

Apoyo Mutuo Agrícola



AMA Urban Emergency Plan

Contact AMA: apoyomutuoaagricolapr@gmail.com | <https://redapoyomutuo.com/apoyomutuoaagricolapr>

Plan Version 1: 05/01/2024

This work was produced by undergraduate students in the Worcester Polytechnic Institute (WPI) Global Projects Program. For more information about this project and the WPI Puerto Rico Project Center: <https://wp.wpi.edu/puertorico/projects/mar-apr-2024/ama/>

Written By: Ian Cody, Mya Darrow, Katelyn Lunny, Naomi Treto
Advised By: Scott Jiusto, Grant Burrier

Acknowledgments

We would like to thank and acknowledge everyone who contributed to our project. Our project would not be possible without the hard work and dedication of our sponsors, Jessica Santos and Martín Cobian, founders of Apoyo Mutuo Agrícola; our faculty advisors, Dr. Grant Burrier and Dr. Scott Jiusto; and all of the organizations and farmers we collaborated with. We would like to show our appreciation for all members of Paseo 13, Rosa Millie Cortes Quijano from Sierra Club, Bruje from Somos Espejos, Alana Feldman Soler from Centro Paz Para Ti, Monica Ponce from CAUCE, Omar Cuadrado from Fideicomiso, Augusto from Finca el Timón, Grisa from Finca el Vapor, Lester McGrath, and Miguel Santiago.

About This Document

The “AMA Urban Emergency Plan” is a chronologically ordered emergency plan created for Apoyo Mutuo Agrícola (AMA) by students at Worcester Polytechnic Institute as part of a project titled Harmonizing Holistic Health and Disaster Relief in Puerto Rico. This emergency plan is intended for use in Río Piedras as the district is at the forefront of AMA’s Urban emergency relief efforts; however, it can serve as a model for future emergency plans in other communities. This document was produced in a collaboration between Apoyo Mutuo Agrícola and the Worcester Polytechnic Institute Puerto Rico Project Center (WPI PRPC). This document is intended for the AMA team to use as a starting point for their emergency plan. AMA is allowed to update and change this document at any time. AMA can use this as their main document for emergency planning and distribute this internally and externally. This document can be distributed externally to community members living in urban locations so individuals can be knowledgeable of AMA’s resources and tools during times of emergency. This will provide easy access for community members to utilize the tools and forms provided.

Table of Contents

Acknowledgments.....	2
Preface.....	2
1.0 Overview.....	1
2.0 Emergency Storyboard.....	1
3.0 Preparedness.....	2
3.1 Reference ‘Emergency Quick Tips’ Guide.....	2
3.2 Census Form.....	4
3.3 Emergency Kit Preparation.....	4
3.4 Attend or Host Workshops.....	5
3.5 Refrigerated Medication Tips.....	6
3.6 View Maps (Shelters, Floods, Distribution Centers, and Evacuation).....	6
3.6.1 Map of Shelters near Río Piedras.....	7
3.6.2 Map of Floods in Río Piedras.....	8
3.6.3 Map of Evacuation Routes in San Juan.....	9
3.6.4 Distribution Centers in Puerto Rico.....	9
3.7 Consolidate Important Documents.....	9
3.8 Create a Family Emergency Contact Plan.....	10
4.0 Emergency Declared.....	11
4.1 Rapid Onboarding Volunteer Form.....	11
5.0 During an Emergency.....	12
5.1 Reference Evacuation, Shelter, Floods, and Distribution Maps.....	12
6.0 Days After an Emergency.....	12
6.1 Rapid Response Form.....	12
6.2 Volunteers Lookout for Communication.....	12
6.3 Emergency Brigades.....	13
6.4 Participate in Holistic Health.....	13
7.0 Weeks After an Emergency.....	14
7.1 Brigades.....	14
7.2 Apply for Funding.....	14
7.3 Calculate Losses.....	15

1.0 Overview

This document contains the Emergency Plan for community members developed by Apoyo Mutuo Agrícola (AMA). The document is sectioned into Preparedness, Emergency Declared, During Emergency, Days After an Emergency, and Weeks After an Emergency as outlined in the AMA Emergency Plan Storyboard (Figure 1). In each section, you will find detailed descriptions of the tools and actions outlined by the Storyboard.

