

TEMPLATE EMERGENCY PLAN

Where the Family/Household will meet near home: _____ Phone: _____

Alternate meeting place if access is blocked: _____ Phone: _____

Family/Household Communications Procedure

- Fill in the information below.
- Keep this plan with your emergency supplies, along with your commands and emergency reporting procedures.
- Ensure all members have the most important contact information for each other.

Where Your Family/Household Spends Time

Work: _____	Work: _____	School: _____
Address: _____	Address: _____	Address: _____
Phone: _____	Phone: _____	Phone: _____
Evac Location: _____	Evac Location: _____	Evac Location: _____
School: _____	Other: _____	
	Other: _____	

Address: _____	Address: _____	Address: _____
Phone: _____	Phone: _____	Phone: _____
Evac Location: _____	Evac Location: _____	Evac Location: _____

Contact Information

Out-of-Town Contact: _____ Phone: _____

E-mail: _____ Alternate Phone: _____

Family/Household Members

Name: _____	Birth Date: _____	SSN: _____	DL#: _____
Passport #: _____	Prescription/Medical Info: _____		
Name: _____	Birth Date: _____	SSN: _____	DL#: _____
Passport #: _____	Prescription/Medical Info: _____		
Name: _____	Birth Date: _____	SSN: _____	DL#: _____
Passport #: _____	Prescription/Medical Info: _____		
Name: _____	Birth Date: _____	SSN: _____	DL#: _____
Passport #: _____	Prescription/Medical Info: _____		
Name: _____	Birth Date: _____	SSN: _____	DL#: _____
Passport #: _____	Prescription/Medical Info: _____		

Command Information

Insurance Policy Numbers and Contacts

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

Personal

- ✓ Wills
- ✓ Power(s) of Attorney (Personal/Property)
- ✓ Military or Real ID Cards
- ✓ Social Security Cards
- ✓ Citizenship\Naturalization Papers
- ✓ Vehicle Registration/ownership records
- ✓ Birth Certificates
- ✓ Passports
- ✓ Medical Records
- ✓ Marriage License; divorce record

Financial

- ✓ Bank statements
- ✓ Bills (Electricity, Water, Gas)
- ✓ Tax returns, property tax statements
- ✓ Credit/debit statements
- ✓ Health Insurance cards/records
- ✓ Investment/retirement account records
- ✓ Mortgage statement or lease
- ✓ Income records (including government benefits, child support, alimony)

Accountability Reporting Information

Army Disaster Personnel Accountability and Assessment System (ADPAAS) Website:

<https://adpaas.army.mil> Email: askhrc.army@us.army.mil Help Desk: 1-800-833-6622 Option 7

between 8 a.m.– 6 p.m. EST. Monday to Friday.