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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.

Our Family Communication Plan 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.
- Teach your family how to send and reply to group text messages. It may be easier to text (or tweet or post to Facebook) 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.

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: _____
Pediatrician: _____
Pharmacy: _____
Other: _____

Dentist: _____
Veterinarian: _____
Kennel: _____
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. Download your Family Emergency Communication plan at <https://ein.az.gov/publications>.