

READY FOR ANYTHING PREPAREDNESS SERIES

READY FOR **ANYTHING**

FAMILY EMERGENCY PLAN WORKBOOK

BUILD THE PLAN YOUR HOUSEHOLD WILL FOLLOW
WHEN NORMAL LIFE IS DISRUPTED

CONTACTS • MEETING PLACES • EVACUATION •
MEDICAL

UTILITIES • INSURANCE • PETS • SCHOOL • HOME
INVENTORY

PLAN NOW. COMMUNICATE CLEARLY. ACT WITH
CONFIDENCE.

START HERE

YOUR FAMILY EMERGENCY PLAN

Emergency supplies matter. But supplies alone do not tell your family where to meet, who to call, which route to take, what medications someone needs, or how to care for a pet during an evacuation. This workbook turns preparedness information into a written household plan.

The goal is simple: reduce confusion before an emergency creates pressure.

Complete this workbook with the people in your household. Do not hide the finished plan in a filing cabinet. Keep appropriate copies where they can be reached, protect sensitive information, and review the plan at least once a year or whenever your household changes.

HOW TO USE THIS WORKBOOK

- Complete one section at a time.
- Discuss the answers with every household member who can participate.
- Use clear, simple instructions that can be followed under stress.
- Make appropriate copies for go-bags, vehicles, and trusted contacts.
- Protect medical, financial, identification, and other sensitive information.
- Practice the plan and update it after drills or real emergencies.

IMPORTANT

Follow official emergency instructions. This workbook is a planning tool and does not replace guidance from emergency management, medical, utility, fire, law-enforcement, or other qualified professionals.

HOUSEHOLD PLAN INFORMATION

Family / Household Name: _____

Home Address: _____

Primary Phone: _____

Plan Created: _____

Last Updated: _____

Next Review Date: _____

SECTION 1

HOUSEHOLD MEMBERS & RESPONSIBILITIES

List the people covered by this plan. Assign simple responsibilities where appropriate so everyone knows what to do.

NAME	PHONE	ROLE / RESPONSIBILITY

POSSIBLE EMERGENCY RESPONSIBILITIES

- ☐ Account for children or dependent household members
- ☐ Gather medications and medical equipment
- ☐ Retrieve emergency documents
- ☐ Load go-bags and essential supplies
- ☐ Prepare pets for evacuation
- ☐ Monitor official emergency information
- ☐ Communicate with the out-of-area contact
- ☐ Address utilities only when safe and appropriate
- ☐ Drive the primary evacuation vehicle

SPECIAL HOUSEHOLD CONSIDERATIONS

Mobility needs: _____

Medical support needs: _____

Language / communication needs: _____

Other critical considerations: _____

SECTION 2

EMERGENCY CONTACTS

Cell phones can be lost, damaged, or uncharged. Maintain a written contact list.

PRIMARY & SECONDARY CONTACTS

CONTACT / RELATIONSHIP	PHONE	EMAIL

OUT-OF-AREA EMERGENCY CONTACT

Choose a trusted person outside your immediate area when practical. Family members can use this person as a central communication point if local communication is difficult.

Name: _____

Relationship: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

LOCAL EMERGENCY & SERVICE CONTACTS

AGENCY / SERVICE	PHONE / CONTACT

REMINDER

For immediate life-threatening emergencies, use the emergency number appropriate to your location. Keep local non-emergency and utility numbers separately.

SECTION 3

FAMILY MEETING PLACES

Choose locations before an emergency. A meeting place should be specific enough that everyone knows exactly where to go.

MEETING PLACE 1 — NEAR HOME

Exact location: _____

Address / landmark: _____

When we use this location: _____

How we get there: _____

MEETING PLACE 2 — OUTSIDE THE NEIGHBORHOOD

Exact location: _____

Address / landmark: _____

When we use this location: _____

How we get there: _____

MEETING PLACE 3 — OUT-OF-AREA DESTINATION

Destination / host: _____

Address: _____

Phone: _____

Primary route: _____

Alternate route: _____

FAMILY COMMUNICATION RULES

- ☐ If separated, send a short status message when possible.
- ☐ Contact the out-of-area person if local communication is unreliable.
- ☐ Do not repeatedly call when networks are congested unless necessary.
- ☐ State whether you are safe, your location, and when you will communicate again.
- ☐ Children know which trusted adult or location is part of the plan.

SECTION 4

EVACUATION PLAN

Some emergencies develop slowly. Others require immediate action. Predetermined destinations and routes reduce hesitation.

EVACUATION DESTINATIONS

PRIORITY	DESTINATION	ADDRESS / PHONE

EVACUATION ROUTES

ROUTE	DIRECTIONS / KEY ROADS / LANDMARKS

TRANSPORTATION PLAN

Primary vehicle: _____

Primary driver: _____

Backup vehicle / transport: _____

Fuel plan: _____

Vehicle emergency kit location: _____

LEAVING CHECKLIST

- ☐ All household members accounted for
- ☐ Medications and essential medical equipment collected
- ☐ Go-bags and emergency supplies loaded
- ☐ Important documents secured
- ☐ Pets loaded with carriers, leashes, and supplies
- ☐ Phones, charging cables, and power banks collected
- ☐ Out-of-area contact notified when practical
- ☐ Official evacuation instructions and route information checked

SECTION 5

MEDICAL INFORMATION & PRESCRIPTIONS

Maintain enough information to help communicate essential medical needs. Protect completed pages because they may contain sensitive information.

HOUSEHOLD MEDICAL SUMMARY

NAME	CONDITIONS / ALLERGIES	DOCTOR / CONTACT

PRESCRIPTION TRACKING

PERSON	MEDICATION	DOSE / SCHEDULE	PHARMACY

MEDICAL EQUIPMENT & SUPPORT NEEDS

PERSON	EQUIPMENT / NEED	POWER / STORAGE / BACKUP PLAN

PERSON	EQUIPMENT / NEED	POWER / STORAGE / BACKUP PLAN

**MEDICAL
PLANNING**

If a household member depends on electrically powered medical equipment, refrigerated medication, oxygen, mobility support, or other essential medical resources, develop a specific backup plan with the appropriate healthcare provider and local emergency resources.

SECTION 6

HOME UTILITIES & SAFETY INFORMATION

Every responsible adult should know where major utility controls are located. Do not shut off utilities unless conditions and qualified guidance indicate it is appropriate.

ELECTRICITY

Electrical panel location:

Main disconnect / breaker location:

Utility provider:

Emergency / outage phone:

WATER

Main water shutoff location:

Shutoff tool location, if needed:

Water utility:

Emergency phone:

GAS / FUEL, IF APPLICABLE

Gas / fuel shutoff location:

Provider:

Emergency phone:

Qualified restart procedure / contact:

HOME SAFETY EQUIPMENT

EQUIPMENT	LOCATION	LAST CHECKED

SAFETY

If you smell gas, suspect a leak, see damaged electrical equipment, or face another utility hazard, leave the dangerous area and follow your utility provider's and emergency authorities' instructions. Do not improvise hazardous repairs.

SECTION 7

INSURANCE & RECOVERY INFORMATION

Organized information can reduce confusion after a loss. Store completed pages securely.

INSURANCE CONTACTS

TYPE	COMPANY / AGENT	POLICY / CONTACT

IMPORTANT PROPERTY INFORMATION

Mortgage / landlord contact: _____

Home / renter policy contact: _____

Vehicle insurer: _____

Primary bank contact: _____

Other recovery contact: _____

AFTER AN EMERGENCY

- ☐ Confirm immediate safety before inspecting damage.
- ☐ Photograph or document damage when it is safe to do so.
- ☐ Keep receipts related to emergency lodging, repairs, and replacement needs.
- ☐ Record claim numbers and the names of representatives.
- ☐ Do not discard damaged property before documenting it and checking insurer instructions.
- ☐ Use caution with unsolicited contractors or urgent payment demands.

CLAIM / RECOVERY NOTES

DATE	CONTACT / CLAIM #	NOTES / NEXT STEP

DATE	CONTACT / CLAIM #	NOTES / NEXT STEP

SECTION 8

PET EMERGENCY PLAN

Pets need their own transportation, supplies, medical information, and evacuation destinations.

PET INFORMATION

PET	SPECIES / BREED	ID / MICROCHIP	MEDICAL / SPECIAL NEEDS

VETERINARY INFORMATION

Primary veterinarian: _____

Phone: _____

Emergency veterinarian: _____

Emergency vet phone: _____

PET EVACUATION DESTINATIONS

LOCATION	ADDRESS / PHONE	PETS ACCEPTED / NOTES

PET GO-KIT

- ☐ Food and water
- ☐ Bowls
- ☐ Medications and instructions
- ☐ Leash / harness
- ☐ Secure carrier
- ☐ Identification and current photograph
- ☐ Vaccination / medical records
- ☐ Waste bags or litter supplies

☐ Cleaning supplies

☐ Comfort item

Pet kit location:

Carrier / leash location:

SECTION 9

SCHOOL, CHILDCARE & WORKPLACE PLANS

Emergencies may happen while family members are separated. Understand the procedures used by schools, childcare providers, workplaces, and care facilities.

SCHOOL / CHILDCARE CONTACTS

PERSON	SCHOOL / PROVIDER	PHONE	REUNIFICATION / RELEASE NOTES

AUTHORIZED PICKUP / TRUSTED ADULTS

NAME	RELATIONSHIP	PHONE

WORKPLACE / CARE FACILITY CONTACTS

PERSON	LOCATION / EMPLOYER	EMERGENCY CONTACT

SEPARATION PLAN

If phones fail, our first action is:

Children are reunited at:

Our out-of-area contact is:

Special instructions:

SECTION 10

HOME INVENTORY

A basic inventory can help with insurance and recovery. Photograph rooms and important property when appropriate, and store records securely.

