
Sample Letter to Family/Responsible Party Regarding Evacuation Instructions

To be placed on facility letterhead

Date _____

Dear Responsible Party/Family Member,

As we implement our **All Hazards Emergency Plan** that has been developed in conjunction with _____ (county name) County Emergency Management Office, we want to update our emergency contact information for you.

In the event of an emergency, we would like to have an alternate number for you on file, if we do not already have it. We would also like to have at least one other person listed that we could contact in the event of an emergency. It would also be helpful to list family members out of the general area/out of state.

Please remember that in the event of a catastrophic event, phone lines may be down and cell phones inoperable, so we will make every attempt to contact you to inform you of our plans to shelter-in-place or evacuate.

In the event of an evacuation, we have agreements with alternate care facilities to provide care for our residents until we can safely return to _____ (facility name). These locations are _____ (alternate facility and phone number) and _____ (alternate facility and phone number).

You also have the option to **take your loved one home** during planned evacuations, particularly due to hurricanes. We would provide you with necessary medications, medical supplies, and other items needed. This would be discussed further with you, as we prepared for such an event.

We appreciate your support and cooperation in assisting us in our planning process to ensure our residents and staff members are protected during times of catastrophe.

Please complete the information below for our records:

Responsible Party: _____

Home Telephone: _____

Office Telephone: _____

Mobile Telephone: _____

Emergency Contact: _____

Home Telephone: _____

Office Telephone: _____

Mobile Telephone: _____