



# EMERGENCY PREPAREDNESS HANDBOOK

PREPARING FOR EMERGENCY OR DISASTER

TOWN OF NORTHBOROUGH



TOWN OF NORTHBOROUGH, 63 MAIN STREET, NORTHBOROUGH, MA 01532 |

## Table of Contents

A BRIEF WORD FROM YOUR TOWN ADMINISTRATOR .....	3
HAZARDS FACING OUR COMMUNITY .....	4
FOUNDATIONS OF EMERGENCY MANAGEMENT AND PREPAREDNESS .....	5
BEFORE AN EMERGENCY .....	7
EMERGENCY COMMUNICATIONS PLAN OVERVIEW .....	7
EMERGENCY COMMUNICATIONS PLAN CREATION TEMPLATES .....	8
COMMUNICATIONS PLAN CREATION TEMPLATES.....	8
BE PREPARED- MAKE A KIT .....	10
INDIVIDUALS REQUIRING ADDITIONAL ASSISTANCE .....	10
PREPAREDNESS KIT TEMPLATE.....	11
PET PREPAREDNESS .....	12
DURING AN EMERGENCY .....	14
REMAIN INFORMED.....	14
EMERGENCY EVACUATION .....	16
PLANNING FOR EVACUATION .....	16
SHELTER –IN-PLACE .....	17
IF TRAVELING WHEN SHELTERING-IN- PLACE IS ORDERED .....	17
AFTER A DISASTER.....	18
ASSESSMENT AND CLEAN-UP .....	18
MAINTAIN YOUR PLAN .....	19
GET INVOLVED.....	20
MEDICAL RESERVE CORPS (MRC) .....	20
MA RESPONDS .....	20
TEAM RUBICON .....	20
AMERICAN RED CROSS .....	20
APPENDIX 1 .....	21
TOWN OF NORTHBOROUGH QUICK REFERENCE GUIDE.....	21
APPENDIX 2 .....	22
HOME SAFETY .....	22
FIRE ESCAPE PLAN .....	22
SMOKE AND CARBON MONOXIDE DETECTOR REQUIREMENTS.....	22
FIRE EXTINGUISHERS .....	24
UTILITY SHUT-OFF AND SAFETY.....	25
NATURAL GAS .....	25
ELECTRICITY .....	25
APPENDIX 3 .....	26
ONLINE RESOURCES .....	26

## **A BRIEF WORD FROM YOUR TOWN ADMINISTRATOR**

Town of Northborough  
Town Offices  
63 Main Street  
Northborough, MA 01532-1994  
(508) 393-5040 Office  
(508) 393-6996 Fax



June 1, 2021

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Dear Northborough Resident:

In a continuing effort to provide meaningful and user-friendly documents to residents, I am pleased to present the Town of Northborough's second edition Emergency Preparedness Handbook. This Handbook contains a significant amount of useful information and resources to help residents successfully plan for an emergency event.

In addition to this detailed Handbook, the Town has designed a [quick reference guide](#) specific to Northborough. This guide will be designed to be hung inside a cabinet door near your phone. It will contain the most basic information needed during an emergency, such as key phone numbers, how to find the location of local emergency shelters, and where to obtain additional information and resources.

I also encourage you to register for the free emergency notification system used by the Town of Northborough, *CodeRED*. CodeRED allows for important messaging to be communicated to residents through phone, text, and/or email in real-time. Registration may be completed by using the following link and referring to information within this document: [CodeRED](#)

It is our hope that all Northborough residents take a proactive approach to family Emergency Planning. For more information regarding Northborough's Emergency Planning, or to see how you can volunteer during an emergency, please visit the Town website at [www.town.northborough.ma.us](http://www.town.northborough.ma.us).

Sincerely,  
John W. Coderre  
Town Administrator

## **HAZARDS FACING OUR COMMUNITY**

The Northborough Emergency Management Agency and Massachusetts Emergency Management Agency (MEMA) are prepared to coordinate a response to any of the following natural or man-made hazards that may face the Commonwealth.

