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# Family Emergency Communication Plan



A Family Emergency Communication Plan isn't just a list of names, numbers and addresses; it is your family's answer to the question "What if an emergency happens where we live?"

A Family Communication Plan describes what to do, where to go, and--in case your family is separated when disaster strikes--how to inform family of your well-being and whereabouts.

The fill in the blank template on the reverse side of this handout is designed to help you through the planning process.

## BEFORE you plan

- Pick two (2) Emergency Meeting Places where your family can meet after an emergency. Identify one near your home and another outside the neighborhood.
- Ask a friend or relative who lives outside the immediate area - preferably in another state - to be your family's Out-of-Town Contact. He/she is the main point of contact for your family after an emergency.
- Ask your employer and your child's school or daycare to see their evacuation and emergency communication plans.

## AFTER you plan

- Make copies. Encourage family to keep a hardcopy of the plan in their purse, backpack or glove box; to hang one in their locker and workspace; and to save an electronic version to their mobile phone.
- Create and send a group text message to your family. It may be easier to text than make a phone call after a disaster.
- Sign up to receive emergency notifications. Several counties and tribes have their own alert and warning systems. Contact your local emergency management office for more information or visit [ein.az.gov](http://ein.az.gov).

# The \_\_\_\_\_ Family's Emergency Communication Plan

## Work

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Work

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## School/Daycare

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## School/Daycare

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Other

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Other

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Neighborhood Meeting Place

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Special instructions: \_\_\_\_\_  
\_\_\_\_\_

## Community Meeting Place

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Special instructions: \_\_\_\_\_  
\_\_\_\_\_

## Emergency Contacts

### *Out-of-Town Contact*

Name: \_\_\_\_\_  
Mobile #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Email: \_\_\_\_\_

### *In Case of Emergency (ICE)*

Name: \_\_\_\_\_  
Mobile #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Email: \_\_\_\_\_

## First Responders:

**Dial 9-1-1** in a life-threatening medical emergency

Police: \_\_\_\_\_

Fire: \_\_\_\_\_

Arizona Poison Control: **1-800-222-1222**

## Insurance

### *Homeowners/Rental*

Agent: \_\_\_\_\_  
Policy #: \_\_\_\_\_

Medical: \_\_\_\_\_

Flood: \_\_\_\_\_

Other: \_\_\_\_\_

## Medical Contacts

Doctor: \_\_\_\_\_

Dentist: \_\_\_\_\_

Pediatrician: \_\_\_\_\_

Veterinarian: \_\_\_\_\_

Pharmacy: \_\_\_\_\_

Kennel: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

A Family Emergency Communication Plan is a living document that requires upkeep. Sit down with your family every six months to review your plan and update old information. Remember to revise your plan anytime the family moves, you change jobs or your kids graduate to new schools. View this document online at [ein.az.gov](http://ein.az.gov) then select Publications on the Resources menu.