



# IT'S AN EMERGENCY! DO YOU KNOW WHERE YOUR FAMILY IS?



*Your first concern during a disaster is likely to be the safety of your family members. If disaster strikes without warning during your normal, busy day, how will you find each other?*

Advance preparations can help you check on your family more quickly during an emergency. Nothing else will matter until you know that everyone is safe.



## Where would you look?

*Make a list, and  
check it twice!*

Prepare **NOW**, 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).
- Consider all times of the day, routine schedules, and any favorite "hangouts." (For example, does your spouse stop at the gym before or after work? Is your son probably at his Boy Scout meeting?)
- Add co-workers, colleagues, neighbors, or school friends to your list.
- Collect the address and telephone number for each of those places. Don't forget about cell phones and pager numbers!
- Arrange them in a way that makes sense to you. Adapt and use the chart on the reverse of this flyer for your own use.
- Add an out-of-state family member or friend as your contact in case local telephone lines are down. Instruct all family members to call the out-of-state number to check in if they can't get through on a local telephone line.

## You've made your 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 babysitters or other visitors to your 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 during your semi-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, encourage them to dedicate a person to check on employees' families. You'll be more effective if you know everyone at home is okay!

# FAMILY MEMBER LOCATOR CHART

**Name**

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

**Parents**

Name:  
Address:  
Phone #1:  
Phone #2:

**Home**

Address:  
Phone #1:  
Phone #2:

**Spouse's Work Place**

Name:  
Address:  
Phone #1:  
Phone #2:

**Spouse's Parents**

Name:  
Address:  
Phone #1:  
Phone #2:

**Neighbor #1**

Name:  
Address:  
Phone #1:  
Phone #2:

**Child #1**

Name:  
School/Work:  
Phone #1:  
Phone #2:

**Sibling #1**

Name:  
Address:  
Phone #1:  
Phone #2:

**Neighbor #2**

Name:  
Address:  
Phone #1:  
Phone #2:

**Child #2**

Name:  
School/Work:  
Phone #1:  
Phone #2:

**Sibling #2**

Name:  
Address:  
Phone #1:  
Phone #2:

**Neighbor #3**

Name:  
Address:  
Phone #1:  
Phone #2:

**Child #3**

Name:  
School/Work:  
Phone #1:  
Phone #2:

**Spouse's Sibling**

Name:  
Address:  
Phone #1:  
Phone #2:

**Out-of-State Contact**

Name:  
Address:  
Phone #1:  
Phone #2:

**Child #4**

Name:  
School/Work:  
Phone #1:  
Phone #2:

**Notes:**

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