shelters. As a result, for personnel residing in the dormitories and in privatized housing, sheltering is taken in the home. For those residing off base, the same applies however, many communities will activate temporary shelters if the impact of the event necessitates it.

- Dormitory Residents. For personnel residing in the dormitories, the primary room of residence will be utilized to seek shelter during the event. Personnel should remain in their quarters for the duration of the weather event unless the building has been extensively damaged, and they must evacuate. If evacuation is required or ordered, alternate quarters will be assigned during the recovery effort, as directed by installation leadership.
- Personnel and dependents who reside in privatized housing, or who live off base, may seek shelter in their local community temporary shelters when they are activated. (Note: Privatized housing residents are considered part of the community of Lincoln.) Be sure to monitor local news and information channels and social media.

- In the event a natural disaster requires prolonged sheltering, personnel who reside in privatized housing or in the dormitories may report to The Minuteman Commons to receive supplies to sustain them for 72-hours commensurate with family size. Please note that you will be notified when and if this service is to be provided.

4. SPECIFIC EMERGENCY ACTIONS. Because each weather event/natural disaster is different, we'll delve now into the specifics of the most common events here in this area, along with event specific actions you and your family should take.

4.1. Severe Winter Weather. HAFB is most prone to severe winter weather, storms, and blizzards. Snow can seem like a novelty for those who haven't experienced it before, or who haven't experienced it much, but it can also be dangerous. To ensure that you and your family are properly prepared for the winter months and to weather the storms, you should take the following actions:

- Winterize Your Home Early.
 - ✓ Ensure that you have extra blankets readily available at home and in your vehicle, and that each member of your household has a warm coat, gloves or mittens, hat, and water-resistant or waterproof boots.
 - ✓ Ensure that your furnace/heating system is in good working order and has been properly maintained and serviced each year before the heating season begins.
 - ✓ Seal windows against the cold with caulking and plastic.
 - ✓ Be sure that you have a disaster kit stocked and prepared in case your power goes out during a winter storm. See [Chapter 7](#) in this guide for more information on preparing a disaster kit.
 - ✓ Ensure that fire extinguishers in the home have been checked and are serviceable if a fire breaks out from the use of alternative heat sources. NOTE: Emergency services may be significantly delayed or even suspended during winter storms, so it's imperative that you have the tools you need to stay as safe as possible indoors.
- Winterize Your Vehicle Early.
 - ✓ Avoid automobile gas line freeze ups by always keeping your tank more than half full.
 - ✓ Make sure that your car has adequate anti-freeze.
 - ✓ Ensure that your tires have adequate traction and are inflated to the proper pressure.
 - ✓ Ensure that your heater and defroster are in good working order.
 - ✓ Ensure that your battery is not more than 3 years old and is carrying a full charge.
 - ✓ Carry a good ice scraper.
 - NOTE: Don't be fooled by four-wheel drive (4WD)! Snow can accumulate in New England to a point where even 4WD vehicles get stuck easily. Remember, 4WD doesn't help at all when there is ice on the roads!

- Before the Storm...
 - ✓ Ensure that your vehicle has a full tank of gas, or as near to full as you can, during the winter months.
 - ✓ Keep your pantry stocked! Don't wait until the storm comes to dash to the grocery store, especially for perishable items. Local area store stocks tend to go very quickly when storm watches are issued. Keep a good supply of non-perishable items on hand and don't worry as much about the bread, milk, and eggs that most storm-buyers go for!
- When a Winter Storm Watch is Issued
 - ✓ Listen to local radio and TV stations for updates and be alert for changing weather conditions. Monitor official social media pages and the HAFB COLD LINE (781-225-2653) for base status updates too!
 - ✓ Avoid any unnecessary travel.
- When a Winter Storm Warning is issued, *stay inside!*
- After the Storm has Passed:
 - ✓ When you venture out after the storm, be sure to wear several loose layers of lightweight clothing. This will keep you warmer than wearing a single, heavy coat. Be sure to wear gloves or mittens, and a hat as well. Cover your mouth with a scarf or balaclava to protect your lungs.
 - ✓ Walk carefully on snowy, icy sidewalks.
 - ✓ Take care when shoveling! Each year, people over-exert themselves when shoveling their driveways and sidewalks. This has led to back injuries and even fatal heart attacks.
- If You Lose Heat During the Storm:
 - ✓ Seal off any unused rooms in your home by stuffing towels or rags in the cracks under the doors.
 - ✓ Cover the windows with blankets or sheets if you have extra available.
 - ✓ Use only those devices that are designed for heating indoors as emergency heating devices and observe all safety precautions when doing so.
- If You Become Stranded in Your Vehicle:
 - ✓ **STAY IN YOUR VEHICLE!**
 - ✓ Run the engine at 10-minute intervals for heat, but to avoid carbon monoxide poisoning, ensure that the exhaust is free and clear of snow, and crack the vehicle windows. People die each year from accidental carbon monoxide poisoning in vehicles when clearing them out of snowbanks or waiting for roadside assistance after getting stuck in winter storms!
 - ✓ Make yourself visible to rescuers by tying a bright cloth or object to your antenna. Turn the dome light on at night but **ONLY** when you are running your engine.

