PLANNING & PREPAREDNESS

Household Emergency Contact & Preparedness Plan

Complete the planning fields with your household. Keep a copy with emergency supplies and review it when circumstances change.

This plan holds personal information. Keep completed copies private; do not post them online or send them to KVEC.

Contacts and reunification

- Record household contacts, a nearby helper, and an out-of-area contact. Include numbers for school, work, care providers, a veterinarian, and utility providers when relevant.
- Choose a nearby meeting point and a second location outside the neighborhood. Check collection and reunification arrangements used by schools, childcare, and care facilities.

Plan around individual needs

- Discuss mobility, communication, sensory, language, medication, and power needs with each person. Agree who can assist and arrange a backup if that person is unavailable.
- Include service animals and pets in transport and accommodation plans. Keep medical instructions with the person who needs them and share only what a helper needs to know.

Routes, transport, and supplies

- Write down transport arrangements and alternative routes. Confirm current evacuation and shelter information with local authorities during an emergency; a building may not always be open as a shelter.
- Identify where your go-bag, medication list, contact cards, and backup power are stored. Make sure everyone can reach essential items without delaying an urgent evacuation.

Practice and keep current

- Practice a short check-in and safe meeting-place drill. Confirm helpers know the plan and how to use any equipment they have agreed to support.
- Date the completed plan and review it after changes in contacts, addresses, care needs, or transport. Keep a paper copy available if a phone is lost or its battery fails.

Sources & further guidance

FEMA Ready: Preparedness tips for people with disabilities | www.ready.gov
Ready PA: Make an emergency plan | www.pa.gov
SAMHSA: Ready.gov make-a-plan resource | www.samhsa.gov

HOUSEHOLD WORKSHEET

Our contact & check-in plan

Fill in these details together. Save a copy where your household can find it and share it with your trusted contacts.

Plan reviewed on

Household contact names and phone numbers

Nearby helper and backup

Out-of-area contact and phone

Near-home meeting place

Outside-neighborhood meeting place

School, workplace, and care-provider contacts

Transport arrangements and alternative routes

Medication, communication, and access needs

Service-animal and pet arrangements

Location of go-bag and contact cards

Other essential contacts