

# **FAMILY EMERGENCY COMMUNICATION & LOGISTICS PLANNER**

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“After filling this out, every family member will know how to reconnect and what to do if phones stop working and the neighborhood goes dark.”

## WHY THIS PLANNER WORKS

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Stress can significantly impair decision-making during unexpected events. When communication systems fail, and routines are disrupted, the absence of clear guidance can lead to confusion and delays.

Many families struggle not from a lack of resources, but from a lack of pre-established rules and roles. Without a clear plan, valuable time is lost to uncertainty, and disagreements can arise over who should do what.

This planner provides a structured framework that reduces stress by pre-determining actions and responsibilities. By assigning roles and establishing clear reconnection rules, it minimizes delays and prevents arguments, allowing your family to act calmly and efficiently when it matters most.

## SECTION 1 — HOW TO USE THIS PLANNER (PAGE 1 OF 2)

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### WHAT THIS PREVENTS \* Wandering during outages \* Missed reunions due to timing confusion \* Reliance on dead phones \* Arguments caused by unclear authority

### WHAT THIS PLANNER IS

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This planner is a practical tool designed to help your family maintain coordination and communication during local disruptions. It focuses on logistics—where to go, who to call, and how to share information when digital tools are unavailable. It is intended to be printed, filled out by hand, and kept in a physical location known to all family members.

### WHAT IT IS NOT

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This document is not a survival manual. It does not contain instructions for medical emergencies, long-term disaster preparedness, or tactical survival. It is strictly a communication and logistics framework.

### WHEN TO USE IT

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This planner should be consulted during “everyday” emergencies or local disruptions, such as:

- Widespread power outages.
- Cellular network or internet failures.
- Local infrastructure disruptions that prevent normal travel or communication.
- Situations where family members are separated and cannot use digital devices to reconnect.

## SECTION 1 — HOW TO USE THIS PLANNER (PAGE 2 OF 2)

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### HOW LONG IT TAKES TO COMPLETE

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Completing this planner thoroughly will take approximately **60 to 90 minutes**. It is recommended to complete it in one sitting to ensure consistency across all sections.

### HOW TO FILL IT OUT AS A FAMILY

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1. **Schedule a Meeting:** Choose a time when all household members are present and focused.
2. **Discuss Each Scenario:** Walk through the meeting locations and travel rules together.
3. **Write Legibly:** Use a permanent pen. This document is meant to be read under stress or in low-light conditions.
4. **Verify Information:** Double-check phone numbers and addresses before writing them down.

### PRINTING AND STORAGE RECOMMENDATIONS

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- **Print Quality:** Print on standard white US Letter (8.5 x 11) paper.
- **Binding:** Place the pages in a dedicated binder (e.g., a “Family Go-Binder”).
- **Accessibility:** Store the binder in a central, easily accessible location (e.g., a kitchen drawer or near the front door).
- **Redundancy:** Consider placing a second copy in the glove box of each family vehicle.





## SECTION 2 — FAMILY CONTACT TREE (PAGE 3 OF 4)

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### OUT-OF-AREA CONTACT

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**Why this matters:** During a local emergency, local phone lines are often jammed, but long-distance calls may still go through. This person acts as a “switchboard” for your family. Everyone calls this person to report their status and location.

**Designated Out-of-Area Contact:**

| Field           | Information |
|-----------------|-------------|
| Name            |             |
| Relationship    |             |
| City, State     |             |
| Primary Phone   |             |
| Secondary Phone |             |
| Email           |             |

**Instructions for Family:** If you cannot reach each other locally, call the person above. Tell them where you are, if you are safe, and where you are going.

## SECTION 2 — FAMILY CONTACT TREE (PAGE 4 OF 4)

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### CHILD / DEPENDENT PICKUP AND COMMUNICATION RULES

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#### School / Daycare Information:

| Dependent Name | Facility Name | Facility Phone | Authorized Pickup |
|----------------|---------------|----------------|-------------------|
|                |               |                |                   |
|                |               |                |                   |
|                |               |                |                   |

#### Communication Rules:

- If a parent cannot reach the school, the designated backup is:

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- The “Family Password” for unauthorized pickups (if applicable):

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#### Additional Notes for Dependents:

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## **SECTION 3 — MEETING & RECONNECTION PLAN (PAGE 1 OF 4)**

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### **PRIMARY MEETING LOCATION**

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This is the first place everyone should go if they are separated and cannot return home. It should be within walking distance of your house (e.g., a specific neighbor’s porch or a nearby park bench).