- ✓ Have a winter survival kit in your vehicle.
- Winter Survival Kit for Your Vehicle. The following items should be maintained in your vehicle during the winter months:
 - ✓ A blanket
 - ✓ Some sort of bright cloth or flagging ribbon to tie to your antenna to alert officials
 - ✓ A flashlight with spare batteries
 - ✓ An extra change of clothing (should you become wet)
 - ✓ Non-perishable foods and a manual can opener for canned goods
 - ✓ A can and waterproof matches (to melt snow for drinking water if necessary)
 - ✓ A compass
 - ✓ A shovel
 - ✓ Sand
 - ✓ A tow rope
 - ✓ Jumper cables
 - ✓ A first aid kit

4.2. Floods. According to MEMA, flooding is the most common and costly natural disaster event that occurs in Massachusetts annually. While offshore storms cause coastal flooding, heavy and persistent rainfall, along with melting ice and snow during the spring, are a concern across the state. Although HAFB does not experience coastal flooding, there are areas of privatized housing that are prone to flooding during heavy rains. If you reside off-base, you may contact your local Office of Emergency Management, or simply look online at FEMA's Floodmap Portal: <https://msc.fema.gov/portal> to see if your address is prone to flooding or lies in a floodplain. Remember, even if you do not reside in a floodplain, floods may still occur in your community.

- Prevention/Planning.
 - ✓ Assemble a disaster kit and store it in a safe, elevated location in your home. See [Chapter 7](#) for recommended contents.
 - ✓ Keep important records in a fire and waterproof box or container.
 - ✓ Purchase flood insurance. Losses due to flooding are almost never covered under regular homeowner's insurance.
- If Flooding Occurs.
 - ✓ Move contents on the first floor of your home to a higher level in the house.
 - ✓ Remove or open cabinets and doors so that they do not swell, and stick shut.
 - ✓ If possible, turn off the water, gas, and electricity in your residence, and cover or remove furnace and gas burners.
 - ✓ For families residing in privatized housing, coordinate these activities through the housing maintenance office at (781) 861-1471.
 - ✓ For dormitory residents, contact the CE Customer Service Desk at (781) 225-2990.
 - ✓ For personnel and dependents who reside off base, contact your local utility providers and/or landlords/property managers.
 - ✓ Evacuate or elevate all supplies that will be needed to clean up after the flood such as mops, buckets, gloves, hoses, etc.

➤ After the Flood.

- ✓ Make every attempt to avoid walking or standing in floodwater. Floodwater is often contaminated with sewage, debris, dead animals, and so on.
- ✓ Boil drinking water before using it. Water should be brought to a rolling boil for one full minute and then cooled off for at least 30 minutes prior to drinking.
- ✓ Throw away all food that has contacted floodwaters. This includes un-opened canned goods.
- ✓ Inspect your home for cracks in the foundation and other damage prior to entering after a flood. If damage is found and you live in privatized housing, report it to the housing maintenance office at (781) 861-1471. If damage is found in the dormitories, contact the CE Customer Service Desk at (781) 225-2990.
- ✓ Report broken utility lines or other damage. For privatized housing residents, contact housing maintenance at (781) 861-1471. Dormitory residents should contact the CE Customer Service Desk at (781) 225-2990. Personnel and dependents who reside off base should contact their utility companies or property managers/landlords.
- ✓ Stay off the roads as much as possible to allow emergency crews access.
- ✓ Do NOT drive through floodwater. It takes just 12 inches of rushing water to carry away most cars and just 2 feet of rushing water can carry away SUVs and trucks. Floodwaters are often murky and deceptive. If roads are flooded or closed, seek alternate routes.

4.3. Hurricanes/Tropical Storms. Former MEMA Director Don Boyce summed it up perfectly: New England is uniquely vulnerable to all three major hurricane threats—coastal storm surge, widespread inland river flooding, and severe wind damage. While we typically see storms ranging from Tropical Storms to Category 3 hurricanes, try not to get too hung up on the category number! A tight, concentrated Category 3 can often cause more destruction than a sprawling Category 5. Also, remember that the western side of a storm's track is incredibly dangerous. Because hurricanes spin counterclockwise, they pull ocean moisture and dump massive amounts of rain far inland, causing severe flooding and wind damage (as we saw with Hurricane Irene in 2011).

➤ Key Things to Remember—and How They Affect HAFB

- ✓ Keep an eye on the Bahamas: Any named storm entering the Bahamas has the potential to reach New England. It isn't a guarantee, but it is your signal to start paying attention!
- ✓ Don't wait for landfall: The dangerous effects of a storm can start hitting our area up to 13 hours before the center makes landfall.
- ✓ East vs. West: In New England, the most destructive winds typically strike the eastern side of the storm track, while the heaviest rain falls to the west.
- ✓ Impacts on the Main Base: Because HAFB is inland, we don't have to worry about tidal storm surges. However, we will face hurricane-force winds and heavy rains that can easily damage structures and flood low-lying areas on the installation.

