



Our plan was last updated on: _____
 Our next update will occur on: _____

FOCUS HUMANITARIAN ASSISTANCE
 1(877)FOCUS59 | www.focus-usa.org

Family Emergency Plan

*** In an Emergency, call 911 ***

To get more information, call 1(877)FOCUS59

Disasters can strike suddenly, at anytime and anywhere. Prepare yourself and your family to be self-sufficient for 72 hours.

Prepare by having an Emergency Kit and working with your family to complete this Communications and Evacuation Plan.

General Information

Family Members' Contact Info: (List all family members who live in your home – use additional space if needed)

Name	Cell Phone Number	Year Born

During certain emergencies we may need to go into a safe room and shelter in place for up to 72 hours. **In our home this safe room is:** _____. Our family should go into this safe room, seal windows, vents and doors, and listen to emergency broadcasts for updates.

Family Communications Plan

In the case of an emergency our **OUT OF TOWN** contacts are:

Name	Cell Phone Number	Email Address	Complete Address

In the case of an emergency our **IN TOWN** contacts are:

Name	Cell Phone Number	Email Address	Complete Address

If our child/children are at school/daycare we should contact:

Child's Name	Name of School/Daycare	Contact Phone Number	We've Reviewed the School's Emergency Communication Plan
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Family Evacuation Plan

In the case of an emergency we will **EVACUATE** our home and meet at the following locations, as needed:

Meeting Location WITHIN our city (Complete Address):	
Meeting Location OUTSIDE our city (Complete Address):	

The disasters most likely to affect our neighborhood/region are: _____

Escape routes out of our housing structure include: _____

Additional Information

Medical Conditions: (use additional space if needed)

Family Member Name	Medication	Dosage	Medical/Special Needs	Doctor's Name & Phone Number

Important Contacts:

Description	Name & Policy Number	Phone Number
Medical Insurance		
Homeowner/Rental Insurance		
Auto Insurance		
Regional Disaster Management Team		1 (877) FOCUS59

- Ensure your insurance needs are in order. Speak to your agent or insurer to understand what's covered and what's not in your homeowners or renters' policy.

Family Member Responsibilities during a Disaster:

Task	Description	Responsible Family Member(s)
We have an updated 72 Hour Disaster Kit Yes No	Keep the disaster kit stocked and take it along if an evacuation is necessary. Make sure it includes important personal documents. Locations where we've stored our disaster kits: _____	
Family Emergency Plan	Keep our Family Emergency Plan up to date. Meet with household members every 6 months or as needed to update these plans.	
Be Informed	Sign up for local emergency weather alerts from FEMA.gov or RedCross.org apps and know what is going on in your area.	

Other Essential Information (e.g. plan for those with special needs/disabilities, out-of-town college students, pets, etc.):

Additional Steps for Preparedness:

- Ensure each family member has a current photo of every other family member in his/her cell phone. Post photos of each family member on the back of this plan (especially important for young children and those without cell phones). Ensure each family member has an updated copy of this Family Emergency Plan (e.g. a snapshot in their cell phone). Ensure digital copies of important documents (e.g. passports, driver's license, etc.) are stored securely offsite.
- Notify emergency contacts and extended family members about your Family Emergency Plan.
- Update this plan every 6 months or as needed, and keep printouts of the most updated plan in your disaster kits.