

# Making a Family Plan

## 10 Important Steps to Consider:

- 1) **Update your emergency contacts at your child's school.** Who are your emergency contacts? Do any of those contacts live close to the school? List your emergency contact information here.

Contact Name	Phone Number	Close to school?	Updated contact at school?

- 2) **Talk to your emergency contacts.** Do they *know* they are listed as emergency contacts? What is expected of them in the event of an emergency? Write your plan here.

Contact	Informed of expectations?	Last reminder date

- 3) **Talk to your children.** Do they know who will pick them up in an emergency? Do they know that they may be picked up late? Do they have questions or concerns?

Child	Have you talked to them?	What do you want them to know?

- 4) **Work together.** If you have a partner/spouse, who will pick up the kids from school? What if you have multiple children at different schools? Who will pick up each child? Where is the final meeting place for your family? Write your plan here.

Partner/spouse	Child	Plan



- 5) **Choose a meeting place.** Where is your immediate meeting place outside your home (preferably clear of dangerous things that can fall on you)? Write your primary plan here.

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- 6) **Have a backup plan.** Where is your *secondary* meeting place (further away, in case the area around your home is not safe)? Write your backup plan here.

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- 7) **Choose an out-of-state contact (ideally outside the West Coast).** Who is your out-of-state contact? Does everyone in the family know to check in with the out-of-state contact? Write your out-of-state contact information here.

Out-of-State Contact	Phone number	Address

- 8) **Carry a written copy of all important phone numbers.** Do you have a printed list of important phone numbers in your wallet (including your out-of-state contact)? What other phone numbers do you think you'll need in case of an emergency? Make a list here of important contacts here.

Contact	Phone Number	Contact	Phone Number

- 9) **Make an emergency contact card for your children.** Have you made an emergency contact card for your children? Do they know where their emergency contact card is located? Where is it?

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- 10) **Practice!** Pick a date to review/practice/edit your plan. \_\_\_\_\_ (date)

*Have you put in a calendar reminder?*

