Disclaimer: This publication is offered to you conditioned upon your acceptance without modification of the following terms, conditions, and notices: All content herein is for the user's convenience and informational purposes only. While such content is believed to be of practical value, neither the Department of the Navy nor Naval Services Familyline make any representation as to the suitability, reliability, completeness, or accuracy of the information herein. All information is provided “as is” and without warranty of any kind. The Department of Defense, Naval Services FamilyLine, and their respective employees and volunteers shall have no liability whatsoever for any losses that may occur as a result of applying the information contained herein. Though no license to the intellectual property herein is granted, fair use is encouraged. Thus you may quote or disseminate this document in whole or part with credit to its creators but it shall not be resold or used for advertising or product endorsement purposes. Trademarks appearing herein belong to their respective owners and no affiliation with or sponsorship by such owners is claimed.
Your family may not be together when disaster strikes, so plan what to do and how you will contact one another in different situations. Completing this form is a crucial part of that plan.

**EVACUATION PLAN**

**NEIGHBORHOOD MEETING PLACE:**
PHONE:

**OUT OF NEIGHBORHOOD MEETING PLACE:**
PHONE:

**COMMUNICATION PLAN**

- Fill out the information below. Add other important information to suit your family's circumstances.
- Keep this plan with your **Basic Emergency Supply Kit**, along with your command's standard and emergency muster procedures.
- File a copy of your emergency contact information with the command ombudsman and the command to be opened only in case of an emergency.
- Make sure every family member has the most important contact information on a current **Emergency Contact Card**.

**HOME:**
Address:
Phone:
Neighborhood Evacuation Location:
Out of Neighborhood Location:

**WORK NAME:**
Address:
Phone:

**WORK NAME:**
Address:
Phone:
Evacuation Location:

SCHOOL NAME:
Address:
Phone:
Evacuation Location:

SCHOOL NAME:
Address:
Phone:
Evacuation Location:

ANOTHER PLACE YOU FREQUENT:
Address:
Phone:
Evacuation Location:

CONTACT INFORMATION

OUT-OF-TOWN CONTACT:
Phone:                Alternate Phone Number:
E-Mail:

COMMAND INFORMATION:
Quarterdeck Phone:
Admin Office:
Command Duty Officer (CDO):
Ombudsman:
Navy-Wide Emergency Call Center phone: 1-877-414-5358
(TDD number: 1-866-297-1971)
## FAMILY MEMBERS

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<th>NAME:</th>
<th>Passport #:</th>
<th>Prescriptions/Medical Information:</th>
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IMPORTANT CONTACTS AND INSURANCE POLICY NUMBERS

DOCTOR(S):
Phone: Policy#:

DOCTOR(S):
Phone: Policy#:

DENTIST:
Phone: Policy#:

PHARMACY:
Phone: Policy#:

VETERINARIAN / KENNEL:
Phone: Policy#:

MEDICAL INSURANCE:
Phone: Policy#:

DENTAL INSURANCE:
Phone: Policy#:

HOMEOWNERS / RENTERS INSURANCE:
Phone: Policy#:

AUTOMOBILE INSURANCE
Phone: Policy#:

LIFE INSURANCE:
Phone: Policy#:
PROVISIONS FOR UTILITIES

In various emergency situations, whether you shelter-in-place or evacuate, you may be advised to cut off ventilation systems or utilities. Write the locations of, and instructions for, these controls and any tools necessary to change them. (Like fire and evacuation plans, this is a good thing to review and practice with the whole family.)

ELECTRICITY:

GAS:

WATER:

VENTILATION: