

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 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.illinoislegalaids.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.

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

*** 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

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:	