



Mainstay

Field Guide No. 03

Family Emergency Plan Builder

Meeting points, contacts, and roles, worked out before you need them — a fill-in plan every member of the household can follow.



READY, AS A HOUSEHOLD HABIT

MAINSTAY

MAINSTAY · STAY PREPARED, STAY ORGANIZED

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A plan in your head isn't a plan

In an emergency, nobody rises to the occasion — you fall back on what was already decided. This builder walks your household through the decisions worth making in advance: who to call, where to meet, who handles what. Fill it in together, print a copy for each person, and keep one in the emergency kit.

A Household members

Everyone the plan covers — including the details a first responder or caregiver would need to know.

FULL NAME	DATE OF BIRTH	MEDICAL NEEDS, ALLERGIES, MEDICATIONS

B Emergency contacts

Name one out-of-area contact.

After a local emergency, nearby phone lines jam first. A friend or relative in another city can often be reached when local calls fail — so everyone checks in with that one person, who relays news between you.

OUT-OF-AREA CONTACT — NAME

PHONE

LOCAL CONTACT — NAME & RELATIONSHIP

PHONE

LOCAL CONTACT — NAME & RELATIONSHIP

PHONE

NEIGHBOR WHO CAN HELP

PHONE

C Where we'll meet

Two meeting places, decided now. The first for a sudden event at home; the second for when you cannot get back.

MEETING PLACE 1 – JUST OUTSIDE THE HOME

EXACT SPOT (THE MAILBOX, THE CORNER, A SPECIFIC TREE)

MEETING PLACE 2 – OUTSIDE THE NEIGHBORHOOD

ADDRESS

PHONE

D If we're separated

Text first — calls clog the network.

A short text message often goes through when a voice call will not. Agree that everyone texts the out-of-area contact with their status and location, then waits for word.

EVERYONE CHECKS IN WITH

IF YOU CAN'T REACH THEM, THEN TRY

MESSAGE TO SEND (STATUS, LOCATION, ARE YOU SAFE, ARE YOU MOVING)

E Children, school & work

Where everyone is on an ordinary day — and who is cleared to collect the children.

SCHOOL / DAYCARE – NAME & PHONE

ITS EMERGENCY / RELEASE PROCEDURE

SCHOOL / DAYCARE – NAME & PHONE

ITS EMERGENCY / RELEASE PROCEDURE

ADULTS AUTHORIZED FOR PICKUP

WORKPLACE – NAME & EMERGENCY PLAN

WORKPLACE – NAME & EMERGENCY PLAN

F Pets

Many emergency shelters cannot take animals. Decide where yours go before you need to leave.

WHO IS RESPONSIBLE FOR THE PETS

WHERE CARRIERS, LEASHES & FOOD ARE KEPT

VETERINARIAN — NAME & PHONE

PET-FRIENDLY SHELTER, BOARDING, OR RELATIVE

G Medical & insurance

FAMILY DOCTOR — NAME & PHONE

PREFERRED HOSPITAL

PHARMACY — NAME & PHONE

HEALTH INSURANCE — PROVIDER & POLICY NO.

H Utilities & evacuation

Know your shut-offs — gas with caution.

Find the gas, water, and electrical shut-offs now. Only turn off the gas if you suspect a leak; once it is off, a professional must turn it back on.

GAS SHUT-OFF — LOCATION & HOW

WATER MAIN SHUT-OFF — LOCATION

ELECTRICAL PANEL — LOCATION

WHERE THE EMERGENCY KIT IS KEPT

EVACUATION ROUTE OUT OF THE AREA

ALTERNATE ROUTE

WHERE WE WOULD GO

WHAT WE GRAB ON THE WAY OUT

✓ Review & practice

A plan goes stale. Read it aloud together twice a year, walk the youngest members through it, and update anything that has changed.

PLAN LAST REVIEWED

NEXT REVIEW DATE

IMPORTANT DOCUMENTS ARE KEPT



Keep the whole household on the same page.

Mainstay stores your plan, shares it across every member, and prompts the review so it never goes stale.

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