

SOR DISASTER PREP

DO THIS NOW

Here are some things you can do now to be better prepared for when disaster hits your community.

☐ Update your duty to register form

Add specific instructions on any restrictions when evacuating and a list of addresses of allowable evacuation shelters. Remind them to contact the registry if they must evacuate in the case of a natural disaster or other emergency. Include the SOR unit phone number, email address, and the URL for online check-in.

☐ Update Your Website

Make sure your published offenders are up to date. Shelters and others may be using your web portal to check if evacuees are registered offenders. Remind your registered offenders to contact the registry if they must evacuate. Include the SOR unit phone number, email address, and the link for online check-in. Add specific instructions on any restrictions when evacuating and a list of addresses of allowable evacuation shelters. Contact support@offenderwatch.com to update your OffenderWatch web portal.

☐ Have OffenderWatch installed on a laptop

In case you must relocate, have OffenderWatch installed and running on a laptop. You should also have a cell phone hotspot available for internet access.

☐ Make a SOR Go Box

Be prepared to work without electricity, internet access or printer. Get a waterproof box and load it with SOR Registration and Duty to Register forms, pens, flashlight, phone battery backup, index cards, and extension cord.

☐ Get OffenderWatch Mobile on your phone

Provide OffenderWatch Mobile to your registrars and investigators so they can lookup sex offenders and update existing Offender Records in the field. Even without internet access, they can use the phone to take photos for registrations done on paper.

☐ Setup online Express Check-in

Enable your registered offenders to update their address or other information online. This is critical for offenders who have evacuated and need to report their new address to remain compliant. Using OffenderWatch Express Check-in saves officer's time when things are so busy.

☐ Prepare auto dialer phone scripts

Prepare an auto dialer message so that it is ready to go when you need it. Contact OffenderWatch Support at 985.871.8110 or email support@offenderwatch to set up an Active Contact automated phone message to all your offenders. There is no charge for this service for this emergency. Here is an example:

"This is an automated call from the sex offender registration unit, because this phone number is associated with a registered sex offender. As a registered sex offender if you were displaced by the storm you are required to immediately contact your local sex offender registration unit and provide location updates to them.

Within 48 hours after the storm or other disaster event you must provide an update to the sex offender registration unit, which includes your current location, and any other changes to your personal information. Failure to abide by this notification could result in your arrest. If you believe you have received this notice in error, email Det. Brock at the Leon County Sheriff's Office at spu@leoncountyfl.gov"

If we can be of assistance, please contact us.
support@offenderwatch.com | 985-871-8110



BEFORE THE STORM

	Procedure	Resources
1 Safety First	Ensure the safety of your family and staff. Review your Hurricane Preparation and Evacuation plans with your family. Follow your agency DR plan.	Resources: visit Ready.gov for Hurricane preparedness lists and information. Review your agency Disaster Recovery and Continuity plans.
2 Create a SOR Contact List	Create a list of all sex offender registry points of contact in the state with mobile numbers and email. Distribute the list to all SOR contacts. Print your copy to keep handy when the power is out.	List SOR users using OffenderWatch Contacts. Send individual messages or broadcast to your whole state within OffenderWatch or by email from your phone using your printed contact list. If you need help creating this report in OffenderWatch, contact support at 985.871.8110.
3 Make a list of your registered offenders	Create a spreadsheet or pdf of all registered offenders in your agency or your state. In OffenderWatch, search for all active offenders and export the list to a spreadsheet for distribution.	If you need help creating the map in OffenderWatch, contact support at 985.871.8110.
4 Create a map showing affected offenders	Search for active offenders by city or zip codes affected by the disaster. Right-click and map the list of affected offenders. Make electronic and printed copies of the map and list of affected offenders. Add the list to the Mobile App My Que to check later.	Officials at the evacuation center may also search the web portals to help identify registered sex offenders.
5 Provide your list of offenders and maps to all shelters and evacuation facilities	Offenders may evacuate to shelters or other facilities during the storm. Get the list of evacuation shelters and other facilities used in the emergency. If possible, email each shelter your Offender List and maps. Also provide your contact info and instructions on screening and possibly isolating offenders away from children or families per your state policy.	You can get a list of Red cross shelters and download mobile apps: www.redcross.org
6 Contact your offenders	Instruct Offenders to get in touch with you if they relocate because of the emergency. Provide phone and email contact info to all offenders. If you have OffenderWatch Express give them this URL: www.offenderwatchexpress.com . Remind them to register at the local registry as well.	Contact OffenderWatch Support at 985.871.8110 to set up an Active Contact automated phone message to all your offenders. There is no charge for this service for this emergency.
7 Allow offenders to update their address online	Instruct Offenders they can update their address online at OffenderWatch Express if they relocate because of the storm. If they cannot get online, ask them to call or text and send a selfie in front of their new address.	Agencies with OffenderWatch Express ask offenders go to www.offenderwatchexpress.com to update their address.
8 Prepare for a mobile field registry.	In case there is no power or internet, print out a months' worth of your Registration, Duty to Register, and Address Change forms and have pens ready. Have some index cards on hand. If you have OffenderWatch Mobile use it to update your existing Offender Records and take photos for new registrations. Have the offender hold an index card with his name or ID# on it when you take the mugshot and sign paper forms. If you have power and internet, you can use OffenderWatch on your laptop.	If you don't have a laptop and hot spot, contact us to learn how to use the OffenderWatch Mobile App.
AFTER THE STORM	Review pending items that include updates made in the field with OffenderWatch Mobile or online via Express or notifications of your offenders registering in other jurisdictions. Make these changes so that your website and records are up to date. Update any records Check all, locate missing, or initiate investigations. Let us know you are ok.	If you feel an offender is missing or absconded, consider these resources: <ul style="list-style-type: none"> ■ American Red Cross ■ State Emergency Response Center ■ US Marshals