



# Los Gatos/Monte Sereno Police Department Family Emergency Communication Plan



Prepare. Plan. Stay Informed.



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Neighborhood Meeting Place: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Regional Meeting Place: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
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Name: _____	Social Security Number: _____
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Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

### Work Location One

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### Work Location Two

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### Work Location Three

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### School Location One

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### School Location Two

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### School location Three

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

Important Information	Name	Telephone Number	Policy Number
Doctors:			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			




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Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:


**Family Emergency Plan** 

EMERGENCY CONTACT NAME:  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME:  
TELEPHONE: \_\_\_\_\_


NEIGHBORHOOD MEETING PLACE:  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES 

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**Family Emergency Plan** 

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TELEPHONE: \_\_\_\_\_


OUT-OF-TOWN CONTACT NAME:  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE:  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES 

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TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

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DIAL 911 FOR EMERGENCIES 