

PLANNING & PREPAREDNESS

Emergency Communication & Contact Plan

Agree how you will share information when family members are apart and ordinary phone service is disrupted.

Call 911 for immediate danger. Texting family or posting online does not replace an emergency call.

Choose contacts and meeting places

- Choose one nearby contact and one outside the area who can help relay messages. Give everyone the names and numbers on paper as well as in a phone.
- Choose an outside meeting place near home and a backup outside your neighborhood. Write down addresses and routes; make sure children and caregivers understand the plan.

Agree on a check-in

- Use a short message that gives your name, where you are, whether you are safe, and your next plan. Texts may go through when voice networks are busy.
- Agree when to check in and what to do if a message is not received. Do not assume a messaging app or two-way radio will provide service or reach emergency responders.

Prepare for an outage

- Keep phones charged and carry backup power. Have printed contacts, a local map, a battery-powered radio, and the information needed to receive local emergency alerts.
- Know your school, workplace, and care provider's release and reunification procedures. Update the people authorized to collect children or assist someone who needs support.

Practice and protect the plan

- Practice contacting the out-of-area person and reaching the meeting place. Review the plan after a move, phone-number change, or change in household needs.
- Keep a copy with your supplies and share it only with people who need it. Use official local alerts for evacuation and shelter instructions; verify information before passing it on.

Sources & further guidance

[Ready PA: Make an emergency plan](#) | www.pa.gov

[FEMA Ready: Family emergency communication planning](#) | www.ready.gov

[SAMHSA: Ready.gov make-a-plan resource](#) | www.samhsa.gov