

**SWANSEA HOUSING AUTHORITY
100 GARDNERS NECK ROAD
SWANSEA, MA 02777**

STEPS FOR EVACUATING IN AN EMERGENCY

- Be sure to take your emergency packet (which should be made up and kept in such a place that you can easily access it) with you which should contain the following:
 1. Quick high energy foods such as peanut butter, crackers, granola bars or any other snack food that you desire as well as a few bottles of water;
 2. If you are on a special food diet (i.e. Ensure, etc.) be sure that you take a supply of it with you;
 3. A change of clothing (plan according to season);
 4. Personal items for hygiene care (i.e. washcloth, towels, soap, toothbrush, toothpaste, etc.);
 5. Medication (at least two days worth) which should be clearly marked with instructions;
 6. Important papers such as identification, insurance and completed File of Life card.
 7. Cell phone with charger;
 8. Books, cards, games to help pass the time;
 9. A flashlight with fresh batteries.
 10. **NO ALCOHOLIC BEVERAGES, WEAPONS OR CIGARETTES ARE ALLOWED AT ANY SHELTER!**

- Be sure to check that stove is off if leaving in a hurry.
- Meet at the designated spot, which would be the Community Center. In the case where we would have to transport you to the local emergency shelter (i.e. high school), the Swansea Housing Authority would make necessary arrangements.
- Always remember to remain calm and follow directions. Swansea Housing Authority staff will be on site as well as emergency personnel (fire and police) to help in transporting and securing all tenants.

**Adopted by SHA Board
March 12, 2013**

