

FAMILY EMERGENCY AUTHORITY & CONTACT SHEET

This document establishes who makes decisions and where family members reconnect during an emergency.

INSTRUCTIONS:

1. Complete all fields thoroughly and accurately using a black or blue pen.
2. Share the completed document with all named decision authorities and household members.
3. Print at least two physical copies: store one in a central home location and one in your primary vehicle.

Document Owner (Full Legal Name): _____

Signature: _____

Date: _____

PRIMARY DECISION AUTHORITY

Full Legal Name:

Relationship:

Phone Number:

Email Address:

Physical Address:

City / State:

Alternate Contact Method:

Signature: _____

Date: _____

BACKUP DECISION AUTHORITY

Full Legal Name:

Relationship:

Phone Number:

Email Address:

Physical Address:

City / State:

Alternate Contact Method:

Signature: _____

Date: _____

FAMILY MEETING LOCATIONS

PRIMARY EMERGENCY MEETING LOCATION

Address:

Description / Landmark Notes:

Conditions for Use:

SECONDARY EMERGENCY MEETING LOCATION

Address:

Description / Landmark Notes:

Conditions for Use:

OUT-OF-AREA CONTACT

Full Name:

Relationship:

City / State:

Phone Number:

Email Address:

Time Zone:

Reason for Selection:

HOUSEHOLD SNAPSHOT

HOUSEHOLD MEMBER

Name:

Relationship:

Medical / Special Notes:

HOUSEHOLD MEMBER

Name:

Relationship:

Medical / Special Notes:

HOUSEHOLD MEMBER

Name:

Relationship:

Medical / Special Notes:

HOUSEHOLD MEMBER

Name:

Relationship:

Medical / Special Notes:

Add an additional copy of this page if needed.

FINAL IMPLEMENTATION CHECKLIST

- Share this document with all household members.
 - Provide physical or digital copies to named decision authorities.
 - Store one physical copy in a central, accessible home location.
 - Store one physical copy in each primary household vehicle.
 - Save a digital copy in secure, offline-accessible cloud storage.
 - Review and update all contact information every 6 months.
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