



PREPARE YOURSELF!

Family Member Locator

In a disaster, you know you'll be worried about your family's safety and whereabouts. Little else will matter until you know that everyone is safe. Taking these steps NOW will make it easier for your family to connect in an emergency.

WHERE WILL YOU LOOK? Think about this now, while you have the time!

- Where is each family member most likely to be (e.g., school, work, gym, friend/relative's house)?
 - Consider all times of day, routine schedules, and any favorite "hangouts." For example, does your spouse stop at the gym before or after work? Which activities is your child doing on which afternoon?
 - Add co-workers, neighbors, or school friends to your list just in case.
- Collect contact information (phone, physical address, e-mail) for each location.
 - Arrange the information in a way that makes sense to you and your family (example on other side).
 - Add an out-of-area family member or friend as your contact for an incident affecting the entire region. Instruct all family members to check in with that contact if they can't get through locally.
- Program your family's phones/devices with these important phone numbers.
- Don't forget smart-phone apps, social media, and Web-based communication; **remember that you need an Internet connection/cellular service and a charged battery for these to work!**

COPY, SHARE, UPDATE!

Make Copies

- **Discuss your plan with your family:** they can help put it together and they need to understand it in case they need to use it.
- **Share copies** with family members - everyone in your household plus relatives who you see frequently.
- Keep a copy everywhere you might need it (e.g., at home, in the car, at work, in your phone).
- Share a copy with babysitters or other visitors to your home who may need to know.

Update It

- **Keep the information current**, especially if you move or get a new mobile device. Check it periodically (e.g., when you change your clocks for daylight savings time).

AT WORK...

Does your employer have current information to contact your family if something happens to you at work?

- Encourage your employer to use an emergency accountability system that includes a communications plan. You could even incorporate it into your employee safety program.
- Remember to keep the information current. It's only as good as the latest update!
- If your employer expects you to stay at work during a disaster, ask them to dedicate a person to check on employees' families. You'll be more effective if you know everyone is okay.

(continued on back)

Date: _____

Local Contact Information:

PARENT #1: _____

Work Site: _____

Primary Phone: _____

Secondary Phone: _____

RELATIVE #1: _____

Work/Home: _____

Primary Phone: _____

Secondary Phone: _____

CHILD #1: _____

Cell Phone: _____

School/Work Site: _____

School/Work Phone: _____

CHILD #3: _____

School/Work Site: _____

Cell Phone: _____

School/Work Phone: _____

NEIGHBOR: _____

Primary Phone: _____

Secondary Phone: _____

PARENT #2: _____

Work Site: _____

Primary Phone: _____

Secondary Phone: _____

RELATIVE #2: _____

Work/Home: _____

Primary Phone: _____

Secondary Phone: _____

CHILD #2: _____

Cell Phone: _____

School/Work Site: _____

School/Work Phone: _____

CHILD #4: _____

School/Work Site: _____

Cell Phone: _____

School/Work Phone: _____

DAYCARE: _____

Primary Phone: _____

Secondary Phone: _____

OUT-OF-AREA CONTACT:

Name: _____

Location: _____

Primary Phone: _____

Secondary Phone: _____

OTHER:

Insurance Agent: _____

Primary Phone: _____

Secondary Phone: _____