

EMERGENCY RESPONSE CHECKLIST

- 1) Hold a family meeting and discuss what steps should be taken in event of a tragedy at work.
- 2) Designate a spouse or adult child, or another family member, on a Durable Power of Attorney, to be able to make legal decisions for you in case of emergencies.
- 3) Prepare a list of disability policies, e.g., work/occupational, mortgage, car, credit card or other policies - which you have purchased. Review the documents and prepare a list of the contact persons, addresses and telephone numbers.
- 4) Give your spouse or adult child, or another family member, a copy of the Emergency Response Checklist, the Durable Power of Attorney, and instructions on where to find the disability policies.
- 5) Place your HF&D train magnet in your house in an easily accessible location, e.g., your refrigerator. If you do not have any of our magnets, please let us know and we will mail our latest magnet to you.
- 6) Grab the magnet as you leave the house for the hospital so you will have our telephone number.
- 7) Call HF&D as soon as possible at (888) 425-1212. Once we receive the call, day or night, you have our promise that a representative from of HF&D will be en route to the hospital within an hour's time.
- 8) Authorize Hoey, Farina & Downes to begin an immediate investigation and file suit if necessary to preserve evidence.