

PrepareRight

Family Emergency Plan

One evening. One walk-through. One plan
every member of the household actually knows.

"Prepare one right step at a time."

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Welcome

This plan is built for one purpose. When something unexpected happens at home, every member of the household should know exactly what to do until help arrives.

That doesn't require complicated emergency training. It requires answering a handful of specific questions in advance, writing the answers down where everyone can find them, and walking through the plan once so nobody is guessing in the moment that matters.

How to Use This Plan

This system includes eight working sections:

- **Family Meeting Places** for indoor shelter and outdoor gathering
- **Emergency Contacts** including an out-of-state contact everyone knows
- **Trusted Neighbors** children can go to if parents aren't reachable
- **Home Escape Routes** for each floor and each bedroom
- **What to Grab** if we have five minutes to leave
- **Utility Shutoffs** for gas, water, and electricity
- **Child Responsibilities** matched to each child's age
- **Skills Checklist and Practice Log** to track what everyone has learned

Fill it out together

This plan works best when the household fills it out together at the kitchen table. Kids who help build the plan remember it better than kids who are handed a finished copy.

How to fill in this PDF

You have three options. Print and fill in by hand. Open in Adobe Reader or Preview and type directly into the fields using the text annotation tool. Or use this PDF as a reference and capture your answers in a notes app or shared document.

PART 1: FAMILY MEETING PLACES

Where We Meet

Every emergency plan needs two things: a place to go inside the home during severe weather, and a place to meet outside if we ever have to leave. Both need to be specific, memorable, and known by everyone in the household.

Indoor Shelter Location

The safest interior spot for severe weather. Usually the lowest floor, an interior room, away from windows. A basement, first-floor bathroom, or interior hallway often work.

Primary indoor shelter	
Backup indoor shelter	
Supplies kept in the shelter	

Outdoor Meeting Place (Near Home)

The spot everyone walks to if we have to leave the house (fire, gas leak, etc.). Should be visible from the street, safe distance from the house, and something a small child can find in the dark.

Primary outdoor meeting place	(e.g., the mailbox, the neighbor's oak tree)
Backup if the primary is unsafe	

Meeting Place Away From Home

If we can't return to the neighborhood (evacuation, disaster, etc.), where do we meet? A community center, school, church, or relative's home a few miles away.

Regional meeting place	
Address	
How to get there without a car	

PART 2: EMERGENCY CONTACTS

Emergency Contacts

During an emergency, cell towers can be overwhelmed and text messages often go through when calls do not. In-town phone lines can go down while long-distance lines stay up. That's why every household needs an out-of-state contact everyone in the family knows by heart.

Household Members and Phone Numbers

Parent / Guardian 1 (name + cell)	
Parent / Guardian 2 (name + cell)	
Parent 1 work phone	
Parent 2 work phone	
Child 1 (name + phone if applicable)	
Child 2 (name + phone if applicable)	
Child 3 (name + phone if applicable)	

Out-of-State Emergency Contact

Everyone in the family calls or texts this person if they can't reach each other. This is the single most important contact in the whole plan. Every child should know this name and number by heart.

Out-of-state contact name	
Relationship	
Phone number	
Alternate way to reach them	

Why out-of-state?

Long-distance networks stay up when local networks are overwhelmed. Your out-of-state contact becomes the family's information hub during a regional emergency: everyone checks in with them, and they relay who's safe to everyone else.

PART 3: TRUSTED NEIGHBORS AND NEARBY ADULTS

Neighbors and Nearby Adults

If parents can't be reached and the house isn't safe, who can our children go to? These should be adults our kids already know by name, whose homes they've been inside, and who know they may show up at the door in an emergency.

Trusted Neighbors

Neighbor 1: name + address	
Neighbor 1: phone	
Neighbor 2: name + address	
Neighbor 2: phone	
Neighbor 3: name + address	
Neighbor 3: phone	

Other Trusted Adults

Family friends, church members, coaches, or teachers who could pick up a child from school or watch them briefly if needed.

