



Emergency Family Planning and Information Kit Instructions

Ohioans! Plan. Prepare. Share.

As our world has changed, planning for the unexpected has never been more important. Having an emergency plan can help you and your family be prepared for whatever comes your way. Often, we as families plan for fires, tornado's and even death but does your family have a plan for a pandemic? What does it mean to have a pandemic/COVID-19 plan? What questions should you ask yourself, family or family support circle? With these questions in mind let us help you and your family make a plan that works for you.

Using our resources below we will walk you through creating an Emergency Family Planning and Information Kit for your family. Having a plan can reduce stress and panic, as well as help to make transitions easier. So, bring all those involved together and use the following outline to discuss how you, your family and family support circle will respond to unexpected situations: Plan, Prepare, Share.

Step 1: Plan

No one knows your family better than you. There may be similarities with other families, but each one is unique and has different needs. Discuss with your family and others in your support circle who will care for the children in your absence to ensure they are safe. As a group, you can identify the who, what, when, where, why, and how.

Considering other caregivers

- Do you have a back-up plan for caring for your child if you or your primary child care provider is no longer available due to personal or family illness or hospitalization? Think of people you trust, and people your children are familiar and comfortable with.
- Will the care be provided in your home or theirs? Do you now have a need for child care during the time the new caregiver is working?
- Does your child or the caregiver have underlying health conditions? Make sure the caregivers understand the health risks if they agree to take care of your child.
- How long can the caregiver assist in this role? Is it at least 14 days? Depending on the emergency, it may require longer care. You may need a back-up plan.
- With COVID-19 in mind, will the caregiver follow the **CDC cleaning and disinfecting household guidelines**?
- What will be needed to care for your child? Will you have money set aside or will the caregiver cover the cost? Are you eligible for publicly funded child care assistance?

Comfort items and routine

- If your child has an item or clothing that makes them relax or feel protected such as a doll, blanket, shirt, toy, book, etc. make sure to share this information with the caregiver.
- Keeping activities and routines as close to normal for a child is important. Share with the caregiver wake up and bedtime schedules, extracurricular activities, favorite foods and scheduled eating times, etc.
- Medical treatment and other special needs.
- Does your child have a regular primary care physician or clinic? Be sure to provide the contact information to the caregiver.
- Identify any medical needs and/or medications your child may take. Ensure you have an adequate supply of essential medications.
- Identify any physical limitations your child may have.
- Indicate any additional special needs.
- Make sure the caregiver is prepared and comfortable with addressing your child's needs and has all of the necessary information and/or tools to properly care for your child.

Child care and school

- Does your child attend school or child care? Be sure to include the name, address, contact information, and schedule (drop off and pick up times) for any school or child care locations.
- Are there any electrical devices, apps, digital codes or passwords that your child will need or that you need to relay to the caregiver?
- Be sure to notify the school or child care provider about the caregiver and adjust any drop off or pick up information as necessary.

Community, spiritual and faith-based contacts

- Are there any spiritual or faith-based activities important to your family, and participation/attendance should continue in your absence? Provide contact information (names and phone numbers) for coaches, teachers, school, and church friends.

Legal matters

- Does your family have any legal documents that you want to make available to your child's caregiver? Gather any legal documents such as a will, power of attorney information, court orders (custody or protection), etc., and keep them in a designated place or inform the caregiver where these documents can be found, if needed.

Step 2: Prepare

Once you have formulated your family's plan, it's time to write it all down. To make this easier, we have developed a voluntary ***Emergency Family Planning and Information Kit***. This document gathers all the important information we touched on above and keeps it in one easy location.

Get started on writing your family's emergency plan using the voluntary ***Emergency Family Planning and Information Kit***. You can complete it online and save it or print it to add your information.

Step 3: Share

The final step in creating your plan is crucial. Tell people about your emergency plan created for your family, and share it with those you are close to. Make sure to review essential information with any caregivers you have for your child. Make sure your plan is readily available. Let people know you have an emergency plan created for your family. If you used the ***Emergency Family Planning and Information Kit***, you can email electronic copies to your child's caregiver(s). You may also want to print some copies to have on hand and a copy to travel with your child, in their backpack. It is important to share your plan now before an emergency happens.

You may also want to review the plan with your child, depending on their age. Some families have inquired about how to talk to their children about emergency preparedness and COVID-19; the Centers for Disease (CDC) has a webpage on **talking with children about Coronavirus Disease 2019**.

Additional Help

If you do not have anyone that can care for your children or need additional assistance in creating a plan for your family, there are resources that can help. Below is a list of resources to support families:

- ready.ohio.gov
- ready.gov/plan
- boldbeginning.ohio.gov/wps/portal/gov/bold/families
- nationalparenthelpline.org/
- helpmegrowmn.org/HMG/index.htm

Prevent COVID-19

Find the latest information on COVID-19 for the State of Ohio:

- **Ohio Department of Health COVID-19** or call 1-833-4-ASK-ODH (1-833-427-5634)
- **Coronavirus Ohio**
- **Centers for Disease Control and Prevention**