Emergency Communication Plan

Printable household worksheet | Prepping Communities

Complete this plan with everyone in your household. Keep copies in a secure, accessible place and update them when details change. Use local emergency guidance and only authorized radio frequencies.

1. Household & review details

Household address: _____

Plan created: _____ Last reviewed: _____ Next review: _____

2. Emergency information sources

Record official alert services, broadcast stations and frequencies that actually serve your area.

Source / service	Name, URL or frequency	Backup / notes
Emergency management		
Weather / hazard alerts		
Emergency / news radio		
Local government alerts		

3. Meeting places & check-in arrangements

Primary meeting place (near home): _____

Alternate meeting place (outside local area): _____

When and how to check in: _____

If someone cannot reach a meeting place: _____

4. Out-of-area contact & household contacts

Out-of-area contact: _____ Relationship: _____

Phone: _____ Email: _____

Person / role	Phone / alternate	Location / important notes

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5. Backup communication equipment

Mark equipment available and tested; add its storage location and charging or battery needs.

Equipment	Available / tested	Location / power needs
Mobile phones	[ ] / [ ]	
Battery / hand-crank radio	[ ] / [ ]	
Two-way radios	[ ] / [ ]	
Amateur radio (licensed)	[ ] / [ ]	
Power banks / chargers	[ ] / [ ]	
Solar / vehicle charging	[ ] / [ ]	
Spare batteries	[ ] / [ ]	

6. Useful channels and frequencies

Official emergency broadcasts: _____

Weather broadcasts: _____

Authorized local two-way / amateur radio channels: _____

Other verified local channels: _____

Note: Receiving public safety broadcasts may be restricted or unavailable in some regions. Never transmit on emergency or licensed frequencies without authorization.

7. What we will do when networks fail

First choice: Try brief calls or text messages if service is available; avoid repeated calls that congest networks.

If cellular service fails: _____

If electricity and internet also fail: _____

If household members are separated: _____

If evacuation is ordered or needed: _____

Who checks on vulnerable household members: _____

8. Neighborhood support

Neighbor / contact	Address / phone	Skills, equipment or agreed support

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9. Practice & maintenance

Task	Suggested interval	Last / next completed
Test emergency radio	Monthly	
Check power banks / chargers	Every 3 months	
Inspect batteries	Per manufacturer / annually	
Verify contacts and alerts	Every 6 months	
Practice family check-in drill	Twice yearly	
Review meeting places	Annually / after changes	

10. Communication failure exercise

Scenario: A regional power outage disables home internet. Mobile calls are unreliable, and one household member is away from home. Practice the first 30 minutes without assuming that your usual devices work.

How did you receive trustworthy updates? _____

How did each person know where to go or whom to contact? _____

What failed or was missing? _____

11. Three priority improvements

Improvement	Person responsible	Target date

Additional notes

_____

_____

_____

Privacy reminder: This worksheet contains sensitive contact and location information. Store copies securely and share only with trusted people. Review after household, equipment or local service changes.