

FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: I

SOP: 1103

SECTION: 1100 PERSONNEL

SUBJECT: PERSONNEL FAMILY LOCATOR MATRIX

PURPOSE: To provide some reasonable means of locating department members and their immediate family during major emergencies and catastrophes. Following these procedures should provide a reasonable level of assurance on the part of our fire fighters as well as their family members, that their personal welfare is being looked after and that all possible efforts will be exercised to determine the whereabouts and conditions of family members.

SCOPE: Each fire fighter will have the ultimate responsibility of completing the LOCATOR MATRIX and of maintaining it on an as needed basis. Additionally, it will be the fire fighters responsibility to establish a pre-plan with their respective family members to educate them as to the proper procedures to follow as may be dictated by their particular situation.

PROCEDURE:

1. It will be the responsibility of the fire fighter and his/her family members to make every effort to contact this office by telephone or, if necessary and feasible, by coming directly to the fire station. Each fire fighter should discuss with their families a pre-planning for doing so based upon their own situation.
2. Once the fire fighter has completed the matrix, it will be filed in two locations:
 - one copy will be filed in the Fire Chief's office
 - one copy filed in the front office, near the phones, for easy access.
3. In the instances that it is required that we notify or determine the location of family members during major emergencies to reduce anxiety levels of both our fire fighters as well as those of the fire fighters families, the following shall occur:
 - Each family member should be instructed to attempt to contact this office, either by telephone, or by coming directly to the station (as reflected under item 1 above).
 - The Officer in Charge shall assign the responsibility of locating fire fighters and their families as the situation may dictate.

SOP 1103 Personnel Family Locator Matrix

4. The first individuals contacted should be the family members of those present at the station, with the remainder contacted thereafter.
5. A log of those people contacted showing the time of contact and the location of the individuals, and the re-contact point, if possible, shall be kept.
6. As family members are contacted, the information shall be relayed immediately to the fire fighter.

NOTE: See Attached Matrix form

Personnel Family Locator Matrix

all efforts possible should be made by employee's family to contact him on duty

Employee

EMPLOYEE PARENT

name
addr.
phone

SPOUSE PARENT

name
addr.
phone

EMPLOYEE BROTHER/SISTER

name
addr.
phone

EMPLOYEE BROTHER/SISTER

name
addr.
phone

SPOUSE BROTHER/SISTER

name
addr.
phone

HOME

addr.
phone

NEIGHBOR #1

name
addr.
phone

NEIGHBOR #2

name
addr.
phone

NEIGHBOR #3

name
addr.
phone

DATE

SPOUSE WORKPLACE

name
addr.
hours
phone

CHILD #1

name age
school/daycare
work
phones

CHILD #2

name age
school/daycare
work
phones

CHILD #3

name age
school/daycare
work
phones

CHILD #4

name age
school/daycare
work
phones

SPECIAL NOTES