

Family Safety Plan

What is needed:

1. Emergency Contacts:

- List of emergency phone numbers (police, fire department, poison control, hospital, family members, trusted neighbors).
- Ensure all family members have these contacts saved in their phones and posted in a visible location.
- Share plan with trusted friends and family outside of the home.

2. Communication Plan:

- Establish a primary and secondary meeting place in case of evacuation.
- Designate an out-of-town contact person to coordinate information.
- Teach children how to call 911 and provide essential information.

3. Home Safety Measures:

- Assure locks are sturdy and working.
- Keep fire extinguishers in accessible locations and ensure family members know how to use them.
- Secure heavy furniture and appliances to prevent tipping.

4. Evacuation Plan:

- Identify primary and secondary exit routes from each room.
- Practice home evacuation drills at least twice a year.
- Have an emergency kit ready with essentials (water, food, flashlight, batteries, first aid, important documents, medications).

5. Medical Preparedness:

- Maintain an updated list of family medical conditions, allergies, and prescriptions.
- Ensure first aid supplies are stocked and accessible.

6. Child Safety:

- Teach children their full name, address, and phone number.
- Establish rules for answering the door and phone.

7. Disaster Preparedness:

- Know local hazards (earthquakes, floods, hurricanes) and plan accordingly.
- Identify local shelters and evacuation routes.

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- Keep emergency cash, copies of identification, and insurance documents secure.

8. Personal Security:

- Teach family members to be aware of their surroundings and trust their instincts.
- Encourage the use of a buddy system in public places.
- Establish a family code word for emergencies.

9. Fire Safety:

- Practice stop, drop, and roll techniques.
- Keep emergency ladders in upstairs rooms.
- Never leave candles or open flames unattended.

10. Immigration Safety:

- Keep copies of immigration documents in a secure and accessible location.
- Know your legal rights and have a plan in place in case of an immigration-related emergency.
- Identify local organizations and legal aid resources that can provide assistance.
- Establish a trusted contact who can help in case of detention or deportation.

11. Review and Update:

- Regularly review and update the family safety plan.
- Conduct safety drills and refresh emergency contact information every six months.

By following and practicing this plan, your family can be better prepared to handle emergencies safely and effectively.

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Family last name(s):	Date:

Family Member/Household Contact Information:

Name	Home phone	Cell phone	Email

Pet(s) Information:

Name	Type	Color	Registration #

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Plan of Action

1. The disasters most likely to affect our households are:

2. What are the escape routes from our house?

3. If separated during an emergency, what is our meeting place?

4. If we cannot return home or are asked to evacuate, what is our meeting place outside of our neighborhood?

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FILE OF IMPORTANT DOCUMENTS

Keep a file of these documents or a copy of these documents in a safe place.

Tell your children, family members, and emergency caregivers 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

5. In the event we are separated or unable to communicate with each other, our emergency contact outside of our immediate family is (include relatives, neighbors, trusted friends, relevant support organizations):

Name	Home phone	Cell phone	Email

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6. If at school/daycare, our child(ren) will be evacuated to (should include emergency numbers, list of contacts:

Children's name	Evacuation Person (Address and Contact Info)

ChildCare plan needs if separated (write down medical conditions and medications, and what documents they need and where to get):

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Making a ChildCare plan if you cannot be reunited:

- a. Verbal Agreement- verbally agree with another adult that will carry out your wishes to care for your child.
- b. Caregiver's Authorization Affidavit (CAA)- allows them to make certain school and medical decisions. Does not affect your parental rights.
- c. Guardianship- court appointed guardian for your child. That person has full legal and physical custody of your child.

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7.

During certain emergencies local authorities may direct us to shelter in place in our home. An accessible, safe room where we can go, seal windows, vents and doors and listen to emergency broadcasts for instructions, is:

Can include a secret phrase or code word to use in a phone call or text to discreetly signal a need for help without raising suspicion.

Include where important documents should be kept (birth certificates, insurance information, medical records, passports, etc.)

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8. Family Member Responsibilities in the Event of a Disaster:

Task	Description	Family Member Responsible
Disaster Kit	Stock disaster kit and take it if evacuation is necessary. Include items you might want to take to an evacuation shelter. Remember to include medications and eye glasses.	
Be Informed	Maintain access and monitor local radio, television, email or text alerts for important and current information about disasters.	
Family Medical Information	Make sure the household medical information is taken with us if evacuation is necessary.	
Financial Information	Obtain copies of bank statements and keep cash with you in the event ATMs and credit cards don't work due to power outages. Bring copies of utility bills as proof of residence in applying for assistance.	
Pet Information	Evacuate our pet(s), keep a phone list of pet-friendly motels and animal shelters, and assemble and take a pet disaster kit.	
Sharing & Maintaining the Plan	Share the completed plan with those who need to know. Meet w/ household members every 6 months or as needed to change/update household plans.	

9.

Other information, if not able to be included above:

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DOCUMENTS YOU SHOULD AND SHOULD NOT CARRY WITH YOU:

- Carry a valid work permit or green card, if you have one. If you do not have one, generally it is advisable to carry a municipal ID, state ID, or driver's license if it was issued in the United States and contains no information at all about your immigration status or your country of origin. (Ask a local immigration advocate about what kind of documents are safe to carry in your area.)
- Carry a red card to exercise your right to remain silent in case you are stopped or interrogated by ICE or police officers.
- Carry the telephone number of someone who can put your plans and wishes into place, call your immigration attorney, and access your important documents in an emergency.
 - Do not carry any documentation about your country of origin.
 - Do not carry any false identity documents or false immigration documents.

Congratulations on completing your family disaster plan! Please tell others.