

## 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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## 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.