

Whereabouts Reporting Template

1.0 Purpose

Peace Corps requires you to report your whereabouts whenever away from site overnight. Whereabouts reporting policies ensure that Peace Corps can contact and locate you quickly in the event of an emergency. Each post has established a whereabouts reporting system that Volunteers learn more about during pre-service training.

Whereabouts reporting is a core component of Peace Corps' emergency preparedness and response program. Some reasons the Peace Corps might urgently need to know your whereabouts and/or contact you immediately include:

- (a) Natural disasters, such as floods or earthquakes
- (b) Political unrest or violence
- (c) A serious accident, illness, or death in your family
- (d) To help support other nearby Volunteers who may be injured
- (e) To know where to search if you are reported missing from your community
- (f) To activate and test our Emergency Action Plan.

Even though you are likely to have a mobile phone, communication networks can be overwhelmed or fail during emergency events. Mobile phones may also be lost, damaged or without a signal or charge. It is for these reasons we ask you to report your whereabouts.

2.0 Whereabouts Reporting Obligation

You are required to inform your community contact and the **PC/<post>** any time you will spend the night away from your community. We expect you to be responsible and professional and to notify Peace Corps every time you have an overnight stay away from your community – without exception. You are responsible for your own whereabouts reporting – one Volunteer may not make a whereabouts report on behalf of another Volunteer.

Whereabouts reports will not be used to measure your performance in site, time in site, or to track the balance of your annual leave. However, Peace Corps staff may review whereabouts reports and records to verify your compliance with this policy. Failure to adhere to this policy may result in disciplinary action, up to and including administrative separation.

3.0 When is Whereabouts Reporting Required?

Whereabouts reporting is required whenever you are out of your site overnight, and when you return to site. This includes attending a Peace Corps-sponsored event or medical appointment that includes an overnight stay.

4.0 Whereabouts Reporting and Leave Policies are Distinct and Separate

Whereabouts reporting and seeking approval of leave to be away from your work assignment are two separate requirements. **Whereabouts Reporting** ensures that Peace Corps has the ability to contact you in the event of an emergency. **Annual Leave**, also known as vacation leave, generally provides you the opportunity to schedule time away from your work assignment for rest and relaxation.

Please review the Leave section of the **PC/<post>** Volunteer Handbook to learn more about the leave approval process.

5.0 Whereabouts Reporting Procedures

You must notify **PC/<post>** utilizing **PC/<post>**'s notification system.

<Insert post systems/procedures here>

5.1 What Information to Provide

- (a) Your full name;
- (b) The date you are departing your community;
- (c) The date you will return to your community;
- (d) Telephone number(s) at which you can be reached (e.g., your mobile phone number, friends or family phone numbers, hotel or tour group numbers);
- (e) Where you will be staying; and
- (f) Any other information that could be useful in an emergency.