- ✓ Fourth Cliff Recreational Area: If you are visiting the HAFB-owned facility in Scituate, MA, remember that it is right on the coast and is highly vulnerable to storm surge! All patrons must immediately follow any evacuation orders or instructions from local emergency responders.
- Before the Storm:
 - ✓ Prep your kit & plan: Ensure your disaster supply kit is fully stocked (See [Chapter 7](#)) and you know where you will go if forced to leave.
 - ✓ Plan for pets: Plan early, as many public shelters cannot accept animals.
 - ✓ Protect your home: Have supplies ready to board up windows and glass doors (if permitted) and review your flood precautions.
- During a Tropical Storm/Hurricane Watch (Conditions are Possible).
 - ✓ Stay informed & top off: Monitor the forecast, double-check your emergency supplies, and fill up your gas tank.
 - ✓ Secure the yard: Bring in anything that high winds could turn into a dangerous projectile (patio furniture, grills, toys).
 - ✓ Stock up on water: Store clean drinking water in jugs, bottles, or even a clean bathtub. Secure your windows if the storm is tracking our way.
- During a Tropical Storm/Hurricane Warning.
 - ✓ Protect valuables: Place important items in watertight containers and move them to higher ground.
 - ✓ Stay tuned: Continue following all instructions from the installation and local community leaders
- During the Storm. Shelter in place: Stay indoors and far away from windows, skylights, and glass doors. Do not leave your home unless specifically directed by emergency responders or housing management!
- Evacuation. Follow orders immediately: If told to evacuate, go! Be proactive and find your specific evacuation route ahead of time using MEMA's "Know Your Zone" interactive map: <https://www.mass.gov/info-details/hurricane-evacuation-zones>.
- After the Storm.
 - ✓ Wait for the "All Clear": If you evacuated, do not return home until local authorities say it is safe.
 - ✓ Assume all wires are live: Stay far away from any downed utility lines!
 - ✓ Stay off the roads: Drive only if necessary so recovery crews can work.
 - ✓ Check your home: Open windows to ventilate and dry out your space. Throw out spoiled food and be sure to take photos of any damage for your insurance claims.
 - ✓ Check your water: Confirm with local authorities that your tap water is safe. When in doubt, boil it!

4.4. Earthquakes. As mentioned earlier, major earthquakes are extremely rare in our area, though Massachusetts does experience a few minor tremors each year. Because much of New England's infrastructure is historic, even a moderate earthquake could cause significant damage. Newer buildings are built to regional seismic standards, but preparation is still your best defense.

➤ Pre-Planning (Secure Your Space)

- ✓ Anchor heavy items: Secure heavy furniture to the walls. Hang heavy mirrors or pictures away from beds and seating areas.
- ✓ Store hazards safely: Keep hazardous materials, like cleaners or pesticides, in low, closed cabinets.
- ✓ Identify "Safe Spots": Indoors, look for sturdy interior walls and doorframes. Outdoors, find open areas far from buildings, trees, bridges, and power lines.
- ✓ Plan: Build your Family Emergency Plan as outlined in [Chapter 7](#).

➤ During an Earthquake.

- ✓ Indoors: Drop, cover, and hold on! If possible, move to your designated indoor safe spot.
- ✓ In a vehicle: Pull over safely and stop. Do your best to park away from bridges, overpasses, trees, and power lines.

➤ After an Earthquake.

- ✓ Expect aftershocks: These secondary tremors are usually smaller but can easily bring down weakened structures. Be ready to drop, cover, and hold on again!
- ✓ Evacuate damaged buildings: If your building sustained damage, get out immediately and do not re-enter until authorities give the all-clear.
- ✓ Check for damage: Inspect your home for structural or utility issues and report them to Hunt Housing (if in privatized base housing) or your local landlord and utility companies.
- ✓ Listen to authorities: Always follow the instructions of emergency responders.

4.5. Tornadoes. As we mentioned earlier, tornadoes are extremely rare here—we've only seen six impact Middlesex County in the last 20 years. (Microbursts are a bit more common, but we will cover those separately!) However, because tornadoes can spin up so rapidly, sometimes without any advanced warning, you absolutely need to know how to react.

➤ During a Tornado Watch:

- ✓ Stay alert: Monitor local news, weather apps, and your preferred ALERT! messaging system.
- ✓ Know the warning signs: Watch the sky for a dark or greenish tint, large hail, low-lying dark clouds, or a loud roar that sounds like a freight train.
- ✓ Gather your group: Get your household (including pets) and your disaster supplies together so you are ready to move.
- ✓ Avoid large spaces: Steer clear of buildings with wide-span roofs, like malls, cafeterias, or auditoriums.

