

# Emergency Family Plan

Every family should have an emergency plan. This packet helps you create one, regardless of immigration status.

It includes templates to organize emergency contacts, create a list of people to help with your case, important documents, and, if needed, a short-term guardianship.

## Make a Child Care Plan

### Talk to Your Children About Your Plan

- Reassure your children they'll be cared for if you're unable to, and tell them who will look after them until you can.

### Choose a Caregiver for Your Children if You Are Unable To

- Talk to potential caregivers about being emergency contacts.
- Memorize their phone numbers, and ensure your children do too.
- Let your children know who can and cannot pick them up from school and who will care for them.
- Schools may only release your child to designated adults.
- Regularly update emergency contact and release forms for school, afterschool, daycare, and other programs.
- Include names of those who can and cannot pick up your child.

### Write Down Instructions for Your Child's Medical Conditions and Medications

- Write down your child's medical conditions, allergies, medications, doctor, and health insurance details.
- Keep a copy in your emergency binder.
- Provide copies to your child's school and designated caregiver.
- Ensure your child knows where to find this information if needed.

### Make Sure Your Children All Have Passports

- If your child was born in the U.S., visit [www.travel.state.gov](http://www.travel.state.gov) for U.S. passport information.
- If your child was born in your home country, check with your embassy or consulate about getting a passport.
- You can also register your U.S.-born child's birth with your home country's government (such as at your consulate) for potential benefits, including possible citizenship.

### Do I have to hire a lawyer and go to court to request a guardian for my children?

Not necessarily. There are several types of guardianship under Illinois law.

- Plenary (long-term) and standby guardianships require going to court.
  - In Chicago, you can file these cases without a lawyer; the Guardianship Assistance Desk at 69 W. Washington can help with paperwork.
- Short-term guardianship does not require court involvement.
  - To create a short-term guardianship, both the parent and guardian must sign a form in front of two witnesses.
  - A short-term guardianship lasts up to 365 days, but can be revoked at any time by the parent.

### Where can I find more information about guardianships in Illinois?

Chicago Volunteer Legal Services

<https://www.cvl.org/>

(312) 332-1624

Illinois Legal Aid Online

<https://www.illinoislegalaid.org/>

## Important Documents to keep in emergency binder:

**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.**

- |   |  |
|---|--|
| <input type="checkbox"/> State ID, Driver's License   | <input type="checkbox"/> Marriage/ Divorce Certificates          |
| <input type="checkbox"/> Passport   | <input type="checkbox"/> Short Term Guardianship (if applicable) |
| <input type="checkbox"/> Social Security Card or ITIN   | <input type="checkbox"/> Legal Custody Documents                 |
| <input type="checkbox"/> Birth Certificates (Include long version)  | <input type="checkbox"/> Medical Information                     |
| <input type="checkbox"/> Immigration Documents (A Number, Work Permit , Visa, Legal Permanent Residence Card) | <input type="checkbox"/> Restriction Order                       |
| <input type="checkbox"/> Documents submitted to your attorney   | <input type="checkbox"/> Police Documents                        |
| <input type="checkbox"/> Documents submitted to immigration   | <input type="checkbox"/> Criminal Record                         |
| <input type="checkbox"/> Documents of Civil Complaints  | <input type="checkbox"/> Check Stubs                             |
| <input type="checkbox"/> Rental Agreements  | <input type="checkbox"/> Mortgage Information                    |
| <input type="checkbox"/> Family Emergency Plan  | <input type="checkbox"/> Asset Protection Plan                   |
| <input type="checkbox"/> Any other document for quick acces   | <input type="checkbox"/>   |
|   | <input type="checkbox"/>   |

\* EACH FAMILY MEMEBER SHOULD HAVE THEIR OWN BINDER OR SECTION.

\* DOUBLE-CHECK DOCUMENTS (E.G., BIRTH CERTIFICATES, LEGAL RECORDS) FOR ACCURACY, AS ERRORS CAN CAUSE ISSUES LATER.

## Documents to Carry Daily vs. Documents to never carry

### Documents to carry daily

- Green Card (If you have one)
- Municipal ID (City Key)
- State ID or Driver's License issued in the US
- Know Your Rights Card
- Telephone Numbers of Immigration lawyer, advocate or non profit legal service

### Documents to never carry

- Documents from your country of origin
- False Identity documents
- False Immigration Documents

Sources:

Immigrant Legal Resource Center [www.ilrc.org](http://www.ilrc.org)

# FAMILY EMERGENCY PLAN

## Personal Contact Information :

First Name :  Last Name :   
Address :   
Phone No :  E-Mail :   
Employer's Name :  Employer's Phone Number :   
Employer's Address :  Medical History :

## Spouse/ Partner Contact Information :

First Name :  Last Name :   
Address :   
Phone No :  E-Mail :   
Employer's Name :  Employer's Phone Number :   
Employer's Address :  Medical History :

## Emergency Contact :

First Name :  Last Name :   
Address :   
Phone No :  E-Mail :   
Employer's Name :  Employer's Phone Number :   
Employer's Address :  Relationship to Child :

## Child's Information :

First Name :  Last Name :   
Place of Birth :   
Date of Birth :  Parent # 2 :  Cell Phone (if applicable) :   
 Guardianship Document  Important Document's gathered

## School's Information

Name :  Telephone :   
Address :  Grade and School Hours :

## Medical Information

Doctor's Name :  Doctor's Address :   
Telephone Number :  Medical Conditions :   
Medicines :  Allergies :

## Child's Information :

First Name :  Last Name :

Place of Birth :

Date of Birth :  Parent # 2 :  Cell Phone (if applicable) :

Guardianship Document  Important Document's gathered

### School's Information

Name :

Telephone :

Address :

Grade and School Hours :

### Medical Information

Doctor's Name :

Doctor's Address :

Telephone Number :

Medical Conditions :

Medicines :

Allergies :

## Child's Information :

First Name :  Last Name :

Place of Birth :

Date of Birth :  Parent # 2 :  Cell Phone (if applicable) :

Guardianship Document  Important Document's gathered

### School's Information

Name :

Telephone :

Address :

Grade and School Hours :

### Medical Information

Doctor's Name :

Doctor's Address :

Telephone Number :

Medical Conditions :

Medicines :

Allergies :

## Important Phone Numbers:

Immigration Attorney :

Phone Number :

Consulate:

Phone Number:

Community Organization :

Phone Number:

Place of Worship, Priest ,Pastor :

Phone Number: