If there’s an emergency will you Be Prepared?

What You Need To Know About Personal Preparedness

Family Communications Plan

www.nasa.gov
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: _____________________________________

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Relationship: ______________________________________
Date of Birth: ______________________________________
Health Issues/Medications: ____________________________
Telephone Number: __________________________________
E-mail Address: _____________________________________

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Relationship: ______________________________________
Date of Birth: ______________________________________
Health Issues/Medications: ____________________________
Telephone Number: __________________________________
E-mail Address: _____________________________________
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<tr>
<th>Name:</th>
<th>Relationship:</th>
<th>Date of Birth:</th>
<th>Health Issues/Medications:</th>
<th>Telephone Number:</th>
<th>E-mail Address:</th>
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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.

<table>
<thead>
<tr>
<th>Important Information</th>
<th>Name</th>
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<tbody>
<tr>
<td>Doctor(s)</td>
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<tr>
<td>Insurance (home)</td>
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<td>Insurance (car)</td>
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<td>Insurance (medical)</td>
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<td>Gas company</td>
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<td>Water company</td>
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<td>Electric company</td>
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<td>Veterinarian/kennel (for pets)</td>
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<td>Hospital of preference</td>
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<td>Other</td>
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<td>Telephone #</td>
<td>Policy/Account #</td>
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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 Frequentied
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:
202-606-1900

Poison Control:
1-800-222-1222
will you
Be Prepared?