



# FAMILY MEMBER LOCATOR PLAN



*Your first concern during a disaster is usually for the safety of you family members. If disaster strikes without warning during your normal, busy day, how will you locate them?*

*Advance preparations can help you check on your family more quickly during an emergency. Nothing else will matter until you know that all is well at home. Only then can you turn your attention to other things, such as returning to work or helping your less fortunate neighbors.*

***Make a list and  
check it twice!***

## **Where would you look?**

Do something now to prepare, while you have the time and can think clearly!

- Make a list of the most logical places to look for each family member: at home, at work, at school, at a friend's house.
- Keep a calendar of family events
- Consider all times of the day, routing schedules, and any favorite "hangouts." (For example, does your spouse stop at the gym before or after work? Is it Thursday afternoon, and you son is probably at his Boy Scout meeting?)
- Add a few co-workers, colleagues, neighbors, or school friends, just in case.
- Collect the address and telephone number for each of those places. Don't forget about cell phone and pager numbers!
- Arrange them in a way that makes sense to you. Adapt the chart on the reverse of this flyer for your own use.
- Add an out-of-state family member or friend as your contact if local telephone lines are down. Instruct all family members on how to use the Family Member Locator Plan.

## **I made my list... what's next?**

Make plenty of copies

- Share copies with family members – everyone in your household plus relatives that you see frequently.
- Keep a copy everywhere you might need it – at home, by the phone, in the car, at work, in your wallet, etc.
- Share the information with the baby sitters or other visitors to you home who may need to know.
- Talk about it! Discuss your plan with your family. Make sure they understand, in case they need to use it.
- Update it when you do your bi-annual smoke alarm test and set your clocks ahead/back.

## **Now that you're prepared, encourage others to do the same!**

What if your employer needs to contact your family about you?  
Could they do it?

- Encourage your employer to adapt the chart on the reverse of this flyer for office use. (You could incorporate it into your employee safety program.)
- Devise a plan to keep the information current – it's only as good as the latest update!
- If your employer requires you to stay at work during a disaster, convince them to dedicate a person to check on employees' families. You'll be more effective if you know everyone at home is okay!

# Family Locator Chart

Date: \_\_\_\_\_

Name		
<b>Parents</b> Name: Address: Phone	<b>Home</b> Address: Phone	<b>Spouse's Work Place</b> Name: Address: Phone
<b>Spouse's Parents</b> Name: Address: Phone	<b>Neighbor #1</b> Name: Address: Phone	<b>Child #1</b> Name: Address: Phone
<b>Sibling #1</b> Name: Address: Phone	<b>Neighbor #2</b> Name: Address: Phone	<b>Child #2</b> Name: Address: Phone
<b>Sibling #2</b> Name: Address: Phone	<b>Neighbor #3</b> Name: Address: Phone	<b>Child #3</b> Name: Address: Phone
<b>Spouse's Sibling</b> Name: Address: Phone	<b>Out-of-State Contact</b> Name: Address: Phone	<b>Child #4</b> Name: Address: Phone

## Notes:

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