

Organization Name:	Address	City	County	Zip Code:

Emergency Contacts of Residents

Communication

In an emergency, we will keep the following individuals informed of our whereabouts. This is someone who is in a different geographic area or state to reduce the chances that they will also be affected by the disaster or pandemic at the same time.

Name	Phone	Email

This is how we plan to communicate with the families of our residents if we have to evacuate our facility or shelter-in-place:

This is who we will communicate with (and how) if we have problems en route while we are evacuating. Include Dept. of Mental Health contacts.

Destination

These are the three most likely places to which we would evacuate (so you know in case we cannot reach you or our emergency contact):

Location	Contact Name/Title	Phone Number	Cell Phone/ Pager	Address

Last Updated	Date:	Signature
---------------------	-------	-----------