

Make your family plan

A practical workbook for households, caregivers, and children

Start with your home address. Choose and practice two meeting places. Confirm local phone numbers and facility hours directly before relying on them. Keep one printed copy where everyone can find it.

Household or family name

Home street address, city, state, ZIP

Date prepared

Date last verified

How to use this workbook

1 Fill it in

Type into the blue-outlined fields or print and write by hand.

Children should know the meeting places and which trusted adult to contact.

2 Verify local resources

The nearest building may not be the right emergency department, trauma center, pediatric facility, or disaster shelter. Call or use official local listings.

3 Practice and share

Walk your escape routes together. Give a copy to a trusted contact.

Review after a move or phone number change, and practice regularly.

In a life-threatening emergency in the United States, call 911. Do not drive to a listed facility or wait to consult this workbook when immediate help is needed.

Meet and get out safely

Decide where everyone will go before an emergency

Fire: outside meeting place

Choose a fixed, easy-to-find spot a safe distance from the home, such as a neighbor's mailbox. Never go back inside a burning building.

Our outside fire meeting place (specific landmark and address)

Primary way out of the home / alternate way out

Disaster: away-from-home meeting place

Pick a place outside your immediate neighborhood in case you cannot return home.

Our out-of-neighborhood meeting place and address

Person who will pick up children

Their phone number

Communication plan

If we cannot call, we will text / contact this out-of-area person

Practice together

Point to two ways out of each room and practice meeting outside.

Remind children: get out, stay out, and call 911 from a safe place.

Medical care nearby

Record the facility, address, phone number, and date checked

Nearest emergency department

Confirm it has an emergency department open when needed.

Facility name

Address

Phone number

Verified on

Nearest designated trauma center

A trauma designation is different from a general emergency room.

Facility name

Address

Phone number

Verified on

Nearest pediatric emergency medical center

Confirm pediatric emergency services and hours.

Facility name

Address

Phone number

Verified on

Community resources

Confirm each number and location with the agency

Nearest fire station

Name and address

Non-emergency phone number

Verified on

Nearest police station

Name and address

Non-emergency phone number

Verified on

Recreation center / potential disaster gathering place

Name and address

Non-emergency phone number

Verified on

A recreation center is not automatically an open disaster shelter. Check activation and opening status with your city, county, or 211 before going there.

Utilities and poison help

Write down the provider serving your address

Poison Control (United States)

Poison Help: 1-800-222-1222 (pre-filled; verify if outside the U.S.)

For collapse, seizure, trouble breathing, or inability to awaken, call 911.

Gas company

Provider name

Emergency / outage phone

Account reference or service notes (optional; do not write passwords)

Water utility

Provider name

Emergency / outage phone

Account reference or service notes (optional; do not write passwords)

Electric power utility

Provider name

Emergency / outage phone

Account reference or service notes (optional; do not write passwords)

Local assistance

Call 211 for help locating available community resources in many U.S. areas. Verify its availability locally.

People to call

Include at least one contact outside your area

Emergency contact 1

Name and relationship

Phone number

Emergency contact 2

Name and relationship

Phone number

Emergency contact 3

Name and relationship

Phone number

Emergency contact 4

Name and relationship

Phone number

Essential family details

Household members, medications or important medical needs (share with care)

Before you print

- Check every local listing, phone number, and meeting address.
- Print copies for your home, go-bag, and a trusted out-of-area contact.