

In Case of Emergency...

If you or someone in your family has a personal emergency, here are some guidelines to follow. Emergency, in this context, is usually defined as a life-threatening injury or illness, or a death. When in doubt, contact the First Sergeant, the Air Force Aid Society office, or the American Red Cross.

For *medical* emergencies involving life, limb, or eyesight call 911 immediately.

If you are at your home base...

- If your active duty spouse is with you, they should first contact their First Sergeant. If the emergency occurs after duty hours, and it **absolutely, positively** cannot wait until the next duty day, the First Sergeant can be contacted through the base Command Post (call the base operator to get connected through).
- If your active duty spouse is TDY or deployed, you may still contact the First Sergeant if you feel comfortable doing so. The First Sergeant can give you assistance and advice on the best way to handle the emergency.
- Visit or call your Air Force Aid Society, <http://www.afas.org/>. AFAS offices are located at all Air Force Bases, worldwide. Most are located in the Family Support Center.

If you are away from your home base, but near another Air Force Base:

- You may receive assistance at any Air Force Base. Again, most Air Force Aid offices are in the Family Support Center.

If you are away from your home base, but NOT near another Air Force Base:

- The Air Force Aid Society has reciprocal agreements that allow you to receive assistance through these other agencies:

Army Emergency Relief (located at Army installations) <http://www.aerhq.org/>

Coast Guard Mutual Assistance (located at Coast Guard installations) <http://www.cgmahq.org/>

Navy - Marine Corps Relief Society (located at Navy installations) <http://www.nmcrcs.org/>

American Red Cross Chapters (located throughout the United States) <http://www.redcross.org/>

In order for the active duty member to be allowed to take emergency leave because of a family emergency, the American Red Cross often has to confirm the nature of the emergency. If your family calls you about an emergency, ask them to contact their local chapter of the American Red Cross. Their local chapter will transmit a message to the closest American Red Cross chapter to your base (sometimes located on base) describing the nature of the emergency. Notification can go more quickly if the Red Cross has the unit and social security number of the active duty member.

Emergency leave for the active duty member may be granted for an emergency involving immediate family members. The unit First Sergeant or Commander may allow emergency leave in other cases, depending upon the circumstances.

Please note, the Air Force will NOT pay for travel for personal emergencies. Many overseas bases have policies to help reduce the cost of returning the continental United States, but there are still costs to the family. The Air Force Aid Society can give loans to help pay for emergency travel, but these loans must be repaid. Whenever possible, it is wise for Air Force families to have an emergency savings for true family emergencies.

Emergency Worksheet

AF member:	SSN:
Unit:	Duty Phone #:
Commander:	Phone #:
First Sergeant:	Phone #:
Base Command Post (24 hour operations; emergencies <i>only</i>)	Phone #:

Spouse:	SSN:
Work address:	Work Phone #:
Supervisor:	Phone #:

Family Support Center/Air Force Aid Society:	Phone #:
Casualty Assistance Officer:	Phone #:
Local Red Cross Office address:	Phone #:

Immediate Family Member Information	
Name:	Phone #:
Address:	
Name:	Phone #:
Address:	
Name:	Phone #:
Address:	

Bank/Credit Union:	Phone #:
Address:	Account #: PIN #, Password:
Bank/Credit Union:	Phone #:
Address:	Account #: PIN #, Password:

Important documents (such as birth certificates, wills, etc.) are located:
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- Attach:
- Copies of Life Insurance Policies
 - Copies of Car Insurance Policies
 - Copies of Homeowners/Renters Insurance Policies
 - Copy of active duty member's orders
 - Copies of ID cards
 - Copy of DD Form 93, Record of Emergency Data
 - List of credit card account numbers, issuing bank, bank phone number