



FAMILY EMERGENCY PLAN



In addition to the information provided in the READY ARMY Emergency Kits checklist it is important to also have the information needed by you and your family should disaster strike. The following is a handy form that can be filled out and placed in your emergency kits. In addition there is a family communications card from Ready.gov that can be copied and distributed to the individual members of your family. This collection of information is vitally important should you be deployed especially if your spouse or partner should have an emergency situation while you are gone. Please be sure to designate a neighbor or family member to be responsible should a situation occur and be sure to supply them with a copy. Your Family may not be together when disaster strikes, so plan what you will do in different situations and plan how you will contact one another.

- Fill in the information below. Add other important information to suit your Family's circumstances.
- Keep this plan with your emergency supplies kit, along with your command's standard and emergency reporting procedures.
- Make sure every Family member has the most important contact information for each other.
- Be sure to keep a copy of this in all your emergency kits and distribute copies to designated family members and neighbors as well.
- In addition have a transportation plan as well so that you know how you are going to move about during a disaster or emergency situation should your normal means become disabled or inaccessible.
- And be sure to go over and practice this plan as well as other plans that your family as so that everyone is familiar.

FAMILY EVACUATION PROCEDURE

Where the Family will meet near home: _____

_____ Phone (if any): _____

Alternate meeting place if access to home is blocked: _____

_____ Phone (if any): _____

FAMILY COMMUNICATIONS PROCEDURE

WHERE THE FAMILY SPENDS TIME

Work:

Address: _____

Phone: _____ Evacuation Location: _____

Work:

Address: _____

Phone: _____ Evacuation Location: _____

School:

Address: _____

Phone: _____ Evacuation Location: _____

School:

Address: _____

Phone: _____ Evacuation Location: _____

Other:

Address: _____

Phone: _____ Evacuation Location: _____

Other:

Address: _____

Phone: _____ Evacuation Location: _____

CONTACT INFORMATION

Neighbor Contact: _____ Phone: _____

E-Mail: _____ Alternate Phone Number: _____

Out of Town Contact: _____ Phone: _____

E-Mail: _____ Alternate Phone Number: _____

Additional Contact: _____ Phone: _____

E-Mail: _____ Alternate Phone Number: _____

Additional Contact: _____ Phone: _____

E-Mail: _____ Alternate Phone Number: _____

FAMILY MEMBERS

Name: _____ Birth Date: _____ Social Security #: _____
 Drivers License #: _____ Passport #: _____
 Prescriptions/Name: _____
 Name: _____ Birth Date: _____ Social Security #: _____
 Drivers License #: _____ Passport #: _____
 Prescriptions/Name: _____
 Name: _____ Birth Date: _____ Social Security #: _____
 Drivers License #: _____ Passport #: _____
 Prescriptions/Name: _____
 Name: _____ Birth Date: _____ Social Security #: _____
 Drivers License #: _____ Passport #: _____
 Prescriptions/Name: _____
 Name: _____ Birth Date: _____ Social Security #: _____
 Drivers License #: _____ Passport #: _____
 Prescriptions/Name: _____
 Name: _____ Birth Date: _____ Social Security #: _____
 Drivers License #: _____ Passport #: _____
 Prescriptions/Name: _____

INSURANCE POLICY NUMBERS

Mental/Dental: _____ Homeowners/Renters: _____
 Automobile: _____ Life: _____

PROVISIONS FOR UTILITIES

In various emergency situations, whether you evacuate or shelter-in-place, you may be advised to cut off ventilation systems or utilities. Write the locations of, and instructions for, these controls and any tools necessary to change them. (Like fire and evacuation plans, this is a good thing to review and practice with the whole Family.)

Electricity: _____ Gas: _____
 Water: _____ Ventilation: _____

IMPORTANT RECORDS

Use these checklists to help collect important papers to keep with your emergency supplies kit for ready access in case of evacuation.

Personal

- Military ID cards
- Birth certificates
- Social Security cards
- Passports
- Citizenship papers
- Marriage licenses, divorce records
- Vehicle registration/ownership records
- Medical records
- Power(s) of attorney (personal/property)
- Wills

Financial

- Bank/credit union statements
- Credit/debit card statements
- Income records (including government child support and alimony)
- Mortgage statement or lease
- Bills (electricity, gas, water)
- Health insurance cards and records
- Other insurance records (auto/property/life)
- Tax returns, property tax statements
- Investment/retirement account records