

# Family Communications Plan



*Your family may not be together when disaster strikes, so plan how you will contact one another and then review your plan for different situations.*

**Out-of-town contact:** Ask an out-of-town friend to be your family contact. After a disaster, it's often easier to call long distance. This person may be in a better location to communicate among separated family members.

Out-of-Town Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Keep an updated record for each family member:**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Important Medical Information: \_\_\_\_\_

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**Where to go in an emergency.** Write down site-specific information for the places family members spend time:

**Home:** Address: \_\_\_\_\_ **Work:** Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Neighborhood Meeting Place: \_\_\_\_\_ Evacuation Location: \_\_\_\_\_  
 Regional Meeting Place: \_\_\_\_\_

**School:** Address: \_\_\_\_\_ **Work:** Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_ Evacuation Location: \_\_\_\_\_

**School:** Address: \_\_\_\_\_ **Additional location:** Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_ Evacuation Location: \_\_\_\_\_

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Important Contacts	Name	Telephone Number	Policy Number
Doctor(s):			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			
Other:			



# Family Communications Plan



## Creating a Family Plan

Your family may not be together when disaster strikes.

Take time to prepare your loved ones for any disaster by creating a family communications plan. Plan how you will contact one another and where you'll go. Then, review your plan for different emergency situations.

Follow these steps to create your family's communications plan:



FOLD  
HERE

### Step 1:

Ask an out-of-town friend to be your family contact. After a disaster, it's often easier to call long distance. This person may be in a better position to communicate among separated family members.

### Step 2:

Every member of your family should have each emergency contact's phone number and coins or a prepaid phone card.

### Step 3:

Be patient when using the phone system, as the system could be busy or down altogether. Use your out-of-town contact to help coordinate when and how to meet.

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