



# MASA family emergency drill checklist

Use this checklist to practice and improve your family's response to emergencies. Review and repeat at least once a year or whenever your household changes.

## Before you start

- Confirm all family members are present for the drill
- Review the purpose: practice calm, clear responses under pressure
- Assign someone to lead the drill
- Make sure everyone knows this is practice, not a real emergency
- Organize the emergency contact list
- Name an out-of-area contact
- Plan how to reconnect if separated
- Discuss backup meeting locations

## Core emergency roles (assign ahead of time)

- Person who calls 911 and speaks to dispatch
- Person who meets emergency responders at the door
- Person who assists infants, children, older adults, and or pets
- Person who retrieves emergency kit, medications, or AED (if available)
- Person who contacts other family members or emergency contacts

## Annual update checklist

- Review home layout and exits
- Update medications and medical needs list
- Update emergency contacts
- Reassign roles if needed (children grow, needs change)
- Replace expired supplies in emergency kit
- Confirm your MASA protection details via [masaaccess.com/member](https://masaaccess.com/member)
- Ensure family members have copies of health insurance and ID cards
- Designate a central location for printed back-up copies of health insurance and ID cards
- Save updated digital copies of your MASA membership and health insurance
- Update a master list of family members' medications, allergies, and conditions
- Download the MASA mobile app for [iOS](#) or [Android](#) on your mobile device

# Practice scenarios

## 911 communication practice

- Can everyone clearly state the home address from memory?
- Does everyone know how to describe the emergency simply and clearly?
- Practice giving:
  - Location
  - Nature of emergency
  - Number of people affected
  - Condition of the person(s) involved
- Confirm how to share landmarks or cross streets if needed.
- Practice clearing a path for quick EMS arrival and access to the patient
- If applicable, practice giving rural or hard-to-find location details.

## Chest pain and collapse scenario practice

- Chest pain or collapse scenario practiced
- 911 call simulated
- AED or first aid kit location identified and used in drill
- CPR skills practiced
- Roles executed without confusion

### After drill:

- Was communication clear?
- Did anyone hesitate?
- Do all family members know where medical supplies are stored?

## Severe bleeding practice

- Severe bleeding scenario practiced
- 911 call simulated
- First aid kit location identified, supplies identified, used in drill
- Safe access route established for EMS
- Roles executed without confusion

### After drill:

- Was communication clear?
- Were obstacles removed from the potential EMS path?
- Do all family members know where medical supplies are stored?

## Fall with a head injury practice (older adult focus)

- Fall scenario practiced safely
- Proper method of assisting reviewed (no unsafe lifting)
- 911 call practiced with injury description

### After drill:

- Was communication clear?
- Who stayed with the injured person?
- Were mobility or medical needs clearly communicated?

## Fire or smoke emergency

- Primary and secondary exits identified
- Fire extinguisher location identified and use practiced
- Home evacuation route practiced
- Family meeting place outside confirmed
- Older adult and child evacuation responsibilities assigned
- Pet evacuation responsibilities assigned
- 911 call simulated after evacuation

### After drill:

- Was communication clear?
- Can everyone find and safely operate the fire extinguisher?
- Did everyone exit quickly and safely?
- Do all rooms have at least two exit options?
- Do children and older adults know what to do?

## Weather or evacuation scenario

- "Grab and go" items identified
- Medications, documents, and essentials included
- Older adult and child evacuation responsibilities assigned
- Pet evacuation responsibilities assigned
- Communication plans reviewed

### After drill:

- Was communication clear?
- What essential items were forgotten?
- Can the family leave within 10 minutes if needed?

## Review after each drill

- Did everyone understand their role?
- Were there any delays or confusion?
- What gaps were identified?
- What needs to be updated in our plan?