FAMILY COMMUNICATION PLAN WORKSHEET

A blank plan to fill in by hand: household phones, an out-of-area contact, meeting places, school and work plans, alerts, and key numbers.

WARNING

Phones may not work, so keep this on paper. Text, do not call: a text may get through when a call will not. Keep it short, like "I'm OK. At library." After a nuclear explosion, get inside, stay inside, and stay tuned. Go to a meeting place only when officials say it is safe. [2][3]

HOUSEHOLD [2]

Write a mobile number for everyone. If someone uses a relay service, note how to reach them.

NAME	MOBILE	OTHER PHONE, EMAIL, OR RELAY

OUT-OF-AREA CONTACT [2][3]

One person outside your community or state. Everyone texts or calls them, and they pass the news along. Save them as "ICE" in every phone.

NAME	MOBILE	OTHER PHONE OR EMAIL

MEETING PLACES [2]

Safe, familiar places everyone can reach. Near home is for leaving the house; outside the neighborhood is for when you cannot get home; out of town is for when you are told to evacuate. Everyone knows each address and how to get there.

PLACE	WHERE (ADDRESS)	HOW WE GET THERE
Indoor, at home		
Near home		
Outside neighborhood		
Out of town		

SCHOOL, CHILDCARE, AND WORK [2][3]

Learn each one's emergency plan for sheltering and evacuation. Tell children who could pick them up.

NAME OF PLACE	HOTLINE OR PHONE	PICK-UP PLAN AND WHO PICKS UP

ALERTS [1][2][3]

Have several ways to get alerts. Everyone with a phone signs up for alerts from school, work, and local government.

ALERT	SIGNED UP FOR, OR KEPT WHERE
Local emergency alerts	
School and work alerts	
Battery or hand-crank radio	

MEDICAL, ACCESS, AND PET NOTES [1][4]

Who helps if someone needs medicine, equipment, or a service animal, and who cares for or evacuates pets if you cannot.

PERSON OR PET	WHO HELPS, AND HOW TO REACH THEM

OTHER IMPORTANT NUMBERS [2]

SERVICE	NAME AND PHONE
Non-emergency police, fire	
Power, gas, water	
Medical providers	
Veterinarian	
Insurance	
Other	

PAPER COPIES [2]

Everyone carries a copy in a wallet, backpack, or purse, and one is posted at home. Practice and update it at least once a year.

COPY	WHERE
Posted at home	
Also kept at	
Last practiced, next review	

IN AN EMERGENCY CALL 911. INSTRUCTIONS FROM LOCAL OFFICIALS COME FIRST.

Sources: [1] Ready.gov, Make a Plan (ready.gov). [2] Ready.gov, Create Your Family Emergency Communication Plan (PDF) (ready.gov). [3] Ready.gov, Radiation Emergencies (Nuclear Explosion) (ready.gov). [4] Ready.gov, Pets and Animals (ready.gov). **Reviewed** October 30, 2026.