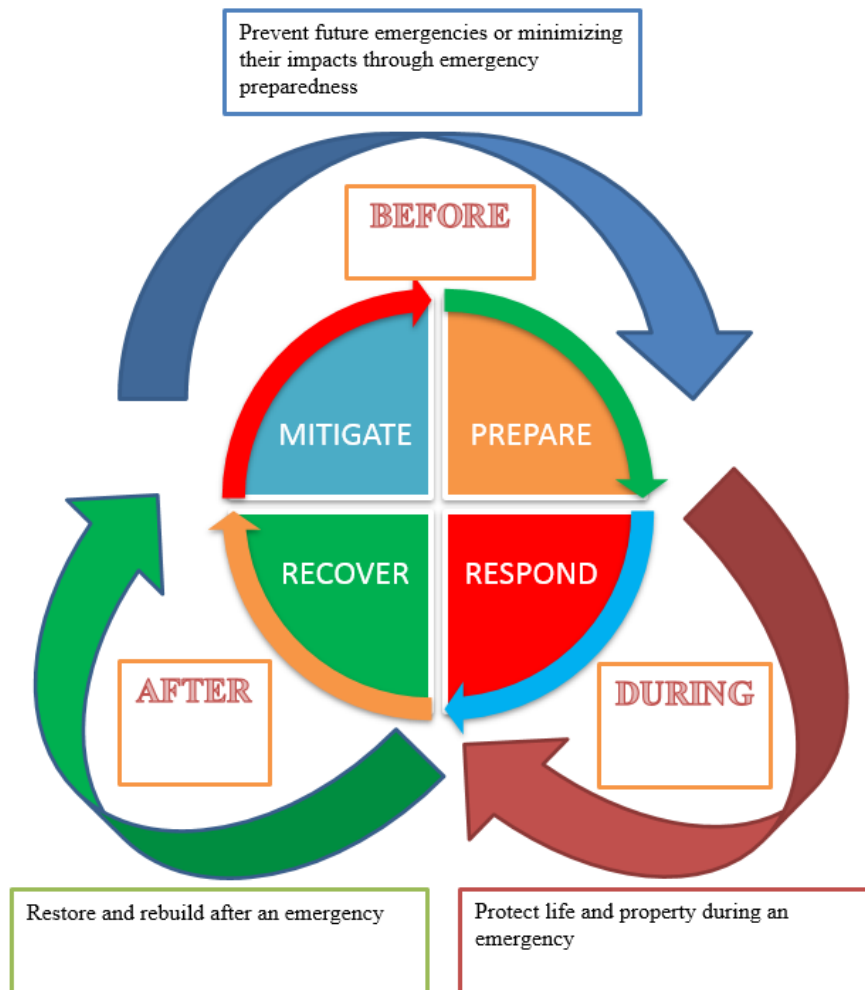
In part, the list below describes threats that were identified as part of a town-wide Hazard Mitigation Plan that was adopted by the Board of Selectmen in 2018. The document was written in collaboration with the Central Massachusetts Regional Planning Committee and may be referenced using the following link:

<http://www.cmrpc.org/sites/default/files/Northborough%20MA%20Final.pdf>

Below is a list of possible hazards that our community may face.

Disaster/Emergency Type	
Civil Disorder	Nor'easters
Dam Failure	Pandemic
Drought	Power Outages
Earthquakes	Terrorism
Extreme Cold	Thunderstorms
Extreme Heat	Tornadoes
Floods	Transportation Emergencies
Forest Fires	Utility Emergencies
Hazardous Material Emergencies	Water Supply Emergencies
Hurricanes	Winter Storms
Ice Safety	Wild Fires
Lightning	

Figure 1: Emergency Management Wheel, Northborough Emergency Management



## **FOUNDATIONS OF EMERGENCY MANAGEMENT AND PREPAREDNESS**

The emergency management wheel describes the phases of any emergency and is commonly thought to have four basic components; prepare, respond, recover, and mitigate. They take place before, during, and after an emergency and are illustrated in the graphic above.

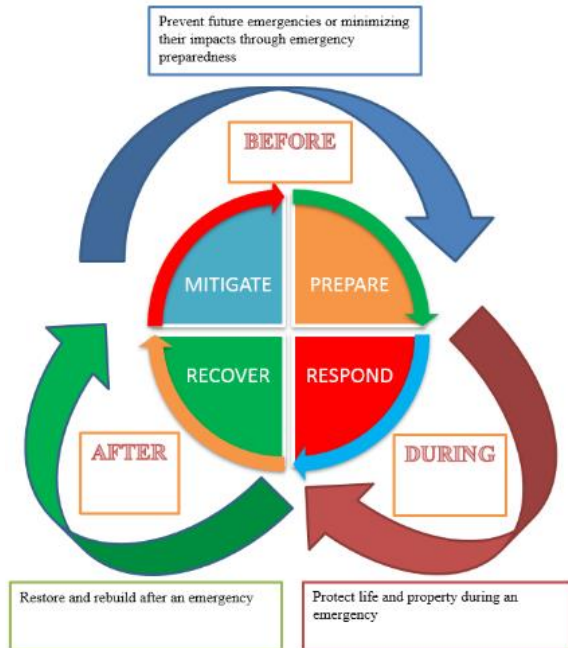
In a disaster or emergency, you may need to survive on your own for some time before outside help will be available. Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for several days, or even a week or longer. Preparedness means having your own supply of 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 Northborough households by the Town of Northborough. This guide has been designed to help residents learn how to prepare 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.

## **BEFORE AN EMERGENCY**

Before an emergency occurs, focus is applied to planning and lessening the impact of an emergency. The following methods may be used to increase awareness and preparedness efforts.



- ✓ [CREATE AN EMERGENCY COMMUNICATIONS PLAN](#)
- ✓ [BE PREPARED- MAKE A KIT](#)
- ✓ [REMAINED INFORMED](#)
- ✓ [GET INVOLVED](#)

## **EMERGENCY COMMUNICATIONS PLAN OVERVIEW**

Creating your Family Emergency Communication Plan starts with one simple question: “What if?”

“What if something happens and I’m not with my family?” “Will I be able to reach them?” “How will I know they are safe?” “How can I let them know I’m OK?” During a disaster, you will need to send and receive information from your family.

Communication networks, such as mobile phones and computers, could be unreliable during disasters, and electricity could be disrupted. Planning in advance will help ensure that all the members of your household—including children and people with access and functional needs, as well as outside caregivers—know how to reach each other and where to meet up in an emergency. Make a plan today. Your family may not be together if a disaster strikes, so it is important to know which types of disasters could affect your area. Know how you’ll contact one another and reconnect if separated. Establish a family meeting place that’s familiar and easy to find.




# EMERGENCY COMMUNICATIONS PLAN CREATION TEMPLATES

The following template may be used to create a communication plan. You may download them and fill them out or use them to create your own plan.

## COMMUNICATIONS PLAN CREATION TEMPLATES


### Emergency Communications List

Family Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Neighborhood Meeting Place: \_\_\_\_\_  
 Regional Meeting Place: \_\_\_\_\_



DIAL 9-1-1 FOR EMERGENCIES


Family Member Name:	Medical conditions or concerns:
Date of Birth: _____	_____
Social Security Number: _____	_____
Other Important Information: _____	_____
Family Member Name:	Medical conditions or concerns:
Date of Birth: _____	_____
Social Security Number: _____	_____
Other Important Information: _____	_____
Family Member Name:	Medical conditions or concerns:
Date of Birth: _____	_____
Social Security Number: _____	_____
Other Important Information: _____	_____
Family Member Name:	Medical conditions or concerns:
Date of Birth: _____	_____
Social Security Number: _____	_____
Other Important Information: _____	_____
Family Member Name:	Medical conditions or concerns:
Date of Birth: _____	_____
Social Security Number: _____	_____
Other Important Information: _____	_____



Northborough Police Department  
(508)393-1515

Select the check box if anyone in your household may require additional assistance (e.g... access/functional needs)\*.

\*You may also contact Police Dispatch at (508)393-1515 to voluntarily provide personal information to be used for emergency response purposes.



Northborough Fire Department (508)393-1537



# EMERGENCY CONTACT LIST



## LOCAL CONTACT

Name

Phone

Alternate Phone

## OUT OF STATE CONTACT

Name

Phone

Alternate Phone

## NEXT OF KIN

Name

Phone

Alternate Phone

## WORK CONTACT

Name

Phone

Alternate Phone

## PHYSICIAN NAME

Name

Phone

Alternate Phone

## NEIGHBOR/LANLORD/ HOMEOWNER ASSOCIATION

Name

Phone

Alternate Phone

## EMERGENCY SERVICES

Police: **911**, or (508)939-1515

Fire /Ambulance: **911**, or (508)393-1537

Poison Control: 800-222-1222

## LOCAL SERVICES

Eversource Gas: 800-989-0900

National Grid Electric: 800-322-3223

Northborough DPW: (508)393-5030

## OTHER EMERGENCY CONTACTS

Name

Phone

Alternate Phone

## OTHER EMERGENCY CONTACTS

Name

Phone

Alternate Phone

DIAL

**911**

FOR

EMERGENCIES

Town of Northborough, Emergency Management

## ***BE PREPARED- MAKE A 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. The following page contains 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 are considered essential to you or your family. Check expiration dates and rotate on a regular basis. At the time of this publication, emerging infection diseases such as the COVID-19 virus, may require additional personal protective equipment to minimize unnecessary exposures based on recommendations from public officials. Consult the Northborough Emergency Management via the Fire Department, Northborough Health Department and/or the Massachusetts Department of Public Health for the most up to date guidance.

## **INDIVIDUALS REQUIRING ADDITIONAL ASSISTANCE**

If you or someone close to you has an access or functional need, additional steps may be required to prepare yourself and your family. Your Family Emergency Plan and Preparedness Kit should address for any specific medical support, transportation, and/or communication needs for you and your family. Speak to primary care physician and/or other care provider to determine you best options. Individuals may consider adding specific items that both you and your family will need in order to maintain health, safety and independence.

Individuals should consider wearing medical alert tags or bracelets to help identify an access or function needs that may be required. If evacuating or temporarily staying in a government run emergency shelter, consider labeling any special equipment including wheelchairs, walkers or canes with your contact information.

