

# Building a Family Communication Plan

**During an emergency situation, it is possible that your family may not be together when it starts or may become separated. Having a communication plan in place beforehand can help save time and reduce anxiety. Make sure everyone knows the details of the plan in advance.**

## Utilizing Social Media

Your family should know that if telephones are not working, they need to be patient and try again later. However, even if cell service is down you may be able to access social media messaging. Determine two or three social media platforms that your family will use if cell service is down. Many platforms utilize messaging and are key communication tools after disasters.

## Creating a Plan

- Have a predetermined meeting place in the event that your group is separated.
- Choose an out-of-town point of contact for your family, as it is often easier to make long distance calls after a disaster. Make sure everyone knows their name, phone number, and address.
- Have a plan for who is to pick up the children if they are at school or elsewhere.
- Create an information card for every member of your family to keep on them using the template below or a similar one. Include contact information, insurance info, and important addresses of established places to meet.
- Practice your emergency plan with your family before a disaster happens.

## Family Communication Card

**Out of State Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Address: \_\_\_\_\_

### Meeting Places:

Address #1 \_\_\_\_\_ Address #2 \_\_\_\_\_

Address #3 \_\_\_\_\_

### Family Contact Info. (Names and Numbers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Insurance Company:** \_\_\_\_\_

Policy Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Primary Care Physician:** \_\_\_\_\_

Practice Name: \_\_\_\_\_

Practice Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