2.0 Emergency Storyboard

Seen below is an image of the storyboard for urban allies. This gives an overview of actions to take for Preparedness, Emergency Declaration, During Emergency, Days After, and Weeks After. View the urban emergency storyboard: [AMA Storyboarding Urban Emergency Plan](#)



Figure 1: Storyboard of AMA Urban Emergency Plan

3.0 Preparedness

3.1 Reference ‘Emergency Quick Tips’ Guide

Refer to the ‘Emergency Quick Tips’ guide for important information to know before an emergency occurs. This guide includes tips and QR codes to learn more about the following topics:

- Best communication practices
- Nearby medical assistance
- Local distribution centers
- Loss calculators
- Emergency hotlines

AMA’s website can also be found on this guide. This information can quickly provide information and resources to better prepare community members for emergencies.

Resources:

- Emergency Quick Tips: [Emergency Quick Tips.pdf](#)

CONSEJO RÁPIDO DE EMERGENCIAS

COMUNICACIÓN

Durante situaciones de emergencias, es probable que los cables de luz o antena de telefonía móvil van a interrumpir. AMA sugere preparar por: ten un contacto fuera de Puerto Rico, ten un plan de comunicación familiar, o ten radios para comunicar.

ATENCIÓN MÉDICA

Los situaciones de emergencias son peligros, especialmente si los fuertes vientos hacen que los escombros se conviertan en proyectiles. Es importante saber dónde asistencia medico más cercano se puede acceder.





CENTROS DE ACOPIO

Durante situaciones de emergencias, se puede que te encuentres en necesidad de recursos como alimento, agua potable, electricidad, o salud holística. Por favor haz referencia a esa mapeo ver el centro de acopio más cercano.

CÁLCULO DE PÉRDIDOS

Durante emergencias, es posible que su casa o tierra pueda resultar dañado. Para preparar por esa situaciones, es importante saber cómo calcular esas pérdidas para aplicar para fondos. Por favor haz referencia a ese enlace para ver cómo calcular y qué es necesidad para aplicar para fondos.





LÍNEA DE ATENCIÓN

Línea de Atención de Trauma: 866-903-3787
 Línea de Atención de Aflicción de Desastre:
 800-985-5990
 Línea de Atención de Suicidio: 988
 Hospital: 911

Para más información sobre AMA: <https://redapoyomutuo.com/apoyomutuoagricolapr>
 Para más información sobre WPI PRPC: <https://wp.wpi.edu/puertorico/>.

Figure 2. Emergency Quick Tips' Guide

3.2 Census Form

This census form will be used by AMA to better understand the demographics, assets, and special considerations of community members. Only one member per household is asked to fill out this form. This form will ask questions on:

- Demographics
- Resources and skills
- Special considerations
- Interest in volunteering with the Emergency Collective

Please note that your participation is voluntary. You do not have to provide any information that you do not wish to provide or answer any questions that you prefer not to answer. If you decide not to continue, you may exit the form at any time, and the data will not be used. This information will only be accessed by AMA to help strengthen our emergency preparedness and better understand the demographics of the community for times of emergencies.

Resources

- Google form of the questions: [AMA Censo de Miembros de la Comunidad](#)
- Printable version of the form: [AMA Censo de Miembros de la Comunidad \(Respuestas\)](#)

3.3 Emergency Kit Preparation

The following supplies are recommended when creating an emergency kit for your household. The list is in order of priority, with the first item being the highest priority. This emergency kit should be stored in an accessible location in your household. The list below was compiled using conversations with community members, research of past WPI PRPC projects, and online government resources.

1. Water
2. Imperishable Food
3. Solar energy to charge phones, etc.
4. Batteries
5. Flashlights
6. Weather Alert radio (NOAA if possible)
 - a. Hand crank/battery powered
7. First aid kit
8. Tools to clear farm area
 - a. Chainsaws
 - b. Ropes
 - c. Saws

9. Gas
10. Oil
11. Satellite phone
12. Flash drive for essential documents
 - a. Financial records
 - b. Medication list and pertinent medical information
 - c. Proof of address
 - d. Deed/lease to home
 - e. Passports
 - f. Birth certificates
 - g. Insurance policies
13. Pets needs (if applicable)
 - a. Food for pets
 - b. leashes/collars
14. Blankets
15. Sleeping bags
16. Can opener
17. Cash
18. Duct tape
19. Fire extinguisher
20. Hand Sanitizer
21. Notepads and pens/pencils
22. Paper plates, cups, utensils
23. Paper towels
24. Plastic bags
25. Plastic sheeting
26. Rope
27. Toolkit
 - a. Wires
 - b. Screw driver
 - c. nails
 - d. Crowbar
 - e. Wrench
28. Change of clothes
29. Whistle

3.4 Attend or Host Workshops

It is highly encouraged to attend workshops regularly related to emergency preparedness. AMA will be facilitating emergency preparedness workshops once a month. These workshops will strengthen emergency preparedness and foster community between rural and urban communities.

Additionally, organizations and individuals are encouraged to share other upcoming workshops and events that they are hosting using the following Google form.

Resources

- Google Form to submit your upcoming workshops and events: [AMA Talleres y Eventos](#)

3.5 Refrigerated Medication Tips

If you require any medication that has to be refrigerated, locate a distribution center near you before an emergency. Find information in Section 3.64 to locate nearby distribution centers. You may also alert AMA if you have power and resources to store others' medications as well.

3.6 View Maps (Shelters, Floods, Distribution Centers, and Evacuation)

Refer to maps of shelters, floods, distribution centers, and evacuation routes prior to an emergency. These maps will provide information on the nearest shelters and potential flood zones in Río Piedras, distribution centers in Puerto Rico, and evacuation routes in San Juan. Please refer to the resources below for more details for each map.

Resources

- Map of Shelters - [ArGIS Mapa de Refugios en Puerto Rico](#)
- Map of Flood Zones - [Estuario Mapa Virtual Hub](#)
- Map of Evacuation Routes - [PR Seismic Network Puerto Rico Evacuation Maps](#)
- Distribution Centers - [FEMA Puerto Rico Disaster Centers](#)

