

READY TOGETHER FOUNDATION
COMMUNITY PREPAREDNESS RESOURCE LIBRARY

RTF-003

Family Emergency Communication Plan

A Practical Guide to Staying Connected Before, During, and After
Emergencies

Building Resilient Communities Together

Stay Connected When It Matters Most

During an emergency, families may become separated due to evacuations, school closures, transportation disruptions, or communication outages.

Having a communication plan before an emergency happens helps every family member know who to contact, where to meet, and what to do if they cannot reach one another.

Prepared families communicate with confidence.

Why You Need a Communication Plan

A communication plan helps your family:

- Stay connected during emergencies.
- Reduce confusion and anxiety.
- Know where to meet if separated.
- Quickly account for everyone.
- Contact loved ones safely.
- Receive important emergency updates.

Planning today can save valuable time tomorrow.

Family Information

Family Name:

Home Address:

City:

State:

ZIP Code:

Family Members

Name	Mobile Number	School/Work	Medical Information

Emergency Contacts

Primary Emergency Contact

Name:

Relationship:

Phone:

Email:

Out-of-Area Contact

Choose someone who lives outside your local area.

Name:

Relationship:

Phone:

Email:

Everyone in the family should know this person's contact information.

Meeting Places

Meeting Place #1

Near Home

Location:

Meeting Place #2

Outside the Neighborhood

Location:

Meeting Place #3

Outside the Community

Location:

Emergency Communication Methods

If phone service is unavailable, how will your family communicate?

- ☐ Text Messages
- ☐ Messaging Apps
- ☐ Social Media Check-In
- ☐ Email
- ☐ Two-Way Radios
- ☐ Other:

Remember: Text messages often go through even when phone calls cannot.

Important Community Contacts

Emergency Services

911

Local Fire Department

Police Department

Hospital

School

Family Doctor

Pharmacy

Utility Company

Insurance Company

Children

Teach children:

- ☐ Full name
- ☐ Home address
- ☐ Parent or guardian phone numbers
- ☐ Emergency meeting place
- ☐ How to call 911
- ☐ Trusted adults they can ask for help

Practice regularly.

Older Adults

Ensure they have:

- ☐ Emergency contacts
- ☐ Medication list

- ☐ Medical information
- ☐ Transportation plan
- ☐ Backup caregiver information

Pets

Include:

- ☐ Veterinarian
- ☐ Emergency boarding location
- ☐ Pet medications
- ☐ Vaccination records
- ☐ Identification information

Digital Preparedness

Keep digital copies of important information.

Store copies of:

- ☐ Identification
- ☐ Insurance documents
- ☐ Medical information
- ☐ Emergency contacts
- ☐ Family photos
- ☐ Important financial documents

Use secure cloud storage or encrypted digital storage whenever possible.

Ready Together Action

Complete these three steps today:

- ☐ Choose an out-of-area emergency contact.
- ☐ Share this plan with every family member.
- ☐ Practice contacting one another using text messages.

Prepared families communicate before emergencies happen—not during them.

Communication Plan Review

Review this plan:

- ☐ Every six months
- ☐ After moving
- ☐ After changing schools
- ☐ After changing phone numbers
- ☐ After major family changes

Update your plan whenever important information changes.

About Ready Together Foundation

Ready Together Foundation is dedicated to building resilient communities through emergency preparedness, emergency relief and response, youth engagement, and outreach to vulnerable populations.

Our work focuses on:

- Community Emergency Preparedness
- Emergency Relief & Response
- Youth Preparedness & Leadership
- Vulnerable Population Outreach

Together, we are building stronger, safer, and more resilient communities.

Ready Together Foundation

Building Resilient Communities Together

Website: www.readytogetherfoundation.org

Email: info@readytogetherfoundation.org

Phone: 323-387-1785