



## EMERGENCY FAMILY COMMUNICATION PLAN

**If and when an Evacuation Order comes into play it is imperative for your safety and survival that you and your family can respond quickly.**

That is not the time to start figuring out

- 'what do I take with me'
- 'what do I do about members of my family who are not with me (home, work, school).

These things need to have been discussed, documented and planned for ahead of time so you, and all the members of your family, can simply react and get to safety.

Your communication plan needs to be tailored to YOUR family. Remember if there is an evacuation you **WILL NOT BE ABLE TO RETURN TO YOUR HOME!**

### CENTRAL POINT OF CONTACT

Experience has shown during emergencies or major events the cell circuits get overloaded. Realize you may not get directly through to other members of your family but may be able to get through to someone out of area.

We have established a good family friend who lives out of the area as our relay contact. If we can't reach each other we will relay messages through them including where we are, our status, who we have or don't have with us and where we are heading. For us we also use them as our emergency destination (they are in the Granite Bay area).

### FAMILY CONTACT

Put into each family members cell phone a list of ALL the families cell numbers, email and social media contact info.

### CHILDREN

Make a plan for various contingencies.

1. Kids in school.
2. Kids at home with a baby sitter who drives.
3. Kids at home with a baby sitter who doesn't drive.
4. Kids at home alone.
5. Kids at friends and you have no idea where they are.
6. Understand school emergency plan/pick-up procedures.
7. Know school emergency/hotline phone numbers.
8. If a child does not have a cell phone, make sure in their books or somewhere they have the family contact list described above.

### FRIENDS & NEIGHBORS

Friends/neighbors who

1. May be mobility limited.

2. Have other health limitations.
3. Hearing impaired and may not hear evacuation notices.

## BEFORE A DISASTER

- Have a list of emergency contacts (fire, police, ambulance, etc.) in your cell phone and near your home phone.
- Agree on a family meeting place, both in your neighborhood and out of town, in case you cannot get in touch or are unable to go home.
- Program “I.C.E” (in case of emergency) numbers into your phone and family members’ phones. If someone is injured, emergency personnel can use these numbers to notify friends and family.
- Prepare a [family contact sheet](#) with the names, addresses and phone numbers of important contacts. Include an out-of-town contact for family members to get in touch with when they are unable to contact other family members. Often, during disasters, it’s easier to make long-distance calls than local calls.
- [Create a contact card](#) for each member of the family. Keep these cards in a purse, wallet or child’s backpack. Include an emergency contact name and number, an out-of-town contact name and number, a neighborhood meeting place and any other important information.
- Be sure every family member has emergency phone numbers and a cell phone.
- Teach children how and when to call 911 for help.
- Make sure everyone in your family knows how to send a text message. Texts can often get around network disruptions when phone calls cannot.
- Subscribe to alert services. Many communities have systems that will send out text messages and emails with the latest information during a disaster. Visit your local emergency management website to sign up.

## DURING A DISASTER

- If you have a life-threatening emergency, call 911.
- Avoid making phone calls except in serious emergencies. If you must make a call, keep the conversation brief.
- For non-emergency communication, use text messages, email and social media instead of making phone calls. Too many phone calls can cause network congestion, meaning people in real, life-threatening emergencies can’t get help.
- Keep your out-of-town contact updated on your location and condition.

## AFTER A DISASTER

- After a disaster, register yourself and your family members as “safe and well” on [the American Red Cross website](#) to let friends and family know you are safe.
- Update any contact information as needed.

## HELPFUL LINKS

[Create Your Family Emergency Communication Plan](#)  
[Family Communication Plan Fillable Card](#)  
[Family Emergency Communication Plan Wallet Cards](#)