- During a Tornado Warning:
 - ✓ Get low and inside: Head straight to a basement or storm cellar. If you don't have one, go to a windowless interior room (like a closet or hallway) on the lowest floor. Put as many walls between you and the outside as possible!
 - ✓ Take cover: Get under a sturdy piece of furniture and cover your head and neck. Stay in the center of the room, as flying debris tends to collect in corners.
 - ✓ If caught outside: Get out of your vehicle immediately and seek shelter in a sturdy building. If there are no buildings, lie flat in a low-lying ditch or depression. Never try to hide under a bridge or overpass!
 - ✓ Watch for flying debris: This is the leading cause of injuries and fatalities during a tornado.
- After a Tornado:
 - ✓ Stay informed: Continue monitoring HAFB notifications and local media and follow all instructions from emergency responders.
 - ✓ Help safely: Assist anyone injured or trapped, but do not move seriously injured people unless they are in immediate, life-threatening danger.
 - ✓ Play it safe: Never enter damaged buildings. If you smell gas or chemical fumes, leave the area immediately and dial 911!

4.7. Wildfires. Wildfires in undeveloped areas are a recurring hazard. Small brush fires (under a quarter acre) happen dozens of times a year and mostly just cause nuisance smoke. Larger fires that threaten facilities and require a massive mutual-aid response—like the 50-acre Marlborough fire in April 2023—are highly unlikely. Fortunately, we rarely see direct property damage, but these fires can heavily disrupt base operations.

- Prevent Wildfires! It is believed that the careless disposal of smoking materials and/or illegal campfires caused all the fires in 2022.
 - ✓ Ensure that all smoking materials are fully extinguished. Do not flick cigarettes out of car windows, or into mulch beds.
 - ✓ Avoid open fire pits and wood burning fires outdoors. Stray ash and sparks can ignite wildfire very quickly in dry conditions.
 - ✓ Dispose of all coals, hot ash, and barbecue materials appropriately.
 - ✓ Do not build a fire in an area where such activity is restricted and adhere to all burn restrictions.
- If you live in an area where an active fire is occurring:
 - ✓ Listen to first and emergency responders. If they tell you to evacuate, leave the area.
 - ✓ Keep windows closed. The smoke from fires can be toxic.

Chapter 3 – EMERGENCY LOCKDOWN ACTIONS (ACTIVE SHOOTER)

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1. OVERVIEW. An active shooter event is defined as an event where one or more shooters are actively engaged in killing or attempting to kill people in a confined or populated area. Here in the United States, the number of active shooter events has been on the rise in the last 20 years, as have the number of events that have occurred on military installations. Following the simple steps outlined in this chapter can save your life, and these can be applied to public spaces off-base too. To report an active shooter, contact the Base Defense Operations Center by dialing 9-1-1. You should also review the HAFB What-to-do-If Guide, located on the Hanscom Webpage at: <https://www.hanscom.af.mil/Portals/57/HAFB%20What-To-Do-If%20Guide%202026.pdf>

2. LOCKDOWN VS. SHELTER-IN-PLACE. Lockdown is often confused with shelter-in-place, but the two are very different concepts and should be differentiated immediately. If you are directed to shelter-in-place for a HAZMAT event, you would proceed to your nearest, designated shelter-in-place room and wait for further instructions, or release from this posture once the threat or hazard had passed. If, however, you are directed to lockdown your facility, gathering everyone in one or two rooms presents what is known as a “target of opportunity.” You have effectively created a room full of easy targets for the shooter(s). HAFB Facility Managers and Unit Emergency Preparedness Coordinators at the unit level should ensure that they are clear on the differences between the two, and don’t allow unit personnel to implement a shelter-in-place for an active shooter event.

3. WARNING. Warning is given by announcing, “LOCKDOWN, LOCKDOWN, LOCKDOWN.” Warning will be issued over Giant Voice, through AtHOC, and echoed by all personnel.

4. ACTIONS FOR PERSONNEL INSIDE THE IMMEDIATE INCIDENT AREA.

4.1. RUN.

- If an escape route is accessible, evacuate the immediate area. Leave belongings behind.
- Evacuate even if others will not agree to follow you. Help others evacuate, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.
- Stay on the line until the operator ends the call.
- Follow all law enforcement instructions.
- If in view of, or approaching, law enforcement personnel, keep your hands visible and do not shout at them.
- Do not attempt to move wounded individuals.

4.2 HIDE.

- If evacuation is not possible, find a place to create a barricade between you and the threat.
- Barricade where you are less likely to be found by the shooter, in a place that provides you protection, and does not restrict your options for movement. If possible, lock the door and/or block the door with heavy furniture. Turn off any lights and cover windows.
- Remain quiet and silence any devices.
- If safe to do so, call 911 (inform the 911 Dispatcher that you are on Hanscom AFB. Stay on the phone until the operator ends the call).

4.3 FIGHT.

- Attempt to disrupt and/or incapacitate the shooter.
- Personnel should use any means necessary to overpower the subject to save further lives.
- Take decisive action, to include deadly force, when you reasonably believe you or others in the area are in immediate danger of death or bodily harm.

