

Family Preparedness Plan

Every family should have a Family Preparedness Plan that can assist in an emergency. You can refer to the templates following this page that can assist with gathering emergency contact information, children's information and medical history.

The Family Preparedness Plan should include the following:

- Regularly update your child's school emergency card. You can request, keep a copy or use the optional form below to organize your information.
- Designate a trusted adult who can care for your child if you cannot. Seek counsel from a legitimate legal organization for information on legal guardianship.
- Review with the designated trusted adult their specific roles and responsibilities.
- Securely store all important vital documents in a location that the child and/or assigned caregiver has access to. (Examples: birth certificate/passports, Social Security card, medical record, insurance card affidavits, ID, etc.)
- Review with designated caregiver/guardian any financial assistance available for the care of your child.
- Write down any medical conditions and/or medications of your child.
- Make a list of emergency contact information that your child can use for assistance.
- Find out about your Immigration options (if applicable). Seek counsel from a legitimate legal organization for legal advice and services.
- Review your preparedness plan with your child and the assigned caregiver/guardian.

Filing of Important Documents

Keep a file of all of these documents or a copy of these documents in a safe place. Tell your children, family members, and emergency caregiver where to find this file in an emergency. Consider keeping an extra copy electronically, for example, storing the above documents in a Google Drive, iCloud, or on your phone for your children or other family relatives to have easy access.

- Passports
- Birth certificates
- Marriage license (if applicable)
- Caregiver's authorization affidavit
- Any restraining orders you may have against anyone (if applicable)
- Immigration documents (work permit, green card, visa, etc.)
- Documents demonstrating your residence in the United States and amount of time you have been physically present in the United States
- Driver's license and/or other identification cards
- Social Security card or ITIN number
- Registry of birth
- Important children's information
- Emergency numbers and important contact information
- Children(s)' medical information, including health insurance, medication list, and doctor's contact information
- Any other documents you would want to be able to quickly find

Emergency Numbers & Important Contacts

Family Contacts	
Mother/Parent/Guardian	
Phone number 1	
Phone number 2	
Work Address	
Work Phone	
Father/Parent/Guardian	
Phone number 1	
Phone number 2	
Work Address	
Work Phone	
Other Emergency Contact and Relationship	
Cell Phone	
Miscellaneous Contacts	
Doctor	
Phone number	
Attorney/Legal Services Provider	
Address	
Phone number	
Pastor/Clergy	
Phone number	
Address	

Important Children's Information

(Complete one form for every child)

Keep this information so that those you designate to care for your children in your absence have all the information they may need.

Child's Name	
A-Number (Green Card/Visa)	
Date of Birth	
Child's Cell Phone Number	
Name of School	
School Phone Number	
Teacher's Names	
Classroom Number	
Afterschool Program Name	
Afterschool Program Number	
Other: Camp/Sports/Program	
Other: Camp/Sports/Program Phone Number	
Allergies	
Medical Conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance	
Additional Numbers	