



HOUSEHOLD COMMUNICATION & ACCOUNTABILITY PLAN

A simple printed plan helps your household know who to contact, where to meet, and what to do if you are separated.

Keep a copy on your fridge, in your vehicle, and inside your emergency kit.

Why it Matters:

During an emergency, stress and confusion can make details harder to remember. A printed plan gives everyone the same basic instructions before something happens.

What to Include:

Household members, emergency contacts, meeting places, pickup plans, medication notes, home-access notes, pet plans, and a quick checklist for leaving safely.

1. HOUSEHOLD MEMBERS

List everyone who may need to be accounted for during an emergency, including children and household members who are often away during the day.

NAME	PHONE	USUAL DAYTIME LOCATION	ACCOUNTED FOR?	NOTES / SUPPORT NEEDS
			☐ YES ☐ NO	
			☐ YES ☐ NO	
			☐ YES ☐ NO	
			☐ YES ☐ NO	
			☐ YES ☐ NO	
			☐ YES ☐ NO	

2. EMERGENCY CONTACTS

CONTACT	NAME	RELATIONSHIP	PHONE / EMAIL

REVIEW YOUR PLAN REGULARLY: Update it when phone numbers, routines, medical needs, transportation arrangements, or household members change.

3. DESIGNATED MEETING PLACES

IMMEDIATE MEETING PLACE	NEIGHBORHOOD MEETING PLACE

4. CHILDREN / PET PICKUP PLAN

Who will pick up children or pets if household members cannot return home? Include names, locations, backup arrangements, and any access instructions.

5. IMPORTANT HOUSEHOLD INFORMATION

MEDICATIONS OR MOBILITY NEEDS List essential medications, mobility devices, medical equipment, allergies, or support needs.	HOME ACCESS OR UTILITY SHUT-OFF NOTES Record gate codes, key locations, utility shut-offs, or other access information responders or household members may need.
PET INFORMATION List pets, carriers/leashes, medications, hiding places, feeding instructions, and who can help with them.	OTHER IMPORTANT NOTES Use this space for transportation plans, cultural or communication needs, or anything else your household should remember.

6. QUICK EMERGENCY CHECKLIST

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| ☐ Call 911 if there is an immediate danger. | ☐ Check on everyone in the household. |
| ☐ Take your emergency kit, medications, important documents, and pets if it is safe to do so. | ☐ Go to your designated meeting place if you must leave home. |
| ☐ Contact your out-of-town contact. | ☐ Follow official emergency instructions and alerts. |

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