



Family Emergency Plan Form

A crucial part of any family emergency plan is communication. It's vital that each member knows what to do if the family is separated in a disaster. Emergency situations are stressful and can create confusion. Having a clear communication plan will help keep family members calm.

Designated family meeting places are especially important for families in which adults work and children are in school. Pick two places for family members to meet:

- 1) Right outside your home in case of a sudden emergency such as a fire.
- 2) Outside of your neighborhood in case you cannot return home or are evacuated from your neighborhood.

Both adults and children should know the primary and alternative contacts names, addresses and home and cell phone numbers on your pet's identification tags or use a national pet locator service that someone could call to report finding your pet.

Separation is particularly likely during the day when adults are at work and children are in school. If household members are separated from one another in a disaster, they should call the primary contact. If the primary contact cannot be reached, they should call the alternative contact. Remember, after a disaster it is often easier to complete a long-distance call than a local call.

- 1) A friend or relative who will be your household's primary contact
- 2) A friend or relative who will be your household's alternative contact

Post emergency numbers (fire, police, and ambulance) by your telephone. You should save the numbers in your cell phone. During an emergency there may not be enough time to look up critical numbers.

Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.



Family Emergency Plan Form

Neighborhood Meeting Place: _____ Phone: : _____

Out-of-Town Meeting Place: _____ Phone: _____

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

Name: _____ Social Security: _____

Date of Birth: _____ Medical Information: _____

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Name: _____ Social Security: _____

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Name: _____ Social Security: _____

Date of Birth: _____ 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: _____ School Location: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Work Location: _____ School Location: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Name	Telephone Number	Policy Number