

# Family Emergency Communication Plan

This playbook provides a structured approach for families to create an effective communication strategy for use during emergencies when typical communication channels may not be available.

## Step 1: **Gather Information**

Compile contact information for all family members, including phone numbers, email addresses, social media contacts, and medical information. Also, gather local emergency service numbers and contacts of close friends or relatives.

## Step 2: **Identify Locations**

Choose two places to meet in case of an emergency: one location in your neighborhood and another in your city or town, in case the neighborhood is inaccessible.

## Step 3: **Pick Channels**

Determine which communication channels to use during emergencies, such as text messages, social media, or radio broadcasts, considering that phone lines and cellular networks may be overloaded.

## **Step 4: Designate a Contact**

Select a friend or relative outside your immediate area to serve as a central contact person. Provide this person with all family members' information, and make sure everyone knows to check in with them.

## **Step 5: Share the Plan**

Distribute the communication plan to all family members, ensuring everyone understands the plan and knows how to get in touch with one another and the designated contact person.

## **Step 6: Practice Drills**

Conduct regular practice drills to ensure that all family members are familiar with the plan and can carry it out under stress. Update the plan and review it if any changes in contact information or meeting locations occur.

## **Step 7: Prepare Supplies**

Put together emergency kits with basic necessities and include a written copy of the communication plan. Place these kits in easily accessible locations at home, work, and in your vehicles.

# **General Notes**

## **Update Regularly**

Review and update the emergency communication plan at least once a year or whenever there are changes in contact information or family circumstances.

## **Special Needs**

Consider the specific requirements of any family members with special needs, including those with medical conditions, elderly individuals, and young children.

## **Backup Power**

Ensure that you have backup power options available, such as charged battery packs or solar chargers, to keep communication devices operational during power outages.

Powered by: **PlaybookWriter.com**