



Disaster Point of Contact Checklist Created/Updated: _____

READ ENTIRE DOCUMENT PRIOR TO A DISASTER AND FILL IN THE REQUIRED INFORMATION

Your Point of Contact during a Disaster is the first person you will be calling when you learn of an evacuation order, whether it is voluntary or mandatory. Prior to a disaster occurring you need to pick two people. One will be your Main Contact and the second person is the Backup Contact, should your main contact not be available. Make sure they both live in an area where it is unlikely they would be affected by the same disasters as you. It could even be someone in a different county, part of the state or another state.

The role of the Point of Contact include:

- ✓ To free you up from tasks that can be done by them, allowing you to focus on what only you can do.
- ✓ Being the communication and information hub for you during a disaster. They are the coordinator for your support system.
- ✓ Preventing you from having to talk to a lot of people and share the same information over and over again. This can waste precious time, especially during a mandatory evacuation.
- ✓ Locating members of the household who are not at home when the evacuation order was issued. This would include those who are at work, at school, traveling or away from home doing something else.
- ✓ Calling the important people, you select ahead of time, who need to be notified immediately that you are under an evacuation order. These will include pre-determined people who can help with transportation of people, animals and/or belongings.
- ✓ Monitor the disaster for any significant changes that would impact your being able to safely evacuate, especially road closures.
- ✓ Post updates on the Social Media pages for all members of the household who have them so family and friends can learn what is going on and how they might be able to help.
- ✓ Coordinating offers of help from people you know and matching them with what you need.
- ✓ Gathering information on where evacuation shelters for people and/or animals are being set up.
- ✓ Making hotel or RV park reservations if you have predetermined this is where you will be going after you leave your home.

All of the Point of Contact's Phone Numbers need to be saved on your cell phone and your home phone if you have one. Other adult members of your household must save the numbers on their cell phones too, since you don't know who might be the person that has to make that first call to put the Point of Contact on Alert.

NOTE: SET A SPECIAL RING TONE FOR ALL OF YOUR POINT OF CONTACT PHONE NUMBERS, ON YOUR PHONE, SO WHICH EVER NUMBER THEY CALL YOU FROM AFTER THEY HAVE BEEN PUT ON ALERT, YOU WILL KNOW IMMEDIATELY IT IS THEM AND THAT YOU NEED TO ANSWER THE PHONE. DURING A MANDATORY EVACUATION ESPECIALLY, YOU DON'T WANT TO BE WASTING TIME TAKING PHONE CALLS FROM PEOPLE WHO WON'T BE ABLE TO HELP YOU EVACUATE QUICKER.

Fill in the required information prior to a disaster. Set a reminder on your phone quarterly to verify if it is still correct.

FAMILY/PERSON EMERGENCY CONTACT INFORMATION

NAME	PHONE NUMBERS	EMAIL
_____	Cell () _____	Primary
First	Home () _____	_____
_____	Work () _____	Backup
Last	Other () _____	_____

Physical Address: _____

POINT OF CONTACT

NAME	PHONE NUMBERS	EMAIL
_____	Cell () _____	Primary
First	Home () _____	_____
_____	Work () _____	Backup
Last	Other () _____	_____

BACK UP POINT OF CONTACT

NAME	PHONE NUMBERS	EMAIL
_____	Cell () _____	Primary
First	Home () _____	_____
_____	Work () _____	Backup
Last	Other () _____	_____

TASKS FOR POINT OF CONTACT

When phone calls are made, make them short and give just essential details, such as whether voluntary or mandatory evacuation, who is at home and whether everyone is okay. You can give more information later.