# PREPAREDNESS KIT TEMPLATE

## Northborough Preparedness Kit Template

- ☐ 3-day supply of non-perishable food (dried fruit, canned tuna fish, peanut butter, etc.)
- ☐ Can opener
- ☐ Paper plates, plastic cups and utensils, paper towels
- ☐ Moist towelettes, garbage bags and plastic ties for personal sanitation
- ☐ Water – at least a gallon per person, per day for drinking and hygiene
- ☐ First aid kit
- ☐ Prescription medication and glasses
- ☐ Sleeping bag or warm blanket for everyone in your family
- ☐ Change of clothes to last for at least 3 days, including sturdy shoes; consider the weather where you live
- ☐ Matches in a waterproof container
- ☐ Toothbrush, toothpaste, soap and other personal items
- ☐ Feminine hygiene supplies
- ☐ Wrench or pliers to turn off utilities
- ☐ Dust mask, and plastic sheeting and duct tape, to help filter contaminated air
- ☐ Battery-powered or hand-cranked radio and extra batteries
- ☐ Flashlights and extra batteries
- ☐ Cell phone with charger, extra battery and solar charger
- ☐ Whistle to signal for help
- ☐ Household chlorine bleach and medicine dropper (when diluted nine parts water to one-part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.)
- ☐ Local maps
- ☐ Cash or traveler's checks
- ☐ Emergency reference material such as first aid book or information from [www.ready.gov](http://www.ready.gov)
- ☐ Important family documents such as copies of insurance policies, ID, and bank records in a waterproof, portable container
- ☐ Pet supplies
- ☐ Infant formula and diapers
- ☐ Paper and pencil
- ☐ Books, games or puzzles (let your kids pick these out themselves!)
- ☐ Your child's favorite stuffed animal or security blanket
- ☐ Pet food and extra water for your pet

### If a big storm is coming...

- ✓ Fill vehicles with fuel
- ✓ Get extra cash from the bank
- ✓ Fill prescriptions

For more information, visit the Town of Northborough Emergency Preparedness website at: <https://www.town.northborough.ma.us/building-department/pages/emergency-preparedness>



Town of Northborough  
Emergency Preparedness  
11 Pierce Street, Northborough, MA 01532  
(508)393-1537

## **PET PREPAREDNESS**

Taking your pets along is the most important thing individuals or families can do for their animals during an evacuation. Pets left behind can be injured, lost or killed during an emergency, or in 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.

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.

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

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. Pet sheltering at public emergency sheltering facilities will be considered into the sheltering planning process.



## Preparing Your Pets for Emergencies Makes Sense. Get Ready Now.

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### 1. Get a Kit of pet emergency supplies.

Just as you do with your family's emergency supply kit, think first about the basics for survival, particularly food and water.

- ✓ **Food:** Keep at least three days of food in an airtight, waterproof container.
- ✓ **Water:** Store at least three days of water specifically for your pets, in addition to water you need for yourself and your family.
- ✓ **Medicines and medical records:** Keep an extra supply of medicines your pet takes on a regular basis in a waterproof container.
- ✓ **First aid kit:** Talk to your veterinarian about what is most appropriate for your pet's emergency medical needs. Most kits should include cotton bandage rolls, bandage tape and scissors; antibiotic ointment; flea and tick prevention; latex gloves, isopropyl alcohol and saline solution. Include a pet first aid reference book.
- ✓ **Collar with ID tag, harness or leash:** Your pet should wear a collar with its rabies tag and identification at all times. Include a backup leash, collar and ID tag in your pet's emergency supply kit.
- ✓ **Important documents:** Place copies of your pet's registration information, adoption papers, vaccination documents and medical records in a clean plastic bag or waterproof container and also add them to your kit.
- ✓ **Crate or other pet carrier:** If you need to evacuate in an emergency situation take your pets and animals with you, provided that it is practical to do so.
- ✓ **Sanitation:** Include pet litter and litter box if appropriate, newspapers, paper towels, plastic trash bags and household chlorine bleach to provide for your pet's sanitation needs. You can use bleach as a disinfectant (dilute nine parts water to one part bleach), or in an emergency you can also use it to purify water. Use 8 drops of regular household liquid bleach per gallon of water, stir well and let it stand for 30 minutes before use. Do not use scented or color safe bleaches or those with added cleaners.
- ✓ **A picture of you and your pet together:** If you become separated from your pet during an emergency, a picture of you and your pet together will help you document ownership and allow others to assist you in identifying your pet. Include detailed information about species, breed, age, sex, color and distinguishing characteristics.
- ✓ **Familiar items:** Put favorite toys, treats or bedding in your kit. Familiar items can help reduce stress for your pet.

**Consider two kits.** In one, put everything your pets will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you and your pets have to get away.

