

APPENDIX Y – FAMILY EMERGENCY PLAN – TEMPLATE

The following template is taken from FEMA resources found at: <https://www.fema.gov/media-library/assets/documents/22187>. Volunteers should be encouraged to use this plan as well as other federal, state, or local templates and informational resources to create emergency plans for their families. In addition to the English version found below, the website also includes copies of this template in various languages.



Prepare. Plan. Stay Informed.

Family Emergency Plan



FEMA



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Neighborhood Meeting Place: _____

Phone: _____

Out-of-Neighborhood Meeting Place: _____

Phone: _____

Out-of-Town Meeting Place: _____

Phone: _____

Fill out the following information for each family member and keep it up to date.

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Social Security Number: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

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Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One

Address: _____

Phone: _____

Evacuation Location: _____

School Location One

Address: _____

Phone: _____

Evacuation Location: _____

Work Location Two

Address: _____

Phone: _____

Evacuation Location: _____

School Location Two

Address: _____

Phone: _____

Evacuation Location: _____

Work Location Three

Address: _____

Phone: _____

Evacuation Location: _____

School Location Three

Address: _____

Phone: _____

Evacuation Location: _____

Other place you frequent

Address: _____

Phone: _____

Evacuation Location: _____

Other place you frequent

Address: _____

Phone: _____

Evacuation Location: _____

Name	Telephone Number	Policy Number

Dial 911 for Emergencies



FEMA

Ready®


Family Emergency Plan



Prepare. Plan. Stay Informed.

Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan 


EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____


OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

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OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

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