

Family Communication & Emergency Action Plan

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go, and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in case of an emergency.

Out-of-Town Contact Name: _____
Email: _____
Neighborhood Meeting Place: _____
Regional Meeting Place: _____
Evacuation Location: _____

Telephone Number: _____
Telephone Number: _____
Telephone Number: _____
Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____
Date of Birth: _____
Name: _____
Date of Birth: _____

Social Security Number: _____
Important Medical Information: _____
Social Security Number: _____
Important Medical Information: _____
Social Security Number: _____
Important Medical Information: _____
Social Security Number: _____
Important Medical Information: _____
Social Security Number: _____
Important Medical Information: _____
Social Security Number: _____
Important Medical Information: _____

Write down where your family spends the most time: work, school, and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One
Address: _____
Phone Number: _____
Evacuation Location: _____

School Location One
Address: _____
Phone Number: _____
Evacuation Location: _____

Work Location Two
Address: _____
Phone Number: _____
Evacuation Location: _____

School Location Two
Address: _____
Phone Number: _____
Evacuation Location: _____

Work Location Three
Address: _____
Phone Number: _____
Evacuation Location: _____

School Location Three
Address: _____
Phone Number: _____
Evacuation Location: _____

Other place you frequent
Address: _____
Phone Number: _____
Evacuation Location: _____

Other place you frequent
Address: _____
Phone Number: _____
Evacuation Location: _____

Important Information (include Name, Telephone Number, & Policy Number)

Doctor(s): _____
Other: _____
Pharmacist: _____
Medical Insurance: _____
Homeowners/Rental Insurance: _____
Veterinarian/Kennel (for pets): _____