ada **National Network**
Information, Guidance and Training on the
Americans with Disabilities Act

PACIFIC ada CENTER

Call us toll-free
1-800-949-4232 V/TTY

Find your regional center at
www.adata.org

Provided By:
Pacific ADA Center
1-800-949-4232 (Voice/TTY)
(510) 285-5600 (Voice/TTY)
adatech@adapacific.org
www.adapacific.org

Emergency Contact List

An emergency contact list is used to let people know that you are safe or that you need help. This list should have phone and email contacts. In some emergencies, phones or cell phones may not be working. In that case, try to make contact through e-mail or by text messages.

Emergency Contact List Checklist

Use this checklist to assist you in creating an emergency contact list. You can also use it to help identify areas that you may need to work on. Use the attached form or create your own list.

If the action item(s) in this checklist is complete, put the date you completed it in the "Date Done" box. If the action item(s) does not apply to you, cross it out. Use the "Notes" box to make your follow-up notes.

Date Done	Item	Notes
	Creating an Emergency Contact List	
	List your contacts in priority order (who you should try to reach first, second, third, etc.).	
	In a large emergency like a flood, earthquake, tornado or hurricane, it is often easier to call outside the affected area because long distance phone lines are not as busy and overloaded as are local lines. So include out of the area contacts on your list.	
	Keep hard copy of this list and, if possible, enter it into your cell phone.	
	Give everyone on your list a copy of the list along with instructions on how to use it. Ask that they keep hard copies of this list and, if possible, enter it into their cell phones.	

Date Done	Item	Notes
	Other important general items:	
	Update this list at least once a year and send copies to all listed contacts.	
	Have a neighbor contact list to use when you are away from home and need to check on your home or neighbors.	

Emergency Contact List
Updated __/__/__

List emergency contacts in priority order (the most important person first). When you use this list during an emergency share with the person you reach by phone, or the people you reach via email or text, this information:

1. Who you are
2. What happened
3. Where you are
4. What your condition is, and if needed, how they can help
5. What your plans are
6. If possible, let them know when you will call or email or text again
7. Ask the person you reach to contact others on the list to give them the information.

Person	**Home**	**Cell**	**Work**	**Fax**	**E-mail**	**Updated**
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

For more information, call and speak to an ADA specialist at **1-800-949-4232**. All calls are confidential.