Adult 1: name + relationship	
Adult 1: phone	
Adult 2: name + relationship	
Adult 2: phone	

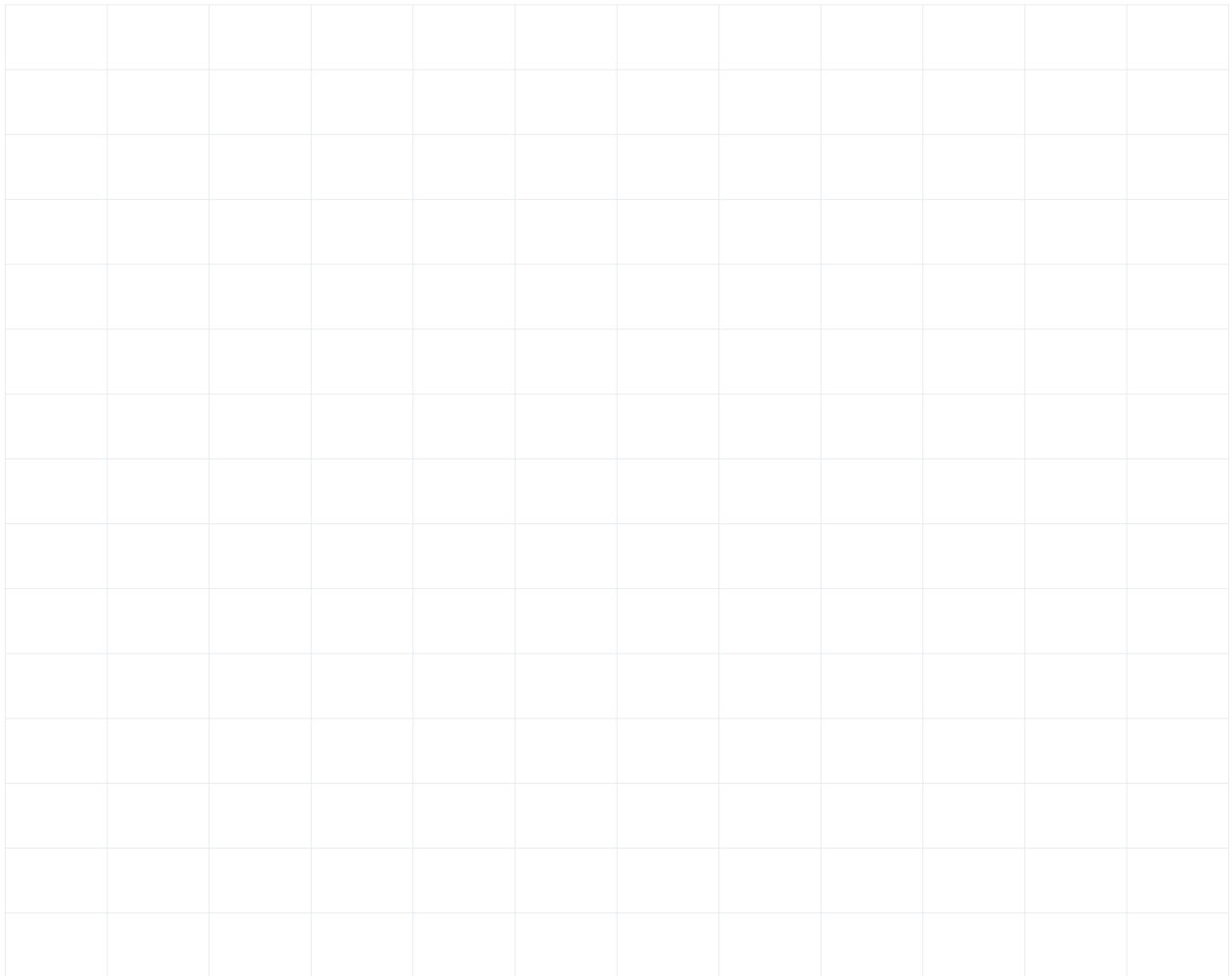
Tell them

Let each of these neighbors and adults know they're on your emergency list. Ask permission. Give them a copy of the parent contact info in return. Emergency plans work better when the other side knows they're part of one.

PART 4: HOME ESCAPE ROUTES

Home Escape Routes

Every bedroom needs two ways out. The main exit (usually a door) and a secondary exit (usually a window). Draw the layout of your home below and mark: main exits (green arrows), secondary exits (orange arrows), smoke alarm locations (circles), and the outdoor meeting place (star). Walk each route physically with the whole household.

A large grid of 12 columns and 16 rows, intended for drawing a floor plan of a home. The grid is composed of light gray lines forming a series of squares.**Test it once, in the dark**

The most useful test of an escape route is walking it once with the lights off and the household barefoot. That's the condition most house fires happen in.

PART 5: WHAT TO GRAB

The Five-Minute Ready Bag

If we have five minutes to leave the house, what goes with us? Pack a small bag in advance and keep it in a known location. Everyone should know where it lives and what's inside.

