



Back-to-School Family Emergency Planning Guide

A calm, practical 20-minute family conversation

Before school starts, use this guide to talk through how your family will communicate, who may pick up your child, where you will reunite, and what your child should expect during common school emergencies.

QUICK START CHECKLIST

- | | |
|--|---|
| ☐ Update school emergency contacts and approved pickup adults. | ☐ Decide who each child contacts if a parent does not answer. |
| ☐ Make sure children know their full name, home address, and parent/guardian names. | ☐ Discuss fire, severe weather, evacuation, shelter-in-place, and lockdown procedures. |
| ☐ Choose a family password for unexpected pickups. | ☐ Practice how and when to call 911. |
| ☐ Select a primary and alternate reunification point. | ☐ Check medications, medical information, and backpack essentials. |

Keep the conversation age appropriate

The goal is not to frighten children. The goal is to give them simple expectations: listen to trusted adults, stay aware, follow instructions, communicate when safe, and know that the family has a plan.

A good opening question

“What do you think would happen if school had to close or evacuate unexpectedly?”

Let your child answer first. Then explain your family plan in clear, simple steps.



Our Family Emergency Plan

1. FAMILY AND SCHOOL INFORMATION

Child name(s): _____

School: _____

Teacher / grade: _____

School office phone: _____

2. EMERGENCY CONTACTS

Parent / guardian 1: _____ Phone: _____

Parent / guardian 2: _____ Phone: _____

Out-of-area contact: _____ Phone: _____

Trusted nearby adult: _____ Phone: _____

3. FAMILY PASSWORD AND APPROVED PICKUP

Family password: _____

Use the password only when an adult unexpectedly says they were sent to pick up your child. Do not use a favorite pet name or anything easy to guess.

Approved adult 1: _____ Phone: _____

Approved adult 2: _____ Phone: _____

4. REUNIFICATION AND COMMUNICATION

Primary meeting place: _____

Alternate meeting place: _____

If parent 1 does not answer, contact: _____

If parent 2 does not answer, contact: _____

Person most likely to pick up child: _____

Important: Follow the school's official reunification process. Do not ask children to leave school grounds or ignore staff instructions. Family plans should complement, not replace, school procedures.



Family Discussion Guide

ASK: "WHAT WOULD YOU DO IF..."

- ☐ You could not reach either parent or guardian?
- ☐ A fire alarm or severe-weather warning sounded?
- ☐ A different trusted adult came to pick you up?
- ☐ Your class was told to shelter in place or lock down?
- ☐ The school evacuated to another location?
- ☐ You became separated from family in a public place?
- ☐ The bus could not take its normal route home?
- ☐ You saw someone badly hurt or bleeding?
- ☐ Your phone was lost, dead, or unavailable?
- ☐ An unfamiliar adult offered you a ride?

SKILLS TO PRACTICE TOGETHER

- ☐ Say full name, address, and parent/guardian names.
- ☐ Find two exits when entering a public building.
- ☐ Recite at least one parent/guardian phone number.
- ☐ Follow adult instructions during drills and emergencies.
- ☐ Identify trusted adults at school and in the community.
- ☐ Stay quiet and out of sight when instructed during a lockdown.
- ☐ Explain when to call 911 and what information to give.
- ☐ Apply firm direct pressure to serious bleeding and get help.

KEEP THE MESSAGE SIMPLE

- Listen:** Follow instructions from teachers, school staff, and emergency responders.
- Think:** Notice exits and safe adults without constantly expecting danger.
- Communicate:** Call or text family only when it is safe and permitted.
- Reunite:** Go through the school's official process and use the family plan.



Family Readiness Checklist and Contact Cards

HOME

- ☐ Smoke alarms tested
- ☐ Fire extinguisher accessible
- ☐ First aid kit stocked
- ☐ Flashlights working
- ☐ Emergency numbers posted

SCHOOL

- ☐ Emergency contacts current
- ☐ Approved pickup list verified
- ☐ Medications and instructions current
- ☐ School reunification process reviewed
- ☐ Backpack and weather needs checked

FAMILY

- ☐ Password selected
- ☐ Meeting places selected
- ☐ Communication plan reviewed
- ☐ Important numbers memorized
- ☐ Plan practiced calmly

Emergency Contact Cards - Print, complete, and cut out

Consider laminating or placing one in a clear sleeve. Do not include a family password on a lost card.

FAMILY EMERGENCY CONTACT CARD

Child: _____

Parent / guardian 1: _____

Phone: _____

Parent / guardian 2: _____

Phone: _____

Out-of-area contact: _____

Phone: _____

Primary meeting place: _____

Follow school and emergency-responder instructions.

FAMILY EMERGENCY CONTACT CARD

Child: _____

Parent / guardian 1: _____

Phone: _____

Parent / guardian 2: _____

Phone: _____

Out-of-area contact: _____

Phone: _____

Primary meeting place: _____

Follow school and emergency-responder instructions.