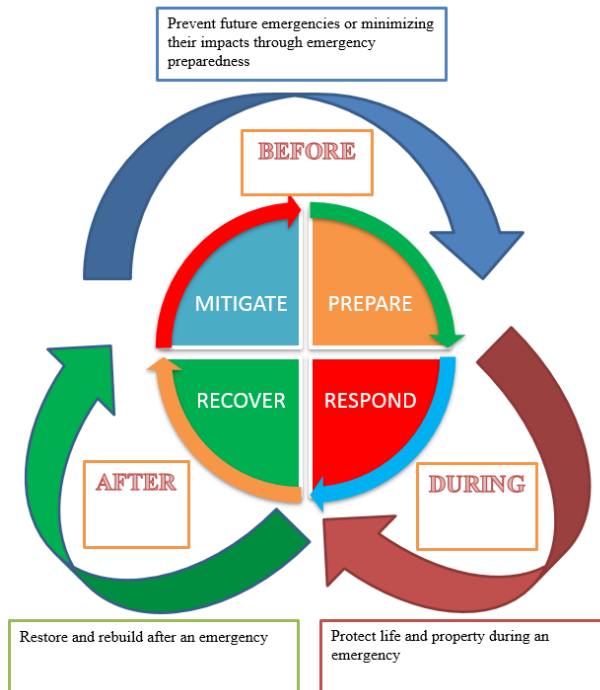
### 2. Make a Plan for what you will do in an emergency.

Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself and ensure your pet's safety during an emergency.

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For more information, visit [ready.gov](http://ready.gov) or call 1-800-BE-READY

## **DURING AN EMERGENCY** ***REMAIN INFORMED***



Residents are encouraged to sign up and download the app for CodeRED emergency notification system used by the Town of Northborough.

In the case of an actual emergency, residents may also seek information using the following media sources including but not limited to\*:

Outreach Method	Northborough Town Administration	Northborough Police Department	Northborough Fire Department
Website	<a href="http://www.town.northborough.ma.us">http://www.town.northborough.ma.us</a>	<a href="https://www.town.northborough.ma.us/police-department">https://www.town.northborough.ma.us/police-department</a>	<a href="https://www.town.northborough.ma.us/fire-rescue-emergency-management">https://www.town.northborough.ma.us/fire-rescue-emergency-management</a>
Facebook	N/A	<a href="https://www.facebook.com/Northborough-Police-Department-258683884229380/">https://www.facebook.com/Northborough-Police-Department-258683884229380/</a>	<a href="https://www.facebook.com/Northborofire/">https://www.facebook.com/Northborofire/</a>
Twitter	N/A	<a href="https://twitter.com/NorthboroughPD">https://twitter.com/NorthboroughPD</a>	<a href="https://twitter.com/northborofire?lang=en">https://twitter.com/northborofire?lang=en</a>
CodeRED Registration	<a href="https://public.coderedweb.com/CNE/en-US/0DF233CD2AC5">https://public.coderedweb.com/CNE/en-US/0DF233CD2AC5</a>		

News Media	Source	Station
Northborough Cable Access	Television/Web	11, 12, & 13
WBZ	Television/Web	4
WCVB	Television/Web	5
WHDH	Television/Web	7
WFXT	Television/Web	8
WTAG	Radio	580AM
WSRS	Radio	96.1FM
Telegram and Gazette	Newspaper	
MetroWest Daily News	Newspaper	
Community Advocate	Newspaper	
Boston Globe	Newspaper	
NOAA Weather Radio-Worcester	Weather Radio	162.55

\*It is important to note that depending upon the scope of the emergency, directives may be dictated by your Northborough Police, Fire, DPW, and Emergency Management, State MEMA, or federal FEMA. During an emergency, it is important to follow their instruction and advice. [Download the FEMA app](#) and get weather alerts from the National Weather Service for up to five different locations anywhere in the United States.

\*\*Town-wide Emergency Notification System – CodeRED

This notification system allows the Town to contact residents and notify them of an emergency situation in a relatively quick time frame via a number of different methods such as phone, text, or email. To register, use the following link: <https://public.coderedweb.com/CNE/en-US/0DF233CD2AC5> or download the [CodeRED app](#).



## ***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

It is encouraged that all residents develop an Emergency Communications Plan and assemble a Disaster Supply Kit as detailed within this guide.

If you do not have personal transportation, plan accordingly with friends, family, or identify private resources. Consider vehicle fuel and fluid levels if evacuation orders are given. To obtain updated notification, please utilize guidance found in the above section [\*Remain Informed.\*](#)

Individuals with access and functional needs may need to consider planning alternatives for transportation, if needed. Please review the previous section for [\*Individuals Requiring Additional Assistance.\*](#)

Residents may be asked to turn off utilities such as electricity, gas and water supplies at main switches and valves. You may refer to [Appendix 2](#) for more information on home safety.

After meeting your family needs, check on elderly or disabled neighbors.

## ***SHELTER –IN-PLACE***

Sheltering-in-place is a standard protective action utilized in various emergency settings. Based on circumstances, residents may be instructed by local officials to “Shelter-in-Place” to reduce your exposure to possible hazard.

The intent behind the shelter-in-place order will determine actions that may be required by residents. As a result, closely follow directions provided by government officials and update your awareness by [remaining informed](#).

If Sheltering-in-Place is recommended during school hours, children will be sheltered in their school building and cared for by school personnel. Parents, guardians, and caregivers will be instructed with details on student reunification processes by Town of Northborough and the School District.

