

FAMILY EMERGENCY 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 Childcare 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 an Emergency Caregiver in the Event You Are Unavailable

- 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.



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Make Sure Your Children All Have Passports

- If your child was born in the U.S., visit 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 guardianships 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.



FAMILY EMERGENCY PLAN

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.

Important Documents to Keep in an Emergency Binder

- | | |
|--|--|
| <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 access | |

*** EACH FAMILY MEMBER SHOULD HAVE THEIR OWN BINDER OR SECTION.**

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



Please note this information is not legal advice.

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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.

Having Documents on Your Person

You SHOULD ALWAYS carry:

- ☐ 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

You SHOULD NEVER carry:

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



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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 Information

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



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FAMILY EMERGENCY PLAN

Child Information

First Name : Last Name :

Place of Birth :

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

☐ Guardianship Document ☐ Important Document's gathered

Favorite Toy:

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 Information 2

First Name : Last Name :

Place of Birth :

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

☐ Guardianship Document ☐ Important Document's gathered

Favorite Toy:

School's Information

Name :

Telephone :

Address :

Grade and School Hours :

Medical Information

Doctor's Name :

Doctor's Address :

Telephone Number

Medical Conditions :

Medicines :

Allergies :

FAMILY EMERGENCY PLAN

Child Information 3

First Name : Last Name :

Place of Birth :

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

☐ Guardianship Document ☐ Important Document's gathered

Favorite Toy:

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 Information 4

First Name : Last Name :

Place of Birth :

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

☐ Guardianship Document ☐ Important Document's gathered

Favorite Toy:

School's Information

Name :

Telephone :

Address :

Grade and School Hours :

Medical Information

Doctor's Name :

Doctor's Address :

Telephone Number

Medical Conditions :

Medicines :

Allergies :

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Important Phone Numbers

Immigration Attorney :

Phone Number :

Consulate:

Phone Number:

Community Organization :

Phone Number:

Place of Worship, Priest ,Pastor :

Phone Number:

If you or a member of your family has been detained by immigration enforcement, Congressman Quigley's office can help.

Call the office at (773) 267-5926

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