The Essentials

- 1 Wallets, IDs, and phone chargers
- 2 Prescription medications (rotate every 90 days)
- 3 Cash in small bills (\$100-200)
- 4 A copy of this plan and insurance documents
- 5 A phone list printed on paper in case phones die
- 6 Water bottles (one per person)
- 7 A change of clothes for each person
- 8 Comfort items for children (a favorite stuffed animal, book, blanket)
- 9 Pet leash, carrier, and 24 hours of pet food

Where Our Ready Bag Lives

Primary location	(e.g., front hall closet)
Last inspected	
Special items to grab beyond the bag	

PART 6: UTILITY SHUTOFFS

Utility Shutoffs

After certain emergencies (broken pipe, gas leak, electrical fault), one of the first things we may need to do is turn off a utility. Every adult in the household should know where each shutoff is and how to operate it.

Gas Shutoff

Location	(e.g., outside next to the meter)
Tool needed	(usually a wrench, stored where?)
Emergency gas company phone	

Water Shutoff

Main water shutoff location	
Water heater shutoff location	

Electrical Panel

Main breaker location	
Panel label date last updated	

Only shut off gas if there's a leak

Once gas is turned off at the main shutoff, only the gas company can safely turn it back on. Don't shut it off preventively. Only do it if you smell gas or hear hissing.

PART 7: CHILD RESPONSIBILITIES BY AGE

Child Responsibilities by Age

Children feel less afraid when they have a specific job. The right responsibility grows as they do. Below is a starting framework. Adapt each child's role to their actual ability, not just their age.

Age	Skills to Learn	Sample Emergency Job
3-5	Own full name, parent name, address, 911	Hold a parent's hand
6-8	Parent's phone number by heart, meeting places	Grab the family flashlight
9-11	How to use a phone, out-of-state contact, exits	Help a younger sibling out
12-14	Basic first aid, fire extinguisher use, utility shutoffs	Call the out-of-state contact
15+	Full plan awareness, help with siblings, drive if licensed	Coordinate sibling accountability

Our Children and Their Jobs

Child 1: name, age, emergency job	
Child 2: name, age, emergency job	
Child 3: name, age, emergency job	

PART 8: SKILLS EVERY FAMILY MEMBER SHOULD KNOW

Skills Checklist

Below are the core skills every household member should have. Mark each one as you cover it, and re-check annually. Kids grow. Skills fade. This is the running record.

Skill	Parent 1	Parent 2	Child 1	Child 2	Child 3
Knows home address					
Knows parents' cell numbers by heart					
Knows out-of-state contact by heart					
Can call 911 (and knows when)					
Knows two ways out of every bedroom					
Knows the outdoor meeting place					
Knows where the ready bag lives					
Knows the trusted neighbors					
Has practiced Drop, Cover, Hold On					
Knows where utility shutoffs are					
Knows basic first aid					

PART 9: PRACTICE LOG

Practice Log

Practice is what turns a plan into a skill. Twice a year is a reasonable minimum: once in daylight, once at night if possible. Record each practice below with the date, the scenario, and one thing to improve next time.

Date	Scenario Practiced	How It Went	One Thing to Improve

Scenarios to try

Smoke alarm at night. Power outage. Severe weather (tornado warning, hurricane approach). Kids home alone when something happens. Separation at a crowded event. Grandparent needs medical help while watching kids. Rotate through them, one per practice.

PART 10: STORING THIS PLAN

Where to Keep This Plan

A plan that nobody can find during an emergency is a plan that doesn't exist. Store this document in three places so it survives whatever it was designed for.

1

Kitchen or family binder

The primary copy where family members can grab it during an emergency. Front ha

2

Cloud backup

Google Drive, iCloud, Dropbox, or the cloud service you already use. Survives anytl

3

With trusted family off-site

Give a copy to the out-of-state emergency contact or a nearby relative. If your home

Update it once a year

Tie the refresh to something you already do. Kids' birthdays. Tax filing. The start of the school year. Anything that helps make sure the plan reflects your household as it is, not as it was two years ago.

You're Done

If you've filled in the meeting places, the emergency contacts, the neighbors, the escape routes, the ready bag location, the utility shutoffs, and the child responsibilities, you now have something most families never actually build.

Practice it once. That's what turns paper into preparation.

What's Next?

A family emergency plan is one piece of preparedness. There are others, and they look different for every household.

The PrepareRight Assessment takes about five minutes. It asks twelve questions about your household, location, family, and current readiness, and returns your three highest-priority preparedness actions, ranked by what matters most for your specific situation.

One right step at a time.

Take the free assessment at prepareright.co

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