ROOM-BY-ROOM INVENTORY

ROOM / AREA	IMPORTANT ITEMS	SERIAL / MODEL / NOTES

HIGH-VALUE OR ESSENTIAL ITEMS

ITEM	PURCHASE / VALUE INFO	PHOTO / RECEIPT / RECORD LOCATION

- ☐ Room photographs or video completed
- ☐ Important serial numbers recorded
- ☐ Receipts or purchase records retained when available
- ☐ Inventory copy stored securely
- ☐ Appropriate digital backup created
- ☐ Inventory review date scheduled

SECTION 11

EMERGENCY DOCUMENTS & FINANCIAL READINESS

Decide which information you may need during evacuation and recovery. Protect sensitive records from unauthorized access.

DOCUMENT CHECKLIST

- ☐ Identification
- ☐ Driver's licenses
- ☐ Passports
- ☐ Birth certificates
- ☐ Insurance information
- ☐ Medical and prescription information
- ☐ Property / lease / mortgage information
- ☐ Vehicle information
- ☐ Pet vaccination records
- ☐ Emergency contact list
- ☐ Household emergency plan

DOCUMENT STORAGE PLAN

Primary secure location: _____

Evacuation copy location: _____

Digital backup method: _____

Person responsible for documents: _____

EMERGENCY MONEY PLAN

Emergency cash goal: _____

Current emergency cash reserve: _____

Emergency fund goal: _____

Backup payment method: _____

Financial contact information location: _____

PRIVACY

Do not place unprotected account passwords, full payment-card details, or other highly sensitive access credentials in an easily lost go-bag. Use secure storage and a password-management strategy appropriate for your household.

FAMILY DRILL & PLAN REVIEW

A written plan becomes more useful when the household practices it. Drills reveal missing information and unrealistic assumptions while conditions are safe.

DRILL CHECKLIST

- ☐ Test family notification procedure
- ☐ Move to the near-home meeting place
- ☐ Practice the separated-family communication plan
- ☐ Locate emergency supplies
- ☐ Locate utility controls without operating them unnecessarily
- ☐ Gather medications and emergency documents
- ☐ Prepare pets for transport
- ☐ Load essential evacuation supplies
- ☐ Review primary and alternate routes
- ☐ Discuss what each person found confusing

DRILL RECORD

DATE	DRILL / SCENARIO	WHAT WORKED	WHAT MUST CHANGE

NEXT THREE IMPROVEMENTS

1.

2.

3.

Next drill date:

Next full plan review:

FINAL REVIEW

ONE-PAGE FAMILY ACTION SUMMARY

Complete this page after the rest of the workbook. Keep an appropriate copy where family members can access it.

Household name: _____

Primary meeting place: _____

Secondary meeting place: _____

Out-of-area destination: _____

Out-of-area contact: _____

Contact phone: _____

IF WE MUST EVACUATE

Primary destination: _____

Primary route: _____

Alternate route: _____

Primary driver: _____

Pet kit location: _____

Go-bag location: _____

Emergency documents location: _____

OUR FIRST PRIORITIES

1	2	3

FAMILY STATUS MESSAGE

SAFE / NEED HELP. I AM AT _____, I AM WITH _____, NEXT CONTACT AT _____.

REMEMBER

Life safety comes first. Follow official warnings and evacuation orders. Do not delay leaving a dangerous situation to collect property or complete a checklist.

YOUR FAMILY NOW HAS A PLAN

A PLAN IS MOST VALUABLE WHEN YOU KEEP BUILDING READINESS.

You have identified contacts, meeting places, evacuation routes, medical needs, utility information, pet plans, school procedures, insurance contacts, and recovery records. The next step is to build the supplies and household systems that support this plan.

Preparedness is not about fear. It is about reducing confusion, creating options, and protecting the people and pets who depend on you.

CONTINUE WITH THE COMPLETE READY FOR ANYTHING PREPAREDNESS PACKAGE

READY FOR ANYTHING eBook

A practical household guide to water, food, supply disruptions, extended outages, natural disasters, medical readiness, sanitation, communications, evacuation, pets, and recovery.

EMERGENCY PREPAREDNESS PLANNER

Track supplies, inventories, goals, maintenance, drills, expenses, and preparedness progress.

**GET BOTH FOR
\$49.95**

**BUILD THE PLAN. FILL THE GAPS. BE READY FOR
ANYTHING.**

**PLAN NOW. COMMUNICATE CLEARLY. ACT WITH
CONFIDENCE.**

Copyright © 2026 Dragonsfly Online, LLC. All rights reserved.

This workbook is provided for general educational and informational purposes. Emergency conditions vary. Follow official instructions from local authorities and qualified emergency, medical, utility, and public safety professionals. This material is not a substitute for professional medical, legal, financial, engineering, utility, or emergency response advice.