

Family Preparedness Plan

Every family should have a Family Preparedness Plan that can assist in an emergency.

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 that 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. (Ex. 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.

You can refer to the following templates below that can assist with gathering emergency contact information, children’s information & medical history, and it includes a checklist of important documents you should keep on file.

Know Your Rights, Staying Informed & Prepared

“The Family Preparedness Plan, provided by Immigrant Legal Resource Center (ILRC)”

Emergency Numbers and Important Contact Information

Family Contacts	
Mother/Parent/Guardian:	
A Number	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Father/Parent/Guardian:	
A Number	
Home Phone	
Cell Phone	
Work Address	
Work Phone	
Other Emergency Contact and Relationship:	
Cell Phone	
Other Emergency Contact and Relationship:	
Cell Phone	
Country of Origin Family Contact:	
Phone Number	
Home Address	
Emergency Numbers	
Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	

Miscellaneous Contacts	
Doctor:	
Phone Number	
Health Insurance Company	
Policy Number	
Pediatrician:	
Phone Number	
Health Insurance Company	
Phone Number	
Car Make/Model:	
License Plate Number	
Car Insurance Company	
Attorney/Legal Services Provider:	
Address	
Phone Number	
Consulate:	
Address	
Phone Number	
Pastor/Clergy:	
Phone Number	
Address	
Congress Member:	
Phone Number	

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Emergency Numbers and Important Contact Information

(Complete one form for every child)

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

Children's Information & Medical History	

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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.

- Passports
- Birth Certificates
- Marriage License (if applicable)
- Caregiver’s Authorization Affidavit
- Any Restraining orders you may have against anyone (if applicable)
- A-Number and any 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

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.