

# EMERGENCY CONTACT INFORMATION

**INSTRUCTIONS:** You will be entering vital information on these cards that needs to be updated as circumstances change. You can fill these cards out on-line then print, cut and distribute to each family member. *(If you complete the first card on-line, the rest will be automatically filled in with your information.)* Every household should have an emergency plan in place and practice it regularly; identifying an out-of-area contact and arranging meeting places are only two steps toward family emergency preparedness. The objective of every family emergency plan is to be prepared to be self-sufficient for a minimum of 72 hours. Discuss the information on these cards and your emergency plans with each family member.

## Choosing An Out-of-Area Contact:

- After an earthquake or other major disaster, local phone service may be limited, so you should arrange with someone outside your area to be your family contact. Choose someone away from B.C. or U.S. coastal areas.
- Your contact person should have voice mail or an answering machine.
- Ensure that every family member knows that after a quake or other disaster, they should listen to the radio or TV for telephone use instructions, then phone your out-of-area contact person to say how and where they are and what their plans are.
- Keep calls short, and if possible, arrange to call the contact person back at a specified time for another check-in.

## Choosing A Place to Meet:

- At the time of a disaster, your family may not be together. It is important to choose family meeting places.
- Remember that bridges may be out and roads may be blocked by debris, so choose your meeting places carefully with access in mind.
- Pick places that are easy to identify, that can be reached on foot, and that are in an accessible, open area.
- Take into account where each of you will likely be at different times and on different days.

### Emergency Contact Information Card

You and each family member should carry this card at all times.

#### Out-of-area contact:

- After a major disaster, local phone service may be limited so phone your out-of-area contact to keep in touch with your family. Listen to the radio or TV for phone use instructions, then phone your contact person to say how you are, where you are and what your plans are.
- Keep the call short, and, if possible, arrange to call back at a specified time for another check-in.

Contact Name: \_\_\_\_\_

City/Province: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

#### Places to meet family:

##### Working Days Location:

daytime: \_\_\_\_\_

evening: \_\_\_\_\_

##### Non-working Days Location:

daytime: \_\_\_\_\_

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