#### **Location Description:**

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#### **Exact Address / Landmark:**

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#### **Notes on Access (e.g., “Meet at the north gate”):**

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## **SECTION 3 — MEETING & RECONNECTION PLAN (PAGE 2 OF 4)**

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### **SECONDARY MEETING LOCATION**

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Use this location if the primary location is inaccessible or the entire neighborhood must be avoided. This should be outside your immediate area (e.g., a library or a relative's home in the next town).

#### **Location Description:**

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#### **Exact Address / Landmark:**

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#### **Route Notes:**

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## SECTION 3 — MEETING & RECONNECTION PLAN (PAGE 3 OF 4)

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### COMMON MISTAKES TO AVOID \* Do NOT search randomly for family members. \* Do NOT leave a safe location without leaving a physical note. \* Do NOT change meeting points without following the timeline.

### TIME-BASED DECISIONS

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If you are separated and cannot communicate, follow these time-based rules to prevent wandering or missing each other.

- **0–2 Hours:** Stay at your current safe location. Attempt to make contact via the Out-of-Area contact.
- **2–6 Hours:** If safe to travel, begin moving toward the **Primary Meeting Location**.
- **12 Hours:** If the Primary Location is unsafe or no one has arrived, move to the **Secondary Meeting Location**.
- **24 Hours:** If still separated, remain at the Secondary Location or follow the “Travel Rules” on the next page.

#### Custom Family Adjustments to Timeline:

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## SECTION 3 — MEETING & RECONNECTION PLAN (PAGE 4 OF 4)

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### TRAVEL RULES

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To ensure everyone knows what to expect, follow these simple rules:

1. **Who Moves First:** (e.g., “Parents pick up children first, then go to meeting point”)

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2. **When to Stay Put:** (e.g., “If the sun is down, stay where you are until morning”)

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3. **When to Move:** (e.g., “Only move if your current location becomes unsafe”)

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4. **Leaving a Trail:** Always leave a physical note at your last known location (see Section 4).

## SECTION 4 — COMMUNICATION WITHOUT PHONES (PAGE 1 OF 3)

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### NON-DIGITAL COMMUNICATION METHODS

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When phones fail, use these physical methods to signal your status and intentions.

#### Standard Signal Locations:

- **At Home:** (e.g., “Under the doormat” or “Taped to the back window”)
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- **At Meeting Points:** (e.g., “Under the loose brick at the park entrance”)
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**Marking System:** If you need to leave a quick mark without writing a full note, use this system:

- **[X]** = I was here and I am safe.
- **[->]** = I am moving toward the next meeting point.
- **[!]** = I need assistance (specify in note).

## SECTION 4 — COMMUNICATION WITHOUT PHONES (PAGE 2 OF 3)

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### WRITTEN NOTES AND CHECK-IN POINTS

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Use this space to pre-write a template for notes you might leave behind.

**Note Template:**

- **Date/Time:** \_\_\_\_\_
- **I am:** (Name) \_\_\_\_\_
- **Status:** [ ] Safe [ ] Injured [ ] Need Help
- **I am going to:** \_\_\_\_\_
- **I will check back here at:** \_\_\_\_\_

**Designated Check-in Points:** List 3 physical locations in your daily routine where you will look for notes from each other.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## SECTION 4 — COMMUNICATION WITHOUT PHONES (PAGE 3 OF 3)

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### INFORMATION REDUNDANCY

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**Wallet Cards:** Every family member should carry a physical card in their wallet or backpack with:

- The Out-of-Area Contact's phone number.
- The address of the Primary and Secondary Meeting Locations.
- Any critical medical alerts.

**What NOT to Rely On:**

- **Cloud Storage:** You may not be able to log in to see your "Emergency" folder.
- **Social Media:** Do not assume "Safety Check" features will be active.
- **GPS/Maps:** Have physical paper maps of your city and neighborhood.

