

New York/New Jersey Shared Worker-Employer Emergency Planning Guide

You as an employer can offer support in these areas, the worker leads here. Template for worker planning: <https://www.nyic.org/wp-content/uploads/2025/08/ENG-Family-Preparedness-Forms-and-Documents-Needed-4.pdf>

Area	Employer Support	Key Questions / Prompts
Access to Legal & Resources	Share legal referral lists, Know Your Rights info, red cards	Does the worker need an immigration attorney / legal advocate? What local resources could they call if needed?
Family Information / Medical Details	Offer to help fill out emergency planning forms that ask for family information, or help by keeping a copy. Use the NYIC template form	Can you help the worker with any medical/allergy info of children or family to note?
Emergency Contacts for worker	<ul style