4.4 Information to provide to Law Enforcement or 911.

- Number of active shooters, if more than one.
- Location of the shooter(s).
- Physical description of shooter(s).
- Time you observed the shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

4.5 When Law Enforcement Arrives.

- Officers will proceed directly to the area in which the last shots were heard and will not stop to help injured persons until the shooter is neutralized.
- Remain calm and follow instructions.
- Place any items in your hands on the ground.
- Immediately raise your hands and spread your fingers & always keep hands visible.
- Do not impede law enforcement officers' movements, such as holding on to them for safety.
- Provide any information that may assist them in countering the threat.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction they instruct you to go.
- Do not leave the assembly point until instructed by law enforcement.

5. ACTIONS FOR PERSONNEL OUTSIDE OF THE IMMEDIATE INCIDENT AREA.

5.1 Inside the facility: Lock the building and instruct all personnel to stay away from doors and windows.

5.2 If outside: remain inside the nearest vehicle, structure, or building that provides a measure of protection. All base facilities, gates and buildings will be secured.

Chapter 4 – DISEASE OUTBREAK / PANDEMIC RESPONSE

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1. Communicable Disease Outbreak. Communicable disease outbreaks are a certain health hazard, but the likelihood of a major event is low. While the annual seasonal influenza is a certain occurrence (1 event per year), more severe outbreaks are rare. The "Other Communicable Disease" category has a predictive profile of only 0.05 events per year but includes the record-shattering COVID-19 Pandemic (2020-2023), which caused over 4,200 deaths in Middlesex County. Diseases like Ebola and Cholera are extremely rare, with no recorded cases. The primary concerns for any major outbreak are high absenteeism degrading mission readiness, a severe strain on medical resources, and the need for widespread public health measures like quarantines.

2. Stop The Spread. Whether Influenza, COVID, Severe Acute Respiratory Syndrome (SARS) virus, or another disease that is spread via droplets from normal breathing, coughing, or sneezing, everyone can play a part in slowing the spread of disease, even when a vaccine or medical treatment is not widely available, or even yet developed.

3.1. Listen to the Medical Experts. Whether we like it or not, most of us do not have degrees in emerging infectious disease, virology, or medicine. Just as we wouldn't want another person telling us how to do our job when they have little to no experience or in-depth understanding of what we do, so we need to remember to respect our medical experts and heed their warnings and recommendations.

3.2. Follow Public Health Protocols. The most common non-medical interventions that are in our control during a pandemic are physical distancing, mask wear, and handwashing. In almost every instance of spikes and resurgences during the pandemics from 1918 to today, the common contributors were people breaking public health protocols and not wearing masks or face coverings and convening in groups outside of the immediate home group. We know that pandemic fatigue is real, and the mental health effects cannot be downplayed, but the only way to see through to the end is to listen to your Public Health officials and follow the recommendations or, in drastic cases, rules, regulations, and laws put in place to prevent disease transmission. If a public health emergency or pandemic notice has been declared:

- Wear a mask whenever you're outside of your home. The mask should cover your mouth and nose. If you're using a cloth mask or covering, wash it every time you return home.
- Adhere to physical distancing protocols. Stay at least 6 feet from other people whenever possible.
- Wash your hands frequently. Use warm water and soap and wash for at least 20 seconds. Use hand sanitizer when hand washing isn't possible and disinfect frequently touched surfaces such as doorknobs on a regular basis.
- Avoid gatherings. Local officials will put out directions on the number of people that may congregate in one area, both inside and outside, so be sure you follow that

guidance. Remember, even with physical distance protocols in place, any indoor gathering can become a hot spot for transmission.

- Avoid unnecessary travel during a pandemic. As much as we want to see our family and friends, visit new places, or simply get away for a few days to relax, doing so during a pandemic can lead to infection – either yourself or someone you’ve unnecessarily exposed. It’s hard to stay put, but during a pandemic, it’s the safest thing you can do. If you must travel, ensure that you quarantine for the amount of time officials at both ends of your trip determine is necessary. That means self-isolating for the directed number of days on arrival and return.
- Get vaccinated if vaccines are available! It was the development of the Flu Vaccine during the 1918 pandemic that finally brought that pandemic to an end. Today, in areas with high vaccination rates, although Flu and COVID are now endemic (that is, they’re here to stay), the fatality rates and number of people hospitalized with serious illness are far lower than areas with low vaccination rates. Vaccines save lives and help us get back to normal faster.

Chapter 5 – TERRORIST THREAT & USE OF CHEMICAL, RADIOLOGICAL, BIOLOGICAL, OR NUCLEAR (CBRN) OR TOXIC INDUSTRIAL CHEMICAL/MATERIAL (TIC/TIM) WEAPONS OR DEVICES

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1. TYPES OF INCIDENTS. While the predominant trend in terrorism involves lower-tech attacks like shootings and small explosives, terrorists may still plan or attempt CBRN attacks, even if these are less frequent. More frequently, they will resort to small arms, conventional explosives such as car or truck bombs, kidnappings, and assassination. While these conventional types of attacks are still more common in Europe and the US than the use of CBRN weapons or devices, these types of attacks cannot be ruled out and everyone should be aware of what they are, how they may affect you, and what you can do to minimize harm to yourselves and your loved ones.

