

# California Emergency Planning Worksheet

Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Worker Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Worker’s Personal & Family Preparedness Plan

*This table is designed to guide you through a conversation with an immigrant domestic worker. You as an employer can offer support in these areas, but the worker decides if they want to discuss this with you. This is a hard conversation, so allow time to build trust before suggesting it. [We offer this template in Spanish](#), and you can also use apps like Google translate’s “conversation mode.”*

*Hand in Hand’s detailed emergency planning guide for [nanny employers](#) and [homecare employers](#).*

*Recommended bilingual fillable template: [www.ilrc.org/resources/step-step-family-preparedness-plan](http://www.ilrc.org/resources/step-step-family-preparedness-plan)*

Area	Key Questions for the Worker	How the Employer Can Support
<b>Emergency Contacts</b>	<p>Who are trusted people (family, friends) your contacts?</p> <p>If detained or unavailable, who should be notified and how?</p>	<p>Store these in a shared but private place. Offer to be a point person for their other employers.</p> <p>Agree with them on how and when you can check in, or be notified.</p>
<b>Access to Legal &amp; Resources</b>	<p>Who is your immigration attorney / legal advocate? What local resources could you call?</p>	<p>Share legal referral lists, Know Your Rights cards.</p>
<b>Childcare / Children Care Plan</b>	<p>Who would care for your children if you can’t be there? Have you arranged a verbal agreement or more formal authorization (e.g. Caregiver’s Authorization Affidavit)?</p>	<p>Offer to be a backup contact at school or daycare; help fill out forms.</p>
<b>Family Information / Medical Details</b>	<p>Any medical/allergy info for you, children, or family to note?</p>	<p>Offer to help write this down or keep a copy.</p>

## Shared Employer-Worker Emergency Plan

### Employer's Emergency Contacts

Main emergency contact	Name: _____ Phone: _____
Backup emergency contact / back-up caregiver for employer's child	Name: _____ Phone: _____

### Worker's Emergency Contacts

Main emergency contact	Name: _____ Phone: _____
If employer is unable to reach the worker, who should the employer contact? How long should they wait before reaching out? How should they contact them (text, call)?	
Backup contact / caregiver for their children	Name: _____ Phone: _____
School/daycare name (for worker's children)	Name: _____ Phone: _____
Legal Contact/Attorney	Name: _____ Phone: _____
Trusted Worker Organization (CHIRLA, Pilipino Worker Center, IDEPSCA, etc)	Name: _____ Phone: _____
Rapid Response Hotline(s)	Name: _____ Phone: _____

### Employer's Children's Care & School/Daycare

School/Daycare Name	Name: _____ Phone: _____
Who is authorized / pre-approved for pickup?	Name: _____ Phone: _____
	Name: _____ Phone: _____
Who is the backup caregiver (if worker cannot come to work)?	Name: _____ Phone: _____

## Other Key Details

- Know Your Rights cards are stored: \_\_\_\_\_
- Preferred route or safe transportation/commute plan: \_\_\_\_\_
  - The worker has a car
  - The worker has a reliable ride from a community member
  - Needs a ride from the employer
  - Employer will cover the cost of a taxi/rideshare
  - Employer will accompany worker to bus/transit stop
  - The worker feels comfortable with their current commute
- Employer and worker agree not to open the door to ICE/unknown people.
- If the employer learns of credible reports of ICE presence in the area, they will alert the worker.