✓	FAMILY PHONE NOTIFICATION TASKS	DETAILS
	1. 1st Person to Call	Name _____ Cell () _____ Home () _____ ____ Left Message ____ Reached
	2. 2 nd Person to Call	Name _____ Cell () _____ Home () _____ ____ Left Message ____ Reached
	3. 3 rd Person to Call	Name _____ Cell () _____ Home () _____ ____ Left Message ____ Reached
✓	OTHER PHONE NOTIFICATIONS TASKS	DETAILS
	1. School Student's Name(s) _____ _____	School's Name _____ Work () _____ ____ Left Message ____ Reached Location of Students _____ _____
	2. School Student's Name(s) _____ _____	School's Name _____ Work () _____ ____ Left Messaged ____ Reached Location of Students _____ _____
	3. Place of Employment <u>(If Mandatory Evacuation skip this call.)</u>	Business Name _____ Who to Talk To _____ Work () _____ ____ Left Message ____ Reached
	4. Place of Employment <u>(If Mandatory Evacuation skip this call.)</u>	Business Name _____ Who to Talk To _____ Work () _____ ____ Left Message ____ Reached

✓	TRANSPORTATION PHONE TASKS	DETAILS
	1. 1st Person to Call Type of Help _____ _____	Name _____ Cell () _____ Home () _____ ____ Left Message ____ Reached
	2. 2 nd Person to Call Type of Help _____ _____	Name _____ Cell () _____ Home () _____ ____ Left Message ____ Reached
	3. 3 rd Person to Call Type of Help _____ _____	Name _____ Cell () _____ Home () _____ ____ Left Message ____ Reached

✓	MONITORING THE DISASTER TASK	DETAILS
	1. Turn on TV if in area where updates on the disaster are being provided. 2. Turn on Emergency Scanner App and listen for information about disaster. 3. On your computer, if you have one, log into a website providing updates.	App URL _____ Website URL _____

Information to Listen For

1. Change in evacuation status. Immediately notify the person if this affects them.
2. Road closures. Immediately notify the person if this affects them.
3. Location of people and animal evacuation shelters. Save this information for after the person/family leaves home.

✓	SOCIAL MEDIA POSTS TASK	DETAILS
	1. 1st Person's Name You will be posting on this person's Social Media page, providing updates for the person/family.	Social Media Type _____ Password _____ ____ Posted ____ Date/Time _____
	2. 2 nd Person's Name You will be posting on this person's Social Media page, providing updates for the person/family.	Social Media Type _____ Password _____ ____ Posted ____ Date/Time _____

Suggested Media Post on Next Page

Suggested Post

_____ is under a (Voluntary or Mandatory) Evacuation Order, effective _____ at _____.
(Individual or Family) (Choose One) (Date) (Time – am/pm)

Everyone in the household is accounted for and safe. They are in the process of getting ready to evacuate.
(If this is not true, change to what is.)

They anticipate leaving home by _____. They (do not or do) need help at this time. What they need includes _____. If you can help, call _____ at _____.
(Day/Time) (Your name/someone else) (Phone #)

DO NOT call _____. They need to stay focused on getting ready to evacuate. Updates will be provided when information changes.
(Name of person or family)

✓	GATHER NEEDS OF FAMILY	DETAILS
<p>Mandatory Evacuation People cannot reach the family because of roadblocks. So, determine what the family will need once they leave home.</p> <p>This may include:</p> <ul style="list-style-type: none"> ✓ Housing for people and animals ✓ Funds to pay for such things as a hotel and food ✓ Meals ✓ Food for animals ✓ Clothing ✓ Medication that was not grabbed ✓ Babysitting ✓ Medical attention ✓ Transportation ✓ Somewhere to store belongings ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ 	<p>1. Need _____ Being Met By: _____</p> <p>2. Need _____ Being Met By: _____</p> <p>3. Need _____ Being Met By: _____</p> <p>4. Need _____ Being Met By: _____</p> <p>5. Need _____ Being Met By: _____</p>	