2. IN THE EVENT OF AN ATTACK ON HAFB. If an attack or incident occurs on HAFB, you will likely be directed to shelter-in-place in accordance with the actions outlined in [Chapter 1](#) in this guide.

3. PREVENTATIVE MEASURES YOU CAN TAKE. The Department of Defense employs the use of Force Protection Condition (FPCON) measures as one method of protecting personnel and assets from terrorist attack. When implemented and followed correctly, each FPCON level is designed to protect personnel, dependents, facilities, and assets from attack based on known intelligence. With that in mind, there are also measures that each individual can take to help protect the installation and prevent themselves from becoming a target.

3.1. Situational Awareness. The very nature of terrorism suggests that there may be little to no warning before an attack. Always be aware of your surroundings and be on the lookout for suspicious behavior.

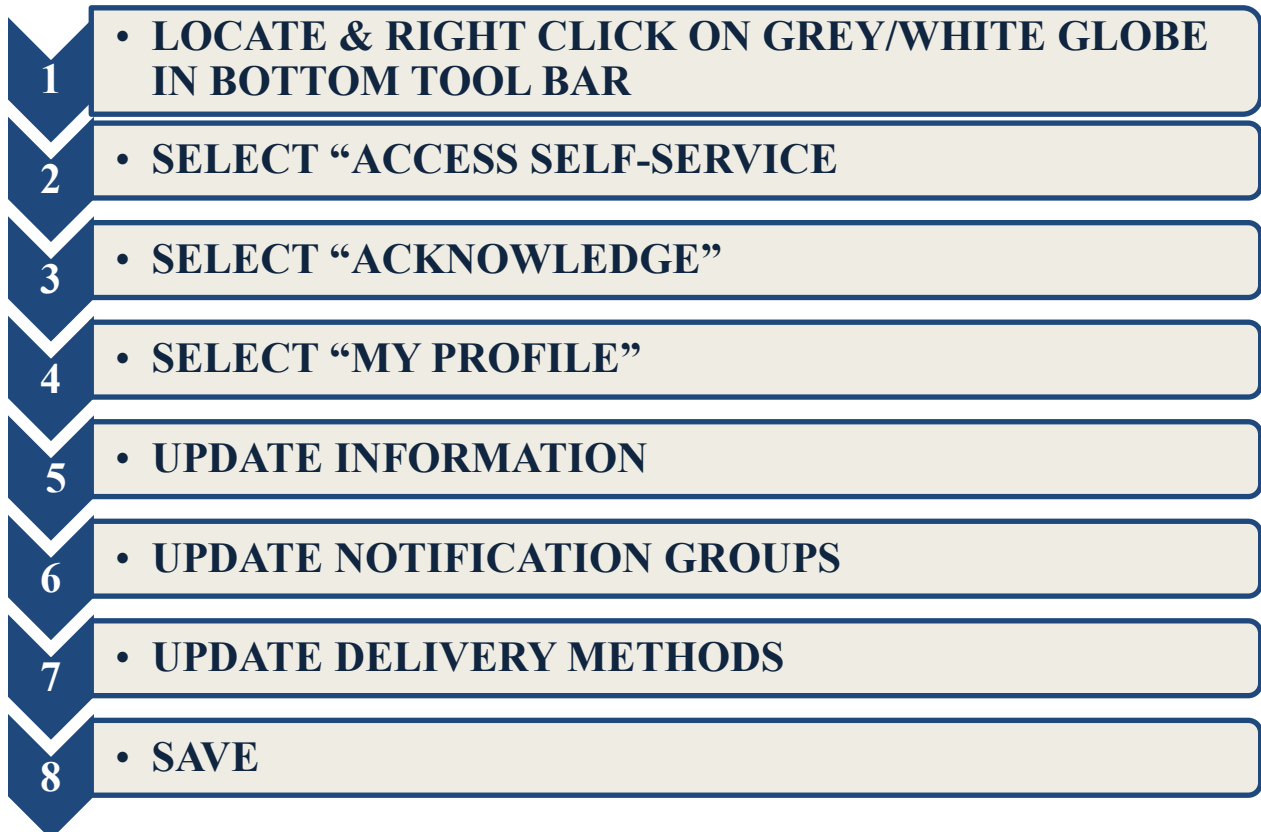
3.2. Don't let yourself become a target! Your association with the Air Force, whether you're a service member, civilian employee, contractor, or a dependent, can make you a "soft target" for terrorists or lone-wolf actors who may be inspired by calls to commit terrorism issued by larger, more organized groups. A soft target is a target that is not ideal but will suffice to convey a message.

3.3. Report Suspicious Activity. If you believe that you have witnessed suspicious activity or have been targeted in some way, contact the US Air Force Office of Special Investigations (AFOSI) at 781-225-5861.

