

1. Begin by mapping out each family's location on a map. Computer mapping software that uses GPS coordinates is helpful as these coordinates will be used by First Responders if street signs are down, but manual mapping is fine too.
2. Special needs member, equipment locations, and where volunteers live can also be mapped.
3. Once all families are mapped out, they should be grouped by location into groups of less than 20 families so group leaders (primary & secondary) can be assigned to check on these families.
4. Group leaders should be trained on their responsibilities annually.
5. Establish a communication chain for each group that describes which order individuals will contact each other using the following means: telephone numbers, e-mail addresses, or physical contact. If possible, the group leaders will make contact with each family in their group and using the examples below, determine the needs of their group's families and pass on important information. If telephone or e-mail communication is not possible, the group leaders will travel to the first families they are responsible for and each family will be assigned another family (ideally within walking or biking distance) to contact. Families at the bottom of the chain will contact the group leaders and inform them of any needs communicated through the chain. When a family is not able to be reached, the next family in the chain is contacted and the missed family is reported back to the group leader so they can continue to try and make contact.
6. A central person who is coordinating the communications (Needs Assessment Team Leader is the logical choice) should be identified prior to the disaster and all of the group leaders will report back to this person.
7. The following are examples of issues that should be discussed with each family when they are contacted:
  - Does your family need any assistance medically?
  - How did your property survive the emergency?
  - Do you need any assistance cleaning up or making emergency repairs?
  - Provide them with information the church has that needs to be passed on
  - Remind them to contact someone should their situation change or worsen.