



# If there's an emergency will you **Be Prepared?**

**What You Need To Know About Personal Preparedness**



**NASA**  
Know Your Stuff  
**Be Prepared**



**Family Communications Plan**



# Are You Ready?

## Emergency Communications Plan

Having the right information available in the event of an emergency is critical. It is possible that you may not be with friends or family when an emergency strikes. Take the time to plan how you will contact one another during an emergency.

Identify friends or family members you will need to contact in an emergency situation. Be sure you review this information every 3 months and keep it current.

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

Relationship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Health Issues/Medications: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Health Issues/Medications: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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Health Issues/Medications: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Having an out-of-area contact is a very important part of your communications plan. In an emergency, it is possible that local landline and mobile telephone services may be disrupted. However, long distance lines may be available because they are routed many different ways out of your community.**

The out-of-area contact should serve as a point of contact for others who may be trying to get in touch with you or a way to ensure members of your family are safe and accounted for in the event you all are separated. We recommend identifying an alternate out-of-area contact in the event you cannot reach your primary.

## **Out-of-Area Contact**

### **Primary**

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

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

Telephone Number: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Alternate**

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

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

Telephone Number: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Having the right information available during and after an emergency can save you valuable time.**

<b>Important Information</b>	<b>Name</b>
Doctor(s)	
Insurance (home)	
Insurance (car)	
Insurance (medical)	
Gas company	
Water company	
Electric company	
Veterinarian/kennel (for pets)	
Hospital of preference	
Other	

	Telephone #	Policy/Account #

Identify places that your family frequents regularly. Take the time to learn what emergency plans they have in place. Check back with these places periodically to make sure their emergency plans and contact information have not changed. **It is recommended that you identify a point of contact (POC) as appropriate.**

### Home

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

Telephone Number: \_\_\_\_\_

Meeting Place #1: \_\_\_\_\_

Meeting Place #2: \_\_\_\_\_

### Work

Name/POC: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Work

Name/POC: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School

Name/POC: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_





### **School**

Name/POC: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### **Friend/Family/Neighbor**

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

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

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### **Friend/Family/Neighbor**

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

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

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### **Other Places Frequented**

Name/POC: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

## Useful Telephone Numbers

Emergency Services:

**911**

FEMA Helpline:

**1-800-621-3362**

Centers for Disease Control and Prevention:

**800-232-4636**

U.S. Office of Personnel Management:

**202-606-1900<sup>1</sup>**

Poison Control:

**1-800-222-1222**

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<sup>1</sup> Washington, DC, Operating Status Only

## Key NASA Headquarters Emergency Contact Information

Headquarters Center Operations Information (recording):

**202-358-3000**

Headquarters Emergency Notification System (alert system):

**866-240-7980**