✓ GATHER NEEDS OF FAMILY	DETAILS
<p>Voluntary Evacuation People may have a limited amount of time to reach the person/family, so prioritize what is most important first.</p> <p>This may include:</p> <ul style="list-style-type: none"> ✓ Help gathering animals ✓ Help transporting small animals ✓ Help transporting large animals ✓ Picking up and watching children ✓ Help packing/transporting belongings ✓ Preparing property before leaving ✓ Housing for people ✓ Housing for small animals ✓ Housing for large animals ✓ Meals delivered ✓ Funds to pay for such things as a hotel and food once evacuated ✓ Meals ✓ Food for animals ✓ Clothing ✓ Medication that was not grabbed ✓ Babysitting ✓ Medical attention ✓ Transportation ✓ Somewhere to store belongings ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ ✓ _____ 	<p>1. Need _____ Being Met By: _____</p> <p>2. Need _____ Being Met By: _____</p> <p>3. Need _____ Being Met By: _____</p> <p>4. Need _____ Being Met By: _____</p> <p>5. Need _____ Being Met By: _____</p> <p>6. Need _____ Being Met By: _____</p> <p>7. Need _____ Being Met By: _____</p> <p>8. Need _____ Being Met By: _____</p>

EVACUATION SHELTER INFORMATION	DETAILS
<p>People Evacuation Shelters Save this information and give it to the family when they are ready to leave their home.</p>	<p>Name _____ Address _____</p> <p>Name _____ Address _____</p> <p>Name _____ Address _____</p>
<p>Animal Evacuation Shelters Save this information and give it to the family when they are ready to leave their home.</p> <p>____ Crate and/or enclosures available ____ Must have own way to confine animal ____ Care for animal provided ____ Must car for own animal ____ Food available but limited ____ Must have own food</p>	<p>Name _____ Address _____ ____ Small Animals Only ____ Large Animals Only ____ Both</p> <p>Name _____ Address _____ ____ Small Animals Only ____ Large Animals Only ____ Both</p> <p>Name _____ Address _____ ____ Small Animals Only ____ Large Animals Only ____ Both</p>
<p>People and Animal Evacuation Shelters Save this information and give it to the family when they are ready to leave their home.</p> <p>____ Crate and/or enclosures available ____ Must have own way to confine animal ____ Care for animal provided ____ Must car for own animal ____ Food available but limited ____ Must have own food</p>	<p>Name _____ Address _____ ____ Small Animals Only ____ Large Animals Only ____ Both</p> <p>Name _____ Address _____ ____ Small Animals Only ____ Large Animals Only ____ Both</p> <p>Name _____ Address _____ ____ Small Animals Only ____ Large Animals Only ____ Both</p>
✓ UPDATES TO GIVE DURING CALLS	DETAILS
<p>Mandatory Evacuation: ____ Evacuation Route Update/Roads Closed ____ Family Member Location(s) and Status ____ People Evacuation Shelter Information ____ Animal Evacuation Shelter Information ____ _____ ____ _____ ____ _____</p>	<p>_____ _____ _____ _____ _____ _____</p>

✓ UPDATES TO GIVE DURING CALLS	DETAILS
<p>Voluntary Evacuation:</p> <p>___ Evacuation Order Status</p> <p>___ Disaster Update</p> <p>___ Evacuation Route Update/Roads Closed</p> <p>___ Family Member Location(s) and Status</p> <p>___ Help On Their Way to Home</p> <p>___ People Evacuation Shelter Information</p> <p>___ Animal Evacuation Shelter Information</p> <p>___ _____</p> <p>___ _____</p>	
✓ GO-FUND ME FOR PERSON/FAMILY	DETAILS
<p>Discuss with Person/Family if there is a need to launch a Go-Fund Me Account. This would be used to raise funds to cover evacuation expenses once their home is vacated. Even if the family has insurance, it can take days or even weeks to start receiving funds for evacuation expenses.</p>	<p>Name of Go Fund Me Account _____</p> <p>_____</p> <p>Funds to Be Sent To:</p> <p>1. Name(s) _____</p> <p>2. Bank Information: _____</p> <p>Routing Number: _____</p> <p>Account Number: _____</p> <p>NOTE: Have Person text this information after it is decided to launch an account. Do not enter this information prior to a disaster. After it has been entered and added to the Go Fund Me Account, take a black marker and cross out the information so it cannot be read.</p>
✓ OTHER KEY INFORMATION NOT LISTED	DETAILS
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>