Chapter 6 – INSTALLATION NOTIFICATION AND WARNING SYSTEM (INWS)

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- 1. GENERAL.** HAFB disseminates emergency warnings in multiple ways. In addition to encouraging personnel to listen to local television and radio broadcasts, the installation employs the use of Giant Voice, AtHOC network notifications, LAN pop-up notifications on network enabled computer terminals, recalls, and social media.
- 2. ACTIONS YOU SHOULD TAKE.** If you have been alerted to a potential disaster or incident, follow all instructions that you may receive by way of any of the methods. Follow instructions received from first and emergency responders, your commander/director/supervisor, and any other means you receive them.
- 3. CHECK YOUR INFORMATION IN ALERT!** AtHOC is the primary means by which HAFB personnel will be notified that something is happening or may happen. All personnel, including civilians and contractors with CAC-enabled computers, should ensure that they have the most current contact information in the AtHOC system. To do this:



- 4. GIANT VOICE ANNOUNCEMENTS.** Besides AtHOC, you may also hear verbal announcements or signal tones over the installation’s public address system (aka, The Giant Voice). These are typically followed by an alert from the AtHOC system; however, please refer to the Be Ready visual aid (next page) to determine what the Giant Voice signals and warning tones mean.



U.S. AIR FORCE EMERGENCY NOTIFICATION SIGNALS

IF YOU HEAR

DISASTER WARNING

3-5 Minute Steady Tone

ATTACK WARNING

3-5 Minute Wavering Tone

SHOOTER WARNING

*Lockdown
Lockdown [Location]
Lockdown*
Phrase Repeats 3 Times

ALL CLEAR

Voice Announcement

THIS INDICATES

A Disaster/Incident is Imminent or in Progress

An Attack/Hostile Act is Imminent or in Progress

Active Shooter Incident is in Progress

Immediate Disaster or Threat has Ended

INDIVIDUAL ACTIONS

- Be Alert
- Take Cover or Evacuate to Safety
- Follow Instructions
- Account For Personnel

- Be Alert
- Execute Security Measures
- Follow Instructions
- Account For Personnel

- Remain Calm
- Implement Lockdown Procedures Based on Your Location

- Remain Alert
- Account For Personnel
- Report Hazards, Injuries, and Damage



www.BeReady.af.mil

Chapter 7 – CREATE A FAMILY EMERGENCY PLAN

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1. GENERAL. You may be asking yourself why you should have a plan when surely, the base already has plans in place. While it's true that the base does have emergency plans in place for all manner of potential events and incidents, you need one too. This chapter is intended to help you [develop your own family plan](#) to ensure a smooth recovery for you and your family members. With that said, keep in mind that a family plan is only effective if everyone in your household knows their role and what actions they need to take – and yes, this includes the kids too. Include the whole family in the planning process and, just like we do at the installation level, exercise and practice your plan periodically too!

2. HOME PREPAREDNESS. Just as a seatbelt can save your life in a vehicle accident, preparing your home *before* disaster strikes can help to save lives, your property, prevent injuries, and reduce the overall amount of cleanup/salvage afterwards.

2.1. Things to Consider / Do. When you first arrive in your new home, whether on or off base, take the following into consideration:

- Secure large appliances and tall pieces of furniture to wall studs using straps or bolts.
- Avoid putting beds against or under windows or hanging fixtures such as chandeliers.
- Place bookshelves, hutches, and heavy hanging objects away from sitting and sleeping areas.
- Familiarize yourself and your family members with utility shut off valves and switches in your home.
- Identify major repairs needed. Damage, especially significant damage, to your residence can become exponentially worse or even cause a cascade effect of damage during a disaster. Dormitory residents should contact the Civil Engineering Customer Service Desk at 781-225-2990. Privatized housing residents should contact the privatized housing maintenance office at 781-861-1471. For personnel living off base in leased property, ensure that major repairs were identified during your walk through with the landlord or property manager prior to lease signing. If they were overlooked at that time, ensure that you report any damage and repairs needed to them as soon as they're discovered.

2.2. Create and maintain a 72-hour disaster kit for Your home and Vehicles. Be sure that you store the kits in a safe place with easy access (e.g., in a closet, under the bed, etc.) and conduct an inventory at least twice a year to ensure that nothing is expired, batteries are still good, etc. The following lists are suggestions; however, you may add things or leave them out as needed. In addition to the recommended items listed here, you should always try to maintain a two-week supply of food, water, medications, and consumables. When creating your kits, ensure that you have enough of the recommended items to last at least 72 hours.

- Canned and other non-perishable food items that do not require cooking.
- Disposable plates, cups, bowls, and utensils
- A manual can opener
- Important documents such as identification, valuable papers, insurance policies, photographs, etc. Ideally these should be maintained in a fire and waterproof safe.
- Personal hygiene items (e.g., soap, deodorant, toothbrushes/paste, washcloths, towels, etc.)
- First aid kit
- Prescription and over the counter medications
- Personal aids (glasses, hearing aids and batteries, etc.)
- Infant care items (diapers, wipes, formula, etc.)
- Books, magazines, and toys
- Battery operated radio
- Flashlight
- Batteries
- Waterproof matches
- Portable, outdoor camping stove or grill with fuel supply
- Sleeping bags, blankets, pillows
- Extra clothing, including wet and cold weather gear for all household members
- Tool kit
- A-B-C fire extinguisher
- Escape ladder for homes with two or more stories
- Pet food
- Plastic sheeting
- Duct tape

3. FOOD AND WATER. The following section is designed to help you cook and hydrate safely during a disaster or emergency event.

