**Family Member Locator Plan**

**PREPAREDNESS**

Advance preparations can help you check on your family more quickly during an emergency. If a disaster strikes without warning during your normal, busy, day how would you locate them?

Do something now to prepare:

- **Make a list of the most logical places to look for each family member:** work, school, friends etc. . .
- **Consider all times of the day.**
- **Don’t forget mobile phone and pager numbers.**
- **Add a few friends, co-workers or neighbors just in case.**
- **Collect the phone numbers and organize them in a way that makes sense to you.**
- **Adapt the chart on the reverse of this flyer to help you organize your family’s contact numbers.**

Your list is made, now what . . .

- **Make plenty of copies.**
- **Share copies with family members both in and outside your household.**
- **Keep a copy everywhere you may need it:** home (near the phone), in your car, at work etc. . .
- **Share the information with babysitters or other visitors to your home who may need to know.**
- **Discuss your plan with your family. Make sure they understand it and how to use it.**
- **Update the numbers when appropriate.**
  - Check the numbers at least bi-annually, when you change your clocks for instance.

**Establish Physical Meeting Places**

Telephones are not the only way to ensure loved ones safety. Pick and discuss two places your family can meet in the event of an emergency:

- **One place outside your home to meet in the event there is a fire in the home**
- **One place outside your neighborhood to meet in case you can not return to your home (in the event of an emergency).**

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**Out-of-State Contact**

- Add an out-of-state contact (family or friend) as your contact if local telephone lines are down.
- Instruct all family members to call the out-of-state number and check in if they can’t get through on a local telephone line.