

## Template: Emergency Contacts & Communication Plan

---

Below is an easy-to-use emergency contacts and communications plan template. This version is formatted for simple printing or digital editing, with clear section headings and fillable fields. Each field provides a short prompt to guide completion.

---

### Emergency Contacts and Communications Plan

**Date Completed:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

---

#### Your Details

- Full Name: \_\_\_\_\_
  - Home Address: \_\_\_\_\_
  - Date of Birth: \_\_\_\_\_
  - Medicare Number (optional): \_\_\_\_\_
  - Significant Health Information (e.g., allergies, conditions):  
\_\_\_\_\_
  - Preferred Hospital/Care Instructions:  
\_\_\_\_\_
- 

#### Primary Emergency Contact

- Name: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Mobile Number: \_\_\_\_\_
- Alternate Number: \_\_\_\_\_
- Email (optional): \_\_\_\_\_
- Key Instruction (e.g., medical authority, pet care info):  
\_\_\_\_\_

---

## Secondary Contacts

1. **Contact Name:** \_\_\_\_\_
  - Relationship: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email (optional): \_\_\_\_\_
  - Specific Role/Instruction: \_\_\_\_\_
2. **Contact Name:** \_\_\_\_\_
  - Relationship: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email (optional): \_\_\_\_\_
  - Specific Role/Instruction: \_\_\_\_\_

---

## Doctor/GP

- Doctor's Name & Clinic: \_\_\_\_\_
  - Doctor's Phone Number: \_\_\_\_\_
  - Specialist Name/Contact (if needed): \_\_\_\_\_
  - Pharmacy Name & Phone: \_\_\_\_\_
-

## Key Support People

(List family, friends, carers, neighbours, etc. to notify)

1. Name & Relationship/Role: \_\_\_\_\_
    - Phone Number: \_\_\_\_\_
    - Specific Support Provided: \_\_\_\_\_
  2. Name & Relationship/Role: \_\_\_\_\_
    - Phone Number: \_\_\_\_\_
    - Specific Support Provided: \_\_\_\_\_
  3. Name & Relationship/Role: \_\_\_\_\_
    - Phone Number: \_\_\_\_\_
    - Specific Support Provided: \_\_\_\_\_
- 

**Instructions:** Use this template by filling in the relevant details and keeping it in accessible locations for quick reference during any emergency.

---

**Disclaimer:** This template is for informational purposes only and does not constitute professional advice. We do not guarantee the accuracy or reliability of its information or calculations.

Your use of this tool is at your own risk, and we are not responsible for any resulting loss or damage. This tool does not consider your personal situation, so you must consult a qualified professional for advice tailored to your needs.