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

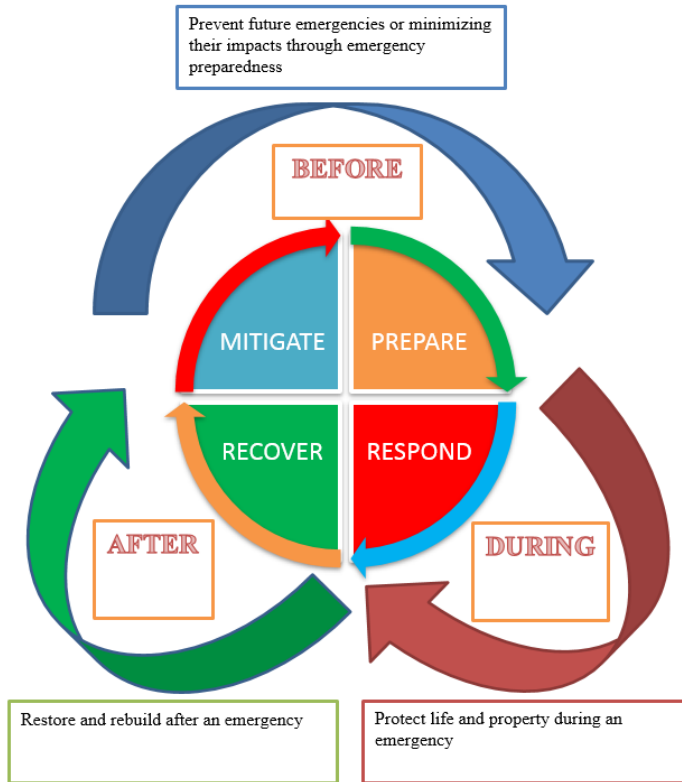
If a shelter-in-place is recommended while you are traveling in a motor vehicle, close the windows and air vents and turn off the heater/air conditioning units. Remain informed using the notification and information gathering recommendations provided within this document.

The U.S. Fire Administration maintains a list of [Fire Safe Hotels](#) that have been vetted to:

- Have at least one single-station and hard-wired smoke alarm in each guest room.
- Have an automatic fire sprinkler system in each guest room for buildings that are four or more stories tall.

# **AFTER A DISASTER**

## ***ASSESSMENT AND CLEAN-UP***



Keep tuned to local Media and Town of Northborough messaging to [remain informed.](#)

Drive only when and where necessary. Unnecessary travel into the impacted areas could hinder the efforts of Public Safety officials.

Stay clear of down/hanging electrical wire and assume that it is live and dangerous.

If you have been evacuated, do not return to your home until you have been directed to do so by state or local officials. Upon returning, do not turn on any utility service until it has been deemed to be safe or you are instructed to do so.

If you are considering installing/using a generator, be aware that generators should be installed by a license electrician and can be deadly. Only operate if properly installed in an exterior location that is well ventilated as deadly carbon monoxide is produced by generator's exhaust.

Messaging and advisory statements issued by the Town of Northborough messaging will assist you to [remain informed.](#) If you have questions, you may refer to the appropriate Town agency listed on the [Town of Northborough Quick Reference Guide.](#) .

## **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 and prepare now so that when an unplanned disaster or emergency does occur, you and your family will be ready.

## **GET INVOLVED**

### ***MEDICAL RESERVE CORPS (MRC)***

The Medical Reserve Corps (MRC) was founded after President George W. Bush's 2002 State of the Union Address, in which he asked all Americans to volunteer in support of their country. It is a specialized component of Citizen Corps, a national network of volunteers dedicated to ensuring hometown security. Citizen Corps, along with AmeriCorps, Senior Corps, and the Peace Corps, are all part of the President's USA Freedom Corps, which promotes volunteerism and service throughout the nation.

The Medical Reserve Corps (MRC) is a national system that is run on the local level to meet the unique challenges of local areas, and bring together people who have skills related to healthcare, as well as citizen volunteers who would be interested in assisting during an emergency impacting the health and well-being of the community. At this time, Medical Reserve Corps (MRC) are housed in city and town health offices, hospitals, universities, and emergency medical services locations. Most of the Medical Reserve Corps (MRC) works with other local and emergency preparedness groups.

Medical Reserve Corps (MRC) volunteers are trained and prepared to respond to emergencies in their communities. They function as part of their local emergency preparedness teams, supplementing existing emergency and public health resources and agencies such as fire, police, and ambulance services. They also provide education, outreach and various health services throughout the year. The result is a collaborative effort that is prepared for large scale public health crises.

### ***MA RESPONDS***

*MA Responds* is administered by the Commonwealth of Massachusetts Department of Public Health and is a partnership that integrates local, regional, and statewide volunteer resources to identify, credential, train, and mobilize volunteers during a health-related emergency or event. MA Responds needs volunteers of all skill levels and backgrounds from both medical and non-medical professions. If you are a licensed or certified health care provider, a public health professional, a retiree, or are an individual with an interest in helping the community, you may find out more information by using the following link: <https://www.maresponds.org/>

### ***TEAM RUBICON***

Team Rubicon is a 501(c)3 nonprofit that utilizes the skills and experiences of military veterans with first responders to rapidly deploy emergency response teams. Founded in 2010, Team Rubicon has deployed across the United States and around the world to provide immediate relief to those impacted by disasters and humanitarian crises.