3.1. Cooking During a Disaster. There are several methods that may be used to cook when your utilities are out. They include:

- Use or a charcoal grill, hibachi, or small camping stove *outside*. Do not use gas grills and never use any grill or camping stove indoors.
- Heat food with candle warmers, chafing dishes, or fondue pots.
- If you have a firepit outside, create campfire meals in it!
- Canned food can be heated in the can but remember to remove the labels and open the can before heating.
- If your electricity is out:
 - ✓ Use perishable foods from your refrigerator first. During the winter months, you can also store perishables outside in snowbanks to preserve the food.
 - ✓ Use foods from the freezer next. Ensure that you have a good idea of what is stocked to avoid constantly opening and closing the freezer door to check on your

supplies.

- ✓ Once the perishable foods have been depleted, move on to non-perishable pantry items. But remember, do not use any foods that have been exposed to floodwaters, even if they're sealed in a can.

3.2. Potable Water. During a disaster, clean drinking water can quickly become scarce. Severe flooding and broken water mains can easily cut off or contaminate public supplies. We highly recommend always keeping a two-week supply of bottled water in your home! If you do run out of stored water, there are ways to purify your tap water at home—but you need to know what works. **CRITICAL WARNING:** Standard household water pitchers (like Brita or Pur) are not designed to filter out the severe contaminants—like raw sewage—that pollute water systems during a disaster. They are NOT a safe or effective way to purify emergency water! To safely purify your water at home, use the following methods:

- Bring tap water to a rolling boil and boil it for 1 – 3 minutes. Let the water cool completely before drinking.
- Purchase water purification tablets and follow the manufacturer's instructions for use. These can be bought at most drug stores.
- Use alternative sources of water such as snow, melted ice cubes, water from your hot water tank, or water from the tank of your toilet (NOT the bowl).

4. DRAFTING YOUR FAMILY EMERGENCY COMMUNICATION PLAN. Now that you have your home prepared and your kits built, it's time to write down the plan for your family. We've included a template in this guide for you to print and fill in (see next page). For military families and dependents, work locations may be filled in to include chain-of-command and emergency contact procedures through the American Red Cross.

FAMILY EMERGENCY COMMUNICATION PLAN

**HOUSEHOLD
INFORMATION**

Home #:
Address:.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

**SCHOOL,
CHILDCARE,
CAREGIVER, AND
WORKPLACE
EMERGENCY PLANS**

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:



**SCHOOL,
CHILDCARE,
CAREGIVER, AND
WORKPLACE
EMERGENCY PLANS**

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

**IN CASE OF
EMERGENCY
(ICE) CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**OUT-OF-TOWN
CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**EMERGENCY
MEETING PLACES**

Indoor:
Instructions:
Neighborhood:
Instructions:

Out-of-Neighborhood:
Address:.....
Instructions:

Out-of-Town:
Address:.....
Instructions:



**IMPORTANT
NUMBERS OR
INFORMATION**

Police: Dial 911 or #:

Fire: Dial 911 or #:

Poison Control: #:

Doctor: #:

Doctor: #:

Pediatrician: #:

Dentist: #:

Hospital/Clinic: #:

Pharmacy: #:

Medical Insurance: #:

Policy #:

Medical Insurance: #:

Policy #:

Homeowner/Rental Insurance:

#:

Policy #:

Flood Insurance: #:

Policy #:

Veterinarian: #:

Kennel: #:

Electric Company: #:

Gas Company: #:

Water Company: #:

Alternate/Accessible Transportation:

#:

Other: #:

Other: #:

Other: #:



USEFUL WEBSITES

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Air Force Be Ready! <https://www.beready.af.mil/>

Centers for Disease Control and Prevention: <http://www.cdc.gov/>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov/>

Massachusetts Emergency Management Agency (MEMA):
<http://www.mass.gov/eopss/agencies/mema/>

New Hampshire Homeland Security and Emergency Management:
<http://www.nh.gov/safety/divisions/hsem/>

Connecticut Division of Emergency Management and Homeland Security (DEMHS):
<http://www.ct.gov/demhs/site/default.asp>

Rhode Island Emergency Management Agency (RIEMA): <http://www.riema.ri.gov/>

Maine Emergency Management Agency (MEMA): <http://www.maine.gov/mema/>

Department of Public Safety, Vermont Emergency Management: <https://vem.vermont.gov/>

Environmental Protection Agency (EPA) New England: <https://www.epa.gov/ma>

National Weather Service: <http://www.nws.noaa.gov/>

Traveler's Health: <http://www.cdc.gov/travel/>

American Red Cross: <https://www.redcross.org/>

Federal Bureau of Investigation (FBI): <http://www.fbi.gov/>

US State Department Travel Warnings:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

