

# 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 cas 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 or Your Children if You Are Unable To

- Talk to potential caregivers about being emergency contacts.
- Memorize their phone numbers and ensure your children do the same.
- Let your children know who can and cannot pick them up from school, and who will care for them.
- Schools may only release your children to designated adults.
- Regularly update emergency contact information and release forms for school, after school, daycare, at any other program that needs to know.
  - 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 children's medical conditions, allergies, medications, doctor, and health insurance info.
- Keep copies in your emergency binder.
- Provide copies to your children's school and design.
- Ensure your children know where to find this information if needed.

### Make Sure Your Children Have Passports

- If your children were born in the US, visit [www.travel.state.gov](http://www.travel.state.gov) for passport information.
- If your children were born in your home country, check with your Embassy or Consulate about getting them passports.
- You can also register your US born Children birth with your home country's government (such as at your Consulate), for potential benefits including dual 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 guardianship require going to court.
  - In Chicago, you can file these cases without a lawyer; [The Guardianship Assistance Desk](#) can help with paperwork at 69 W. Washington
- Short term guardianship does not require court.
  - To create a short term guardianship, both the parent and the guardian must sign a form in front of two witnesses.
  - 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 Guardianship in Illinois?

[Chicago Volunteer Legal Services](#)- 312-332-1624 [www.cvls.org](http://www.cvls.org)

Illinois Legal Aid [www.illinoislegalaid.org](http://www.illinoislegalaid.org)

# Emergency Family Plan

## Important Documents to Keep in Your Emergency

**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 they can find this file, in case of an emergency.**

- State ID, Drivers License
- Social Security card or ITIN
- Birth certificates (including long version)
- Documents submit by your Attorney
- Document submitted to Immigration
- Documents of Civil Complaints
- Rental Agreements/Mortgage Information
- Family Emergency Plan
- Immigration Documents, (A Number, Work Permit, Visa, Legal Permanent Residence card)
- Any other documents for quick access
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- Marriage/Divorce Certificates
- Short term guardianship (if applicable)
- Legal custody documents
- Medical information
- Restraining order
- Police document(s)
- Criminal Record(s)
- Check Stubs
- Asset protection plan
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\* Each Family Member should have their own binder or section.

\* Double-Check Documents (IE-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 issue in the US
- KNOW YOUR RIGHTS Card
- Telephone numbers of immigration lawyer advocate or nonprofit 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)



# Emergency Family Plan

## Personal Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ A#: \_\_\_\_\_ Birth Country: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ Medical History: \_\_\_\_\_

## Spouse/Partner Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ A#: \_\_\_\_\_ Birth Country: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ Medical History: \_\_\_\_\_

## Emergency Contact:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Employer's Phone Number: \_\_\_\_\_  
Employer's address: \_\_\_\_\_ Relationship to Children: \_\_\_\_\_

## Children's Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Birth Country: \_\_\_\_\_ Parent#2: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Guardian Document  Important Documents Gathered

## School Information

School Name: \_\_\_\_\_ School Phone Number: \_\_\_\_\_  
School Address: \_\_\_\_\_ Grade and School Hours: \_\_\_\_\_

## Medical Information

Doctor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Medical Conditions: \_\_\_\_\_  
Medication(s): \_\_\_\_\_ Allergies: \_\_\_\_\_  
Other Info: \_\_\_\_\_

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Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Guardian Document

Important Documents Gathered

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School Address: \_\_\_\_\_ Grade and School Hours: \_\_\_\_\_

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Doctor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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Other Info: \_\_\_\_\_

## Important Phone Numbers:

Immigration Attorney: : \_\_\_\_\_ Phone Number: \_\_\_\_\_

Consulate: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Community Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other Info: \_\_\_\_\_

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