How to Create a Family Preparedness Plan for Caregivers

A family preparedness plan is a document you create to give to the people you identify to help you in a crisis. It should include information they will need to care for your dependent while you cannot. A dependent is someone who depends on you for daily care, such as your child. When creating a family preparedness plan, it is normal to feel overwhelmed or stressed. It is also normal to feel upset and scared about the possibility of being very ill and unable to care for your child or dependent.

HOW TO CREATE A FAMILY PREPAREDNESS PLAN

1. Make a list of the following information:
   ___ Contact information for family members
   ___ Your dependent’s personal information, such as their name, date of birth and gender identity (whether a person considers themselves to be male, female, a mix of both or neither)
   ___ Safety concerns. For example, list anyone who should not have contact with your child (such as a bully at school or if there is a restraining order in place for someone you know). You can also list concerns such as the tendency for your dependent to wander away from home or if they experience thoughts of suicide and/or self-harm.
   ___ Names and contact information for your child’s daycare and/or school, including their teachers’ names and which grade your child is in (if applicable)
   ___ Services your dependent needs, if any (such as Early Intervention, in-home services or other agencies, including the Department of Children and Families, Department of Developmental Services or the Department of Mental Health)
   ___ Health information, including contact information for your dependent’s doctor, dentist or other providers
   ___ Health concerns, medications, allergies and information about your preferred pharmacy and health insurance.
   ___ Your dependent’s routines (such as foods, bedtime, friends, activities or likes/dislikes)
   ___ Things to pack if leaving house. This could include clothing/pajamas/shoes/coat, toiletries/hygiene products, medications, glasses, favorite toy, pillow/blanket, school materials, phone/computer or important paperwork.

2. Identify a substitute caregiver:
   ___ Choose someone 18 years or older. This person will care for your dependent while you are ill. Think about close family, extended family, friends or your dependent’s friends.
   ___ Include everyone who cares for your dependent in the conversation about choosing a caregiver.
   ___ Talk with the person you choose as the caregiver. Make sure the person knows you chose them and agrees to be a caregiver for your dependent. They should know how to reach you at all times.
   ___ Give the caregiver the list of information you created as part of the Family Preparedness Plan.
   ___ Tell your dependent who their chosen caregiver is.

Step 3 and more information on the back >>>
HOW TO CREATE A FAMILY PREPAREDNESS PLAN (CONTINUED)

3. ___Share the Family Preparedness Plan with your dependent and chosen caregiver. At home, keep a copy of the plan somewhere safe and easy to remember.

OTHER TIPS FOR YOUR FAMILY PREPAREDNESS PLAN

- Consider filling out the Massachusetts Caregiver Authorization Affidavit form. This is a simple legal document that allows a parent or guardian to designate a caregiver who can make medical and educational decisions on behalf of a child. **It does not give custody to the caregiver.**

  To access the Massachusetts Caregiver Authorization Affidavit Form, scan the QR code below with the camera or a QR code scanner app on your smart phone or tablet:

![QR Code](image-url)

IF I NEED HELP WITH MY FAMILY PREPAREDNESS PLAN, WHO CAN I ASK?

- If you are a Mass General patient, call the Integrated Care Management Program (iCMP) at Mass General: 617-643-0216
- If your child is in Chelsea Public Schools, email school social workers at supportforstudents@chelseaschools.com.
- Anyone can contact the Health Equity Corps at GreenRoots®: 617-819-4316 or vecinos@greenrootschelsea.org. GreenRoots® is an organization dedicated to improving and enhancing the urban environment and public health in Chelsea and surrounding communities.

**Never delay care!**

If you need emergency care (such as difficulty breathing), call 911. Do not delay seeking care because you do not have anyone to take care of your dependent right away.

Do not leave a young dependent alone. Your dependent should be able to ride in the ambulance with you. If the EMT says the dependent cannot come, call the police for help to make sure your dependent is not left alone.

**Think ahead...**

It is important to create your family preparedness plan **before** you get sick and need help.

Pediatrics

Mass General Hospital for Children
55 Fruit Street
Boston, MA 02114
massgeneral.org/children

For more information please call 617-726-2000

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