

# Family Emergency Plan

This version of the Family Emergency Plan was created using MS Excel software.

All cells are active - so be careful not to delete captions. It is recommended that you make a copy of the Blank file prior to doing data entry, so that you can restore any parts that may have been inadvertently deleted.

Virtually all of the caption text uses a smaller font size than the data you will enter. Font face, size and style can be modified to suit your taste using Excel's Format > Cell function.

Please do not change any of the language if you plan to distribute this to others. If the Homeland Security logo remains on this document, the content must remain as is.

If you find that you need to enter more data than each cell allows, the cells have been formatted to wrap text to fit within the boundaries of a single cell (like the one you are reading now). However, note that each page of the document is intended to be a stand-alone page. Wrapping text will almost always cause a page break.

If you are used to working with Excel and have trouble entering your data the way you would like it to appear, find someone who is familiar with Excel or any other good spreadsheet program that can import and manipulate Excel files.

You can restore the single page format by either setting the print output to fit to 1 page - or by selecting Page Setup in the File Menu and entering a % page size under the Page Tab that shrinks the print output sufficiently to fit on a single page. You may also experiment with font face, style and size to keep the data you entered from wrapping to more than one line.

Also **remember that you are recording sensitive personal information**, including if you desire, social security and other financially and medically sensitive information. **This information should be guarded and used carefully**. For this reason, you may wish to "encode" some information in a manner known only to you and not easily decipherable by others who do not know you.

The information you enter is intended to be used only in an emergency when you or people you trust may not have access to it.

Good plans save lives and hassles. So, prepare, plan and stay informed.



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.

Out-of-Town Contact Name:	Telephone Number:
Email:	Telephone Number:
Neighborhood Meeting Place:	Telephone Number:
Regional Meeting Place:	Telephone Number:
Evacuation Location:	Telephone Number:

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:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical Information:

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.

<b>Work Location One</b>	<b>School Location One</b>
Address:	Address:
Phone Number:	Phone Number:
Evacuation Location:	Evacuation Location:

<b>Work Location Two</b>	<b>School Location Two</b>
Address:	Address:
Phone Number:	Phone Number:
Evacuation Location:	Evacuation Location:

<b>Work Location Three</b>	<b>School Location Three</b>
Address:	Address:
Phone Number:	Phone Number:
Evacuation Location:	Evacuation Location:

<b>Other place you frequent</b>	<b>Other place you frequent</b>
Address:	Address:
Phone Number:	Phone Number:
Evacuation Location:	Evacuation Location:

Important Information	Name	Telephone Number	Policy Number
Doctor(s):			
GP:			
Other:			
Other:			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian / Kennel(for pets):			



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 INFORMATION**

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**Family Emergency Plan**

EMERGENCY CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

**Ready**

DIAL 911 FOR EMERGENCIES

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**Family Emergency Plan**

EMERGENCY CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

**Ready**

DIAL 911 FOR EMERGENCIES

**ADDITIONAL IMPORTANT INFORMATION**

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**ADDITIONAL IMPORTANT INFORMATION**

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**Family Emergency Plan**

EMERGENCY CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

**Ready**

DIAL 911 FOR EMERGENCIES

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**Family Emergency Plan**

EMERGENCY CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

**Ready**

DIAL 911 FOR EMERGENCIES