

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.

IMPORTANT NUMBERS & INFORMATION

Police	Dial 911
Fire	Dial 911
Poison Control	#
Doctor	#
Address	
Pediatrician	#
Dentist	#
Medical Insurance	#
Policy #	
Medical Insurance	#
Policy #	
Homeowner's Insurance	#
Policy #	
Car Insurance	#
Policy #	
Floor Insurance	#
Policy #	
Hospital	#
Clinic	#
Hospice	#
Pharmacy	#
Veterinarian	#
Kennel	#
Electric Company	#
Gas Company	#
Water Company	#
Transportation	#
Other	#
Other	#
Other	#

FAMILY EMERGENCY PLAN GUIDE

MAKE A PLAN



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 EMERGENCY PLAN

Family Name: _____

Home Phone Number: _____

Home Address: _____

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

1

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

2

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

3

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

4

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

5

SCHOOLS, CHILDCARE, CAREGIVER AND WORKPLACE

Name: _____ SCHOOL
Address: _____ CHILDCARE
Phone number: _____ CAREGIVER
Emergency hotline: _____ WORK
Website: _____
Emergency info: _____
Evacuation area: _____

Name: _____ SCHOOL
Address: _____ CHILDCARE
Phone number: _____ CAREGIVER
Emergency hotline: _____ WORK
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Evacuation area: _____

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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: _____