3.6.1 Map of Shelters near Río Piedras

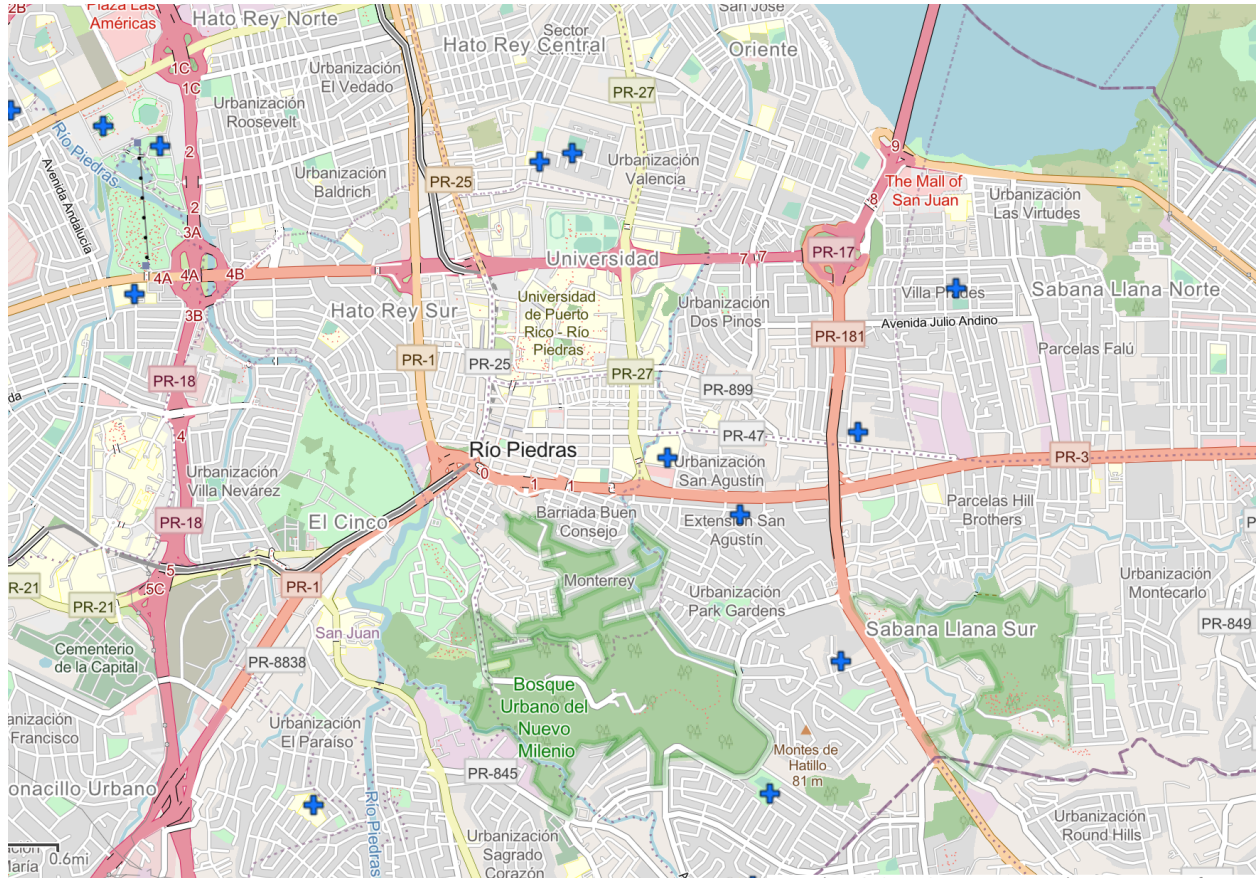


Figure 3. Map of shelters from ArcGIS near Río Piedras. The blue “+” marking indicates the shelter location. More details on the shelters: [ArGIS Mapa de Refugios en Puerto Rico](#).

3.6.2 Map of Floods in Río Piedras

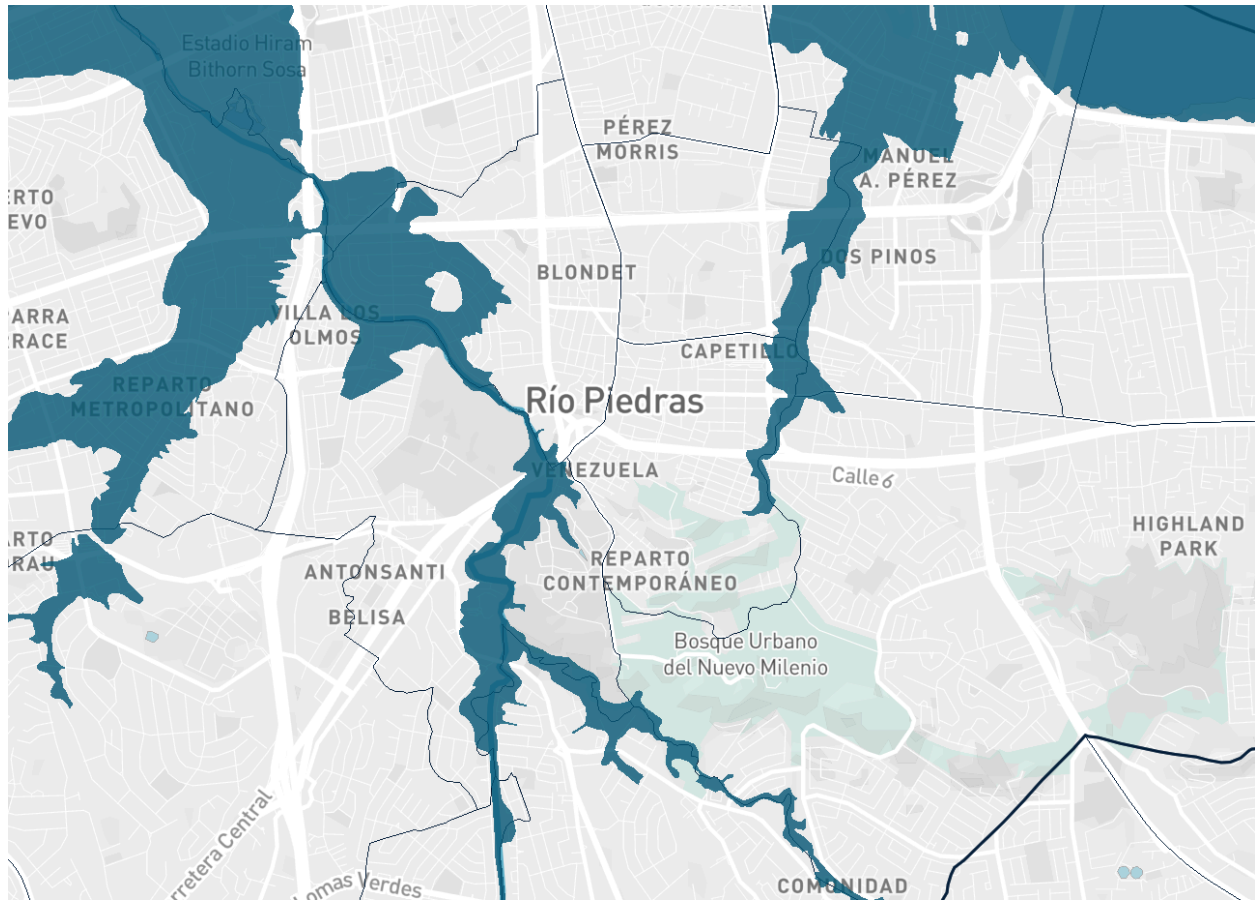


Figure 4. Map of flood zones in Río Piedras from Estuario. The dark blue sections refer to the areas with risk of becoming flood zones. More details on flood zones: [Estuario Mapa Virtual Hub](#)

3.6.3 Map of Evacuation Routes in San Juan



Figure 5. Map of evacuation routes from Puerto Rico Seismic Network in San Juan. More evacuation routes: [PR Seismic Network Puerto Rico Evacuation Maps](#)

3.6.4 Distribution Centers in Puerto Rico

FEMA has a page on their website dedicated to providing resources for Puerto Rico in times of disasters. At the bottom of the resource includes a section dedicated to distribution recovery centers. This will be updated in times of emergencies by FEMA.

Resources

- More information on FEMA: [FEMA Puerto Rico Disaster Centers](#).

3.7 Consolidate Important Documents

Consolidate any important documents on both a flash drive and on paper. Ensure these paper and digital documents are in a safe, accessible location in case of times of emergencies. At a minimum, these documents should be consolidated:

- Financial records

- Medication list and pertinent medical information
- Proof of address
- Deed/lease to home
- Passports
- Birth certificates
- Insurance policies

3.8 Create a Family Emergency Contact Plan

Create a family emergency plan for your household before an emergency. This includes:

- Compiling important information about household members
- Creating a directory of contacts
- Establishing a mainland contact

At a minimum, your family emergency plan should include contact information for your household. This should include any personal information on household members from Section 3.7 and a brief document with the most important information about each individual, such as important medications, name, age, etc.

Your family emergency plan should also include a directory of contacts to family members, friends, and emergency agencies, that could be referred to easily. It is also beneficial to create a list of family, friends, and neighbors that are both nearby and outside of the area.

In the event of an emergency where the communication in Puerto Rico is not available, ensure you have a predetermined contact on the mainland. Communication may be more difficult on the island and it may be easier to communicate with individuals on the mainland. Ensure the name and phone number of your mainland contact is in an accessible location digitally and on paper.

4.0 Emergency Declared

4.1 Rapid Onboarding Volunteer Form

If you are interested in volunteering during times of emergencies, please fill out the following Rapid Onboarding of Volunteers Form. This information will be used by Apoyo Mutuo Agrícola to better understand the skills and assets of our volunteers and strengthen our response to emergencies.

Volunteers may receive emails and/or text messages to engage in brigades and communicate about skills and resources.

Participation is voluntary. You do not need to provide any information you do not wish to provide or answer any questions you would prefer not to answer.

Resources:

- Google Form to volunteer: [Incorporación Rápida de Voluntarios](#)

5.0 During an Emergency

5.1 Reference Evacuation, Shelter, Floods, and Distribution Maps

Refer to any maps seen in Section 3.6 for nearby shelters, evacuation routes, and flood zones. Refer to the FEMA resource for updated nearby distribution centers.

Resources

- Map of Shelters - [ArGIS Mapa de Refugios en Puerto Rico](#)
- Map of Flood Zones - [Estuario Mapa Virtual Hub](#)
- Map of Evacuation Routes - [PR Seismic Network Puerto Rico Evacuation Maps](#)
- Distribution Centers - [FEMA Puerto Rico Disaster Centers](#)

6.0 Days After an Emergency

6.1 Rapid Response Form

The Rapid Response form for community members will be used to assess the needs of community members immediately following an emergency. Please fill out this form if you or anyone you know are in need of any resources or assistance.

