Family Communication Plan

Before an emergency happens, have a family discussion to determine who would be a good out-of-area contact and where you should meet away from home – both in your neighborhood and around town. Fill in the information below and keep a copy in a safe place, such as your purse, backpack, or briefcase. Keep another copy in your disaster kit. Be sure to look it over every year and keep it up to date.

EMERGENCY CONTACTS

Primary Contact (Out of Town)

Pick a trusted person who is out of town to use as your Primary Contact. If you're separated, every family member should call this person to let them know where they are. Your Primary Contact can then help everyone get reconnected.

Name:	
Home Number:	
Cell Phone:	
Email Address:	
Social Media:	
Other:	

Secondary Contact (Local)

Choose someone local for immediate coordination, if possible. This could be a nearby relative, neighbor, or close friend who can help if your primary contact is unreachable.

Name:	
Home Number:	
Cell Phone:	
Email Address:	
Social Media:	
Other:	

Medical Contact

Name:	
Relationship:	
Phone Number:	
Medical Notes:	

COMMUNICATION METHODS

(NOTE: These are just a few options. Use these or replace them with the options that work best for your family.)

Traditional Phone Communication (Cell Phones, Landlines)

Make sure everyone in the family has important numbers saved in their phones.

- Do you know how to leave voicemail messages in case calls can't go through?
- Test your phones to ensure they are operational when needed.

Text Messaging

Texting often works when calls don't go through. Ensure everyone knows how to send a quick message.

- Family Text Group Setup? (Yes/No) _____
- App and Name of Group _____

Zello

Because the app uses the data capabilities of your smart phone, it may be functional when voice or text service on your phone is not.

- Family Zello channel set up? (Yes/No) _____
- Name of Zello Channel _____
- Password _____

Are all family members familiar with how to use it? (Yes/No) _____

GMRS Radios (Walkie-Talkies)

These may be essential if local cell networks are down.

- Radio frequency or channel to use: _____

Are all family members familiar with how to use them? (Yes/No) _____

Family GMRS Call Sign: _____

Ham Radio (If applicable)

For serious communication needs, especially over long distances.

- Are there any licensed ham radio operators in your family? (Yes/No) _____
- Frequency and Call Sign: _____
- Times of day to communicate _____

Satellite Phones (Optional, for remote locations)

How will you access and charge the phone?

- Device Available (Yes/No): _____
- Plan for Charging: _____
- Times of Day to Communicate _____

MEETING LOCATIONS

Primary Meeting Spot (Local)

Where will you meet if the family is separated and local communication fails?

Location:	
Address:	

Secondary Meeting Spot (Backup Location)

Where will you meet if the primary spot is unsafe or inaccessible?

Location:	
Address:	

BACKUP POWER SOLUTIONS

Power Sources for Communication Devices

Ensure devices can stay operational during a power outage.

Solar Chargers (Yes/No)	
Battery Packs (Yes/No)	
Hand-Crank Radio/Chargers (Yes/No)	

Charging Locations

Where can devices be charged if the power is out for an extended period?

Location	
Additional Resources	

REHEARSALS AND PRACTICE

Family Drill Schedule

How often will you practice the communications plan?

First Drill	
Frequency of Drills	

Review and Update

When will you review and update the communications plan?

Next Review Date	
Updates to Plan	

Communication Tools for Extended Family

How will extended family members (grandparents, aunts, uncles) be contacted?

Group Text	
Emergency Contact List	
Information to Share	