

# Family Emergency Communication Plan

Fill out the following information for each person in your family. Include your pets and contact information for any caretakers. Keep this information up to date and be sure to give each family member a copy.

Name	Daytime Phone	Cell Phone	Email/Other

*Keep a photocopy of important family documents such as identification, birth certificates, social security cards, insurance policies, and a recent photo of each family member, including your pets, in an easy to find location.*

**MEETING LOCATIONS**

Your family may not be together when a disaster strikes, so plan how you will reunite and/or contact each other. Review what you will do in different emergency situations (i.e. house fire, earthquake).

Meeting location close to home:  
 \_\_\_\_\_  
 \_\_\_\_\_

Meeting location outside of neighborhood:  
 \_\_\_\_\_  
 \_\_\_\_\_

**OUT-OF-AREA CONTACT**

Have an out-of-area contact. They should be far enough away so as not to be affected by the emergency and should know that you have identified them as your out-of-area contact. Be sure your family members know how to reach your out-of-area contact.

Name of contact person: \_\_\_\_\_

Contact Information:  
 Telephone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Emergencies can happen anytime. Write down where your family spends the most time, how to contact them at each location and where they would meet in the event of an evacuation. Consider work, school, and day care.

Family Member	Location /Address (work, school, day care)	Pre-established Evacuation Location	Contact Information (phone)

**Insurance policy information.**

Type of Policy	Insurance Company	Policy Number	Contact Information

**Additional Information**

