

FAMILY EMERGENCY INFORMATION ORGANIZER

One place for the essential information your family may need when time matters most.

Health Therapies Lifestyle

Building Healthier Lives, Stronger Families, and Lasting Legacies.

Emergencies are difficult enough without searching through phones, drawers, emails, and paperwork for basic information. Use this organizer to create a simple family reference document. Complete only the sections that are appropriate for your household, store it securely, and tell trusted family members where it can be found.

Important privacy note: Do not write passwords, PINs, full Social Security numbers, or other highly sensitive authentication information in a copy that could be easily lost or seen by others.

1. Household Information

Primary household / family name	
Home address	
Primary phone	
Secondary phone	
Primary email	
Preferred family meeting location	

2. Emergency Contacts

Name	Relationship	Phone	Alternate contact

3. Medical Contacts

Person / provider	Role or specialty	Phone	Location / notes

4. Family Medical Snapshot

Record only information that would be genuinely useful in an emergency. Keep this page especially secure.

Family member	Allergies	Key conditions	Important notes

Current Medications

Family member	Medication	Dose / schedule	Prescriber / notes

Medical Devices / Mobility / Communication Needs

Equipment or support needed	
Where equipment is kept	
Important instructions	

5. Insurance & Important Services

Type	Company / provider	Member or policy reference	Phone / notes

6. Home & Utility Information

Service	Provider	Emergency / service phone	Notes

Utility shutoffs / safety notes

Main water shutoff location	
Electrical panel location	
Gas shutoff / safety information	
Fire extinguisher / emergency supplies	

7. Children, Older Adults & Dependents

Name	Care needs	School / care provider	Emergency instructions

8. Pets

Pet	Veterinarian / phone	Medication / needs	Emergency caregiver

9. Family Emergency Plan

If we must leave home, we will meet at	
Out-of-area family contact	
Who will check on vulnerable relatives	
Who will collect children / dependents	
Who will care for pets	
Backup plan if phones are unavailable	

10. Important Documents - Where Are They?

Record locations, not passwords or highly sensitive access credentials.

Document	Where stored	Who can access it	Notes

Suggested documents to locate

- Identification and passports
- Health insurance information
- Birth and marriage records
- Property and vehicle records
- Wills, powers of attorney, advance directives, and guardianship documents where applicable
- Family Legacy Support or final-arrangement information
- Emergency financial and household information

11. Emergency Go-Bag Checklist

Adapt this list to your location, household, medical needs, climate, and local emergency guidance.

- Water ■ Shelf-stable food ■ Essential medications ■ First-aid supplies
- Flashlight & batteries ■ Phone chargers / power bank ■ Copies of key documents
- Basic clothing & hygiene items ■ Mobility / sensory supplies ■ Pet essentials
- Emergency contact list ■ Other household-specific supplies

12. Family Communication Plan

During a crisis, simple instructions are easier to remember. Agree on these details before they are needed.

Our primary family contact method	
Our backup contact method	
Our local meeting place	
Our alternate meeting place	
Our out-of-area contact	
Special instructions for children	
Special instructions for older / vulnerable family members	

13. Review & Update Record

Date reviewed	Updated by	What changed	Next review

A Family Preparedness Promise

We cannot predict every emergency, but we can reduce confusion. We will keep essential information organized, communicate our plans, check on one another, and update this organizer as our family's needs change.

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Educational notice: This organizer is a general preparedness resource. It does not replace professional medical, legal, financial, insurance, emergency-management, or public-safety advice. Follow instructions from local emergency authorities and qualified professionals when appropriate.