Resources

- Rapid Response Google form for community members: [AMA Evaluación Rápida Google Form](#)
- Printable Rapid Response form for community members: [AMA Evaluación Rápida para los Miembros de la Comunidad](#)

6.2 Volunteers Lookout for Communication

If you filled out the Rapid Onboarding of Volunteers form in Section 4.1, please be on the lookout for any emails or text messages from Apoyo Mutuo Agrícola regarding volunteering.

These emails may contain important information on disaster relief planning, and planning/attending brigades. Volunteers may receive emails from AMA at apoyomutuoagricolapr@gmail.com.

6.3 Emergency Brigades

Following an emergency, volunteers may be asked to participate in emergency brigades. These brigades may include clearing trees and debris, distributing food and water, and responding to submissions from the Rapid Response form.

If you are unable to help with physical labor activities, please still consider volunteering as those helping with organization and administrative tasks are essential to AMA's emergency brigades.

6.4 Participate in Holistic Health

Please make sure that you are being mindful of your emotions and mental health following a disaster. These disasters can have a large mental toll on oneself and participating in brigades can be physically, emotionally, and mentally tiring. Consider using the following holistic health practices:

- Meditation
- Breathing
- Yoga
- Engaging in a Ceremony/Spiritual Session

Consider growing and utilizing medicinal plants as they can have great health benefits. These medicinal plants can be used for medicinal purposes as well as holistic health purposes, such as aromatherapy and improving mental health. The following spreadsheet includes medicinal plants that could be grown and their benefits.

Resources

- Spreadsheet of medicinal plants and their benefits: [Medicinal Garden Planning Workbook](#)

7.0 Weeks After an Emergency

7.1 Brigades

Continue engaging in brigades. These brigades may include rebuilding and repairing buildings, as necessary, and responding to submissions from the Rapid Assessment form for community members.

If you are unable to help with physical labor activities, please still consider volunteering as those helping with organization and administrative tasks are essential to AMA's emergency brigades.

7.2 Apply for Funding

After a disaster or emergency, your household may be eligible for certain funding. Ensure you have properly consolidated your documents, as mentioned in Section 3.7 for ease while applying for funding.

FEMA has created two major programs for individuals to help with recovery following a disaster. One of these programs is called the FEMA Individual Assistance (IA) Program. This program provides financial help and direct assistance to individuals and households.

Within this program is the Individuals and Households Program (IHP), which provides financial assistance and direct services to individuals and households who have uninsured or underinsured necessary expenses and serious needs. If you are eligible for this program, the application can be found on the Disaster Assistance website: [Disaster Assistance](#).

To be eligible for the IHP program, you must:

- Be a citizen of the United States
- Prove your identity with your Social Security number
- Confirm the disaster-damaged home is your primary residence
 - This is normally automatically checked by FEMA
- Tell FEMA about any insurance coverage you have that can help you with your disaster-caused needs
 - If you have insurance coverage, you will need to give FEMA proof of the insurance settlement or a letter explaining you were denied coverage before FEMA can determine what assistance you are eligible for.

Additionally, the IA Program also includes the following programs:

- Mass care and emergency assistance

- Disaster case management
- Crisis counseling assistance and training program
- Disaster legal services
- Disaster unemployment assistance
- Voluntary agency coordination

Refer to the following resources for more information.

Resources

- FEMA Individual Assistance (IA) Program:
 - [More Information from Puerto Rican Government](#)
 - [More Information from FEMA](#)
 - [Application for the IHP Program](#)
 - [Step-by-Step guide on applying for IHP program](#)
- General financial aid assistance: [Financial assistance after a disaster - USA.gov](#)

7.3 Calculate Losses

After experiencing a disaster, it is important to calculate your losses. For example, if there was damage to your household, vehicles, or impacts to your work, create a comprehensive list of the items that were damaged and the anticipated cost to repair and cost to originally purchase. This can be beneficial for:

- IRS Form 4864 Tax Return
- Emergency disaster funding from the government

Resources

- How to report losses in IRS Form 4864: [How to Claim a Hurricane Loss - FORBES](#)