### ***AMERICAN RED CROSS***

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

# **APPENDIX 1**

## ***TOWN OF NORTHBOROUGH QUICK REFERENCE GUIDE***

Town Department	Phone Number	Emergency Number	Internet Homepage Address
Administration/Board of Selectmen	(508) 393-5040		<a href="https://www.town.northborough.ma.us/">https://www.town.northborough.ma.us/</a>
Animal Control (Boardmans Animal Control, Inc.)	(978) 897-5596		Same as Above
Building Department	(508) 393-5010		Same as Above
Department of Public Works	(508) 393-1530		Same as Above
Family & Youth Services	(508) 393-5020		Same as Above
Fire/EMS (non-emergency)	(508) 393-1537	9-1-1	Same as Above
Health Department	(508) 393-5009		Same as Above
Police (non-emergency)	(508) 393-1515	9-1-1	Same as Above
Senior Center	(508) 393-5035		Same as Above
Northborough and Northborough-Southborough Regional School Districts	508-486-5115		<a href="https://www.nsboro.k12.ma.us/Domain/4">https://www.nsboro.k12.ma.us/Domain/4</a>

Outreach Method	Northborough Town Administration	Northborough Police Department	Northborough Fire Department
Website	<a href="http://www.town.northborough.ma.us">http://www.town.northborough.ma.us</a>	<a href="https://www.town.northborough.ma.us/police-department">https://www.town.northborough.ma.us/police-department</a>	<a href="https://www.town.northborough.ma.us/fire-rescue-emergency-management">https://www.town.northborough.ma.us/fire-rescue-emergency-management</a>
Facebook	N/A	<a href="https://www.facebook.com/Northborough-Police-Department-258683884229380/">https://www.facebook.com/Northborough-Police-Department-258683884229380/</a>	<a href="https://www.facebook.com/Northborofire/">https://www.facebook.com/Northborofire/</a>
Twitter	N/A	<a href="https://twitter.com/NorthboroughPD">https://twitter.com/NorthboroughPD</a>	<a href="https://twitter.com/northborofire?lang=en">https://twitter.com/northborofire?lang=en</a>
CodeRED Registration	<a href="https://public.coderedweb.com/CNE/en-US/0DF233CD2AC5">https://public.coderedweb.com/CNE/en-US/0DF233CD2AC5</a>		

Other Important Numbers	Phone Number
Natural Gas (EVERSOURCE)	(800) 989-0900
Electricity (NATIONAL GRID)	(800) 322-3223
Poison Control Number	(800) 222-1222
Massachusetts 2-1-1 (General Help Line, Sheltering Information)	2-1-1 or Toll Free 1-877-211-MASS (6277)
Dig Safe	811 or (888) 344-7233

## **APPENDIX 2**

### ***HOME SAFETY***

#### **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.

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.

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.

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 Northborough or visit their local fire station to help promote fire safety.

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 AND CARBON MONOXIDE DETECTOR REQUIREMENTS**

For specific requirements, as regulated by the 527 CMR 1.00: The Massachusetts Comprehensive Fire Safety Code, please review the following:



Guidelines For Smoke and Carbon Monoxide Alarm Requirements						
Massachusetts - Residential Dwelling Units						
Year Built or Substantially Modified	Before 1975	1975 - 8/27/1997	8/28/1997 - 2008	9/1/2008 -2/2011	3/2011 - 2018	2018 - Present
All Smoke Alarms Shall Be Ceiling Mounted						
Smoke Alarm Power Supply	Battery or Hardwired	Hardwired, Interconnected	Hardwired, Interconnected w/battery backup	Hardwired, Interconnected w/battery backup	Hardwired, Interconnected w/battery backup	Hardwired, Interconnected w/battery backup
Type of Smoke Alarm Technology: (Photoelectric or Ionization)						
On the same level, if a required detector is located <u>more than 20'</u> from a kitchen or full bathroom doorway it shall be:	*Photoelectric with a sealed 10 yr non-rechargeable, non serviceable battery. *Working smoke alarms installed prior to 12/1/16 (that met requirements) can continue to be used until they are 10 years old	Photoelectric OR Ionization	Photoelectric OR Ionization	Photoelectric OR <u>Dual Detector*</u>	Photoelectric Only	Photoelectric Only
On the same level, if a required detector is located <u>within 20'</u> of a kitchen or full bathroom doorway it shall be:		Photoelectric OR Ionization	Photoelectric Only	Photoelectric Only	Photoelectric Only	Photoelectric Only
Smoke Alarm Placement						
On every habitable level & including the basement level on the Ceiling : at the base of each stairway leading to an occupied floor above	Smoke	Smoke	Smoke	Smoke	Smoke	Smoke
On Ceiling outside each sleeping Area (in hallway)	Smoke	Smoke	Smoke	Smoke	Smoke	Smoke
Inside every Bedroom	Not Required	Not Required	Smoke	Smoke	Smoke	Smoke
Finished Attic (Habitable)	Smoke	Smoke	Smoke	Smoke	Smoke	Smoke
Garage (Attached)	Not Required	Not Required	Not Required	Heat Detector	Heat Detector	Heat Detector
Carbon Monoxide (CO) Alarm Power Supply & Placement						
Battery or Plug-In w/battery backup	Allowed	Allowed	Allowed	Not Allowed	Not Allowed	Not Allowed
Hardwired, interconnected w/battery backup	Allowed	Allowed	Allowed	Required	Required	Required
Alarm Placement A CO alarm shall be located on each habitable level, including finished portions of basements and attics. A CO alarm shall be placed in the hallway OUTSIDE each separate sleeping area(where bedrooms are located), no farther than 10' from ANY bedroom door.						
>>>>EFFECTIVE 1/1/2015 SMOKE ALARMS OLDER THAN 10 YRS MUST BE REPLACED WITH NEW ALARMS!!<<<<						
*Dual Technology Smoke Alarms Consist of one SMOKE Alarm with both photoelectric and ionization technology & MUST have Hush Feature						
One Smoke Alarm is needed for each 1,000 square feet of area, per floor. CO Alarms only have a 5, 7, or 10 year life span						
Combination Smoke & Carbon Monoxide Alarms MUST have a Tone and Voice feature. If battery powered, must have a 10 yr non-rechargeable, non-replaceable battery						
REVISED 4-28-2018						
This Document is a guideline. Please call your local Fire Prevention Office if you still have questions.						

For homes built before 1975 and have not received qualifying renovations, the following generalities can be applied:

- 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 and replace detectors if:
  - 10 years or greater
  - Incorrect installation based on the alarm chart
  - Not functioning as intended

If replacement of detector is required, you may consult the Northborough Fire Department at (508) 393-1537 if you have questions on type of detector, proper installation location, testing, and battery replacement.

Consult the manufacture's recommendations on battery replacement as some models have sealed, 10-year non-replaceable lithium ion batteries. If equipped with

replaceable batteries, 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/backwards, New Year's Day, etc.

## **FIRE EXTINGUISHERS**

A multi-purpose fire extinguisher is best for the home. Look for the rating to be at least 2A 10B C on the label. This extinguisher can be used on any type of fire commonly found in the home. (It will often be labeled A-B-C.) It is recommended that an extinguisher be installed in the kitchen and in the garage

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.

## ***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. If able and it is safe to do so, you may turn off the gas, using the outside main valve, and call 9-1-1 to activate the emergency response system.

**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 a pronounced fire potential and can lead to ignition of combustible material and/or gas vapors. If your household is experiencing an electrical emergency, call 9-1-1 to activate the emergency response system.

Consider teaching responsible household members where and how to shut off electricity to the home. Always shut off all individual circuits before shutting off the main circuit breaker.

**FOR YOUR SAFETY:** Improper generator use can be deadly. If considering obtaining or using a generator, installation should be conducted by a licensed electrician in a well ventilated and safe location.

## **APPENDIX 3**

### ***ONLINE RESOURCES***

<b>Agency</b>	<b>Website</b>
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 Oceanic and Atmospheric Administration	<a href="https://www.noaa.gov/">https://www.noaa.gov/</a>
National Hurricane Center	<a href="https://www.nhc.noaa.gov">https://www.nhc.noaa.gov</a>
Massachusetts Department of Public Health	<a href="https://www.mass.gov/orgs/departement-of-public-health">https://www.mass.gov/orgs/departement-of-public-health</a>
State of Massachusetts Animal Response Team	<a href="http://smartma.org/">http://smartma.org/</a>
Community Emergency Response Team (CERT)	<a href="https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert">https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert</a>
Guide to Massachusetts State Services	<a href="http://www.sec.state.ma.us/cis/ciscig/guide.html">http://www.sec.state.ma.us/cis/ciscig/guide.html</a>
Town of Northborough	<a href="http://www.town.northborough.ma.us">http://www.town.northborough.ma.us</a>
Aligning Resources for Central Mass Health Emergencies	<a href="https://archecoalition.org/">https://archecoalition.org/</a>
MA Responds	<a href="https://maresponds.org/">https://maresponds.org/</a>
Team Rubicon	<a href="https://teamrubiconusa.org/">https://teamrubiconusa.org/</a>
Greater Grafton Medical Reserve Corps (MRC)	<a href="https://archecoalition.org/medical-reserve-corps/">https://archecoalition.org/medical-reserve-corps/</a>
Northborough Public School System	<a href="http://www.nsbورو.k12.ma.us/">http://www.nsbورو.k12.ma.us/</a>
Central Massachusetts Disaster Animal Response Team	<a href="http://www.cmdart.org">www.cmdart.org</a>