



If there's an emergency will you **Be Prepared?**

What You Need To Know About Personal Preparedness



NASA
Know Your Stuff
Be Prepared



Family Communications Plan



Are You Ready?

Emergency Communications Plan

Having the right information available in the event of an emergency is critical. It is possible that you may not be with friends or family when an emergency strikes. Take the time to plan how you will contact one another during an emergency.

Identify friends or family members you will need to contact in an emergency situation. Be sure you review this information every 3 months and keep it current.

Name: _____

Relationship: _____

Date of Birth: _____

Health Issues/Medications: _____

Telephone Number: _____

E-mail Address: _____

Name: _____

Relationship: _____

Date of Birth: _____

Health Issues/Medications: _____

Telephone Number: _____

E-mail Address: _____

Name: _____

Relationship: _____

Date of Birth: _____

Health Issues/Medications: _____

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Relationship: _____

Date of Birth: _____

Health Issues/Medications: _____

Telephone Number: _____

E-mail Address: _____



Having an out-of-area contact is a very important part of your communications plan. In an emergency, it is possible that local landline and mobile telephone services may be disrupted. However, long distance lines may be available because they are routed many different ways out of your community.

The out-of-area contact should serve as a point of contact for others who may be trying to get in touch with you or a way to ensure members of your family are safe and accounted for in the event you all are separated. We recommend identifying an alternate out-of-area contact in the event you cannot reach your primary.

Out-of-Area Contact

Primary

Name: _____

Address: _____

Telephone Number: _____

Mobile Phone: _____

E-mail Address: _____

Alternate

Name: _____

Address: _____

Telephone Number: _____

Mobile Phone: _____

E-mail Address: _____

Having the right information available during and after an emergency can save you valuable time.

Important Information	Name
Doctor(s)	
Insurance (home)	
Insurance (car)	
Insurance (medical)	
Gas company	
Water company	
Electric company	
Veterinarian/kennel (for pets)	
Hospital of preference	
Other	

	Telephone #	Policy/Account #

Identify places that your family frequents regularly. Take the time to learn what emergency plans they have in place. Check back with these places periodically to make sure their emergency plans and contact information have not changed. **It is recommended that you identify a point of contact (POC) as appropriate.**

Home

Address: _____

Telephone Number: _____

Meeting Place #1: _____

Meeting Place #2: _____

Work

Name/POC: _____

Address: _____

Telephone Number: _____

Evacuation Location: _____

Work

Name/POC: _____

Address: _____

Telephone Number: _____

Evacuation Location: _____

School

Name/POC: _____

Address: _____

Telephone Number: _____

Evacuation Location: _____



School

Name/POC: _____

Address: _____

Telephone Number: _____

Evacuation Location: _____

Friend/Family/Neighbor

Name: _____

Address: _____

Telephone Number: _____

Evacuation Location: _____

Friend/Family/Neighbor

Name: _____

Address: _____

Telephone Number: _____

Evacuation Location: _____

Other Places Frequented

Name/POC: _____

Address: _____

Telephone Number: _____

Evacuation Location: _____



Useful Telephone Numbers

Emergency Services:

911

FEMA Helpline:

1-800-621-3362

Centers for Disease Control and Prevention:

800-232-4636

U.S. Office of Personnel Management:

202-606-1900¹

Poison Control:

1-800-222-1222

¹ Washington, DC, Operating Status Only

Key NASA Headquarters Emergency Contact Information

Headquarters Center Operations Information (recording):

202-358-3000

Headquarters Emergency Notification System (alert system):

866-240-7980



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