

INSTRUCTIONS FOR FAMILY COMMUNICATION/REUNION PLAN

The Family Communication/Reunion Plan enables your family to communicate and meet during a disaster. It records all important phone numbers, email addresses, and locations so that family members can reach one another by phone, email or in person.

Phone Contacts

In addition to family phone, cell phone and email addresses, a neighbor is an essential contact to call upon for assistance in an emergency. An out-of-town contact is also crucial. If local phone service is disrupted, you may still be able to place long distance phone calls to an out-of-town contact who can take messages and convey important information. Authorize an adult other than parents to pick your children up at school or daycare in the event of a disaster if you cannot.

Reunion Spots

The 'Reunion Spots' are where your family will meet so you can account for everyone's whereabouts and safety, provide comfort, and make decisions about what to do next. Home is the most logical primary reunion spot, but if your home is unsafe during a disaster, alternative reunion spots are needed, including a neighbor's, a community location, and an out-of-town reunion spot. An out-of-town reunion spot is important in the event you need to meet outside the disaster area.

Instructions

- Enter Home Phone Number
- Enter Home Address. Your home is your family's primary reunion spot. It is where your family should plan to meet in the event of an emergency.
- Enter Parent's Work Phone Number and Cell Numbers
- Enter Parent's email address
- Enter Neighbor Name, phone number and address/location. This neighbor's home is your family's second choice for a reunion spot in the event that it is not safe to meet at home.
- Enter a third reunion spot. This should be a safe community location one to three miles away from your home. A house of worship, school, community center or library is a good choice.
- Enter the name, location/address and phone number of an out-of-town contact. Choose a relative or friend who lives at least 20 miles from your home. An out-of-town contact with a different area code from yours but in the same time zone is preferable.
- Enter the names and phone numbers of your childrens' schools and day care centers.
- Enter any other important names and numbers.
- Enter all important phone numbers above into your cell phone directory.
- On the reverse side, affix a family photo or individual photos of family and/or household members. Indicate their names.
- Make copies of the Family Communication/Reunion Plan for each family member's Grab and Go© bag. Provide a copy to your neighbor, out-of-town contact, and school and day care centers. Post one on the refrigerator. Most importantly, enter key phone numbers into your cell phone directory.



COMMUNICATION TIPS

- Program key phone numbers into your cell phone directory.
- To avoid busy signals between two individuals, agree that one person will call on the 5's after the hour (i.e. 9:05, 9:15, 9:25, 9:35, etc) and the other person will call on the 10's after the hour (i.e. 9:10, 9:20, 9:30, etc).
- Text messaging will often transmit when cell phone voice messaging will not.
- Pagers will work when a cell phone will not.
- Purchase an extra battery for your cell phone and pack it in your Grab and Go© bag.
- Purchase a landline phone. It will work when cell phones will not even if the electricity is out. (You may need to show children raised on cell phones how to operate a landline phone.)
- Program key phone numbers into your landline phone for fast dialing.
- Communicate by email on a laptop or a desktop run by a battery
- Use a calling card. Its 800 number by-passes the local phone network allowing you to place calls when local service is disrupted.
- If all else fails, post paper messages on your door or write messages on your home in paint.

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FAMILY COMMUNICATION/REUNION PLAN©



Home Phone No. _____

Home Address (Reunion Spot #1) _____

(location or address) _____

Parent's Name _____

Parent Work Phone No. _____

Parent Cell Phone No. _____

Parent email address _____

Parent's Name _____

Parent Work Phone No. _____

Parent Cell Phone No. _____

Parent email address _____

Neighbor Name (Reunion Spot #2) _____

(location or address) _____

Neighbor Phone No. _____

Reunion Spot #3 Community Location _____

Out-of-Town Contact Name (Reunion Spot #4) _____

(location or address) _____

Out-of-Town Contact Phone No. _____

School or Day Care (Name) _____

Phone No. _____

School or Day Care (Name) _____

Phone No. _____

Other Names and Numbers:

[on the reverse, affix recent family photo or individual photos indicating names]