## SECTION 5 — VITAL INFORMATION SNAPSHOT (PAGE 1 OF 3)

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### IDENTIFICATION & MEDICAL NOTES

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| Name | Blood Type | Critical Allergies | Essential Medications |
|------|------------|--------------------|-----------------------|
|      |            |                    |                       |
|      |            |                    |                       |
|      |            |                    |                       |
|      |            |                    |                       |
|      |            |                    |                       |

#### Medical Provider Information:

- **Family Doctor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_
- **Preferred Hospital:** \_\_\_\_\_

## SECTION 5 — VITAL INFORMATION SNAPSHOT (PAGE 2 OF 3)

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### HOUSEHOLD UTILITIES AND EMERGENCY NUMBERS

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#### Utility Shut-offs (Location & Instructions):

- **Water:** \_\_\_\_\_
- **Gas:** \_\_\_\_\_
- **Electricity:** \_\_\_\_\_

#### Emergency Numbers (Non-911):

- **Local Police (Non-Emergency):** \_\_\_\_\_
- **Local Fire (Non-Emergency):** \_\_\_\_\_
- **Poison Control:** 1-800-222-1222
- **Animal Control:** \_\_\_\_\_

## SECTION 5 — VITAL INFORMATION SNAPSHOT (PAGE 3 OF 3)

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### DEPENDENTS AND PETS

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#### Special Care for Dependents:

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#### Pet Information:

| Pet Name | Species/Breed | Vet Name & Phone | Microchip # |
|----------|---------------|------------------|-------------|
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#### Pet Boarding/Backup Care:

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## SECTION 6 — ROLES & DECISION CLARITY (PAGE 1 OF 3)

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### FAMILY ROLE ASSIGNMENT

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Assigning roles prevents confusion and “bystander effect” during a disruption.

- **Communications Lead:** (Responsible for calling the Out-of-Area contact) Name:  
\_\_\_\_\_
- **Logistics Lead:** (Responsible for gathering the binder and checking utilities) Name:  
\_\_\_\_\_
- **Dependent Care Lead:** (Responsible for pets and children) Name: \_\_\_\_\_

**Backup Roles:** If the Lead is not present, the next person in charge is: \_\_\_\_\_

## SECTION 6 — ROLES & DECISION CLARITY (PAGE 2 OF 3)

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### SIMPLE “IF X HAPPENS, DO Y” DECISION CHECKLISTS

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| Scenario                    | Action Plan  |
|-----------------------------|--|
| <b>Phones/Internet Down</b> | Call Out-of-Area contact. Wait 2 hours then go to Primary Point. |
| <b>Power Outage (Day)</b>   | Stay home. Check on neighbors. Review Section 5.                 |
| <b>Power Outage (Night)</b> | Stay home. Do not travel until sunrise unless unsafe.            |
| <b>Evacuation Ordered</b>   | Grab this binder. Go directly to Secondary Meeting Point.        |
| <b>Separated</b>            | Follow “Travel Rules” in Section 3.                              |

## SECTION 6 — ROLES & DECISION CLARITY (PAGE 3 OF 3)

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### ONE-PAGE HOUSEHOLD SUMMARY

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*Keep this page at the very front of your binder for quick reference.*

**Primary Meeting Point:** \_\_\_\_\_ **Secondary Meeting Point:** \_\_\_\_\_  
**Out-of-Area Contact:** \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Household Members:

1. \_\_\_\_\_ 2. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

#### Critical Instructions:

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## SECTION 7 — FINAL CHECK & REVIEW (PAGE 1 OF 2)

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### COMPLETION CHECKLIST

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All contact numbers (Local and Out-of-Area) are verified and written down.  Primary and Secondary meeting locations have been visited by all family members.  Every family member knows the “Travel Rules” and “Time-Based Decisions.”  Physical wallet cards have been created and placed in wallets/bags.  This binder is stored in its designated location: \_\_\_\_\_  A backup copy is stored in: \_\_\_\_\_

# SECTION 7 — FINAL CHECK & REVIEW (PAGE 2 OF 2)

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## REVIEW/UPDATE SCHEDULE

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Update this planner every 6 months (e.g., during Daylight Savings).

| Date of Review | Changes Made? | Initials |
|----------------|---------------|----------|
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|                |               |          |
|                |               |          |
|                |               |          |
|                |               |          |

“Plans don’t prevent emergencies. They prevent confusion.”

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This planner is intended to support calm coordination during everyday disruptions. It does not replace professional emergency services.