Make a plan

Talk about where you would meet, how you would get in touch with one another, and what resources you need for each family member. Put your thoughts on paper and draft your plan, then put your plan into practice so that all family members know what to do during an emergency.

If you have children, elderly or people with disability in your household, advance planning will help reduce confusion as they will know what to expect and how to follow the plan. Use practice drills so your children are familiar with your family plan — they’ll feel safer and more comfortable taking actions in your plan.

Keep calm and plan to talk

- Keep a list of emergency contacts on all family cell phones, in your emergency kit, and in all family cars. Give a copy of the list to your children to keep at school.
- Keep a copy of your emergency contact list close to your home and workplace landlines.
- Create an emergency contact group on all your cell phones. Name the contact group so that vulnerable household members (children, elderly, etc.) know what the list is and when to use it.
- Create a text message emergency group, including your out of state contacts. Conduct monthly tests to ensure all contacts are receiving the messages.

X marks the spot

- Decide on a meeting spot with your family.
- If you have children or elderly at home, pick a familiar place that everyone knows.
- Drive to the meeting spot and photograph it to make sure everyone knows the area well.

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**IMPORTANT NUMBERS & INFORMATION**

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Before disaster strikes, sit down with your family and create your Family Emergency Plan

Making sure your family has an emergency plan should be a priority for you and all members of your household.
Family Name:  
Home Phone Number:

Home Address:

Name:
Address:
Mobile number:
Passport or SS#
Medical doctor:
Important medical or health details:

Name:
Address:
Mobile number:
Passport or SS#
Medical doctor:
Important medical or health details:

Name:
Address:
Mobile number:
Passport or SS#
Medical doctor:
Important medical or health details:

Name:
Address:
Mobile number:
Passport or SS#
Medical doctor:
Important medical or health details:

Name:
Address:
Mobile number:
Passport or SS#
Medical doctor:
Important medical or health details:

SCHOOLS, CHILDCARE, CAREGIVER AND WORKPLACE

Name:  
Address:  
Phone number:  
Emergency hotline:  
Website:
Emergency info:
Evacuation area:

Name:  
Address:  
Phone number:  
Emergency hotline:  
Website:
Emergency info:
Evacuation area:

Name:  
Address:  
Phone number:  
Emergency hotline:  
Website:
Emergency info:
Evacuation area:

Name:  
Address:  
Phone number:  
Emergency hotline:  
Website:
Emergency info:
Evacuation area:

OUT-OF-STATE CONTACT

Name:  
Address:  
Home number:  
Cell number:
Email:
Work number:
Relationship:

TRUSTED ADULT(S)

Name:  
Relationship to child:
Cell number:
Work number:

Name:  
Relationship to child:
Cell number:
Work number:

Name:  
Relationship to child:
Cell number:
Work number:

Note: Provide a list of trusted adults who are authorized to pick your children up, and a list of individuals are not allowed to pick your children up, from school. Update the list as needed.

EMERGENCY MEETING LOCATION

Indoor address:
Instructions:

Neighborhood:
Instructions:

Out-of-neighborhood address:
Instructions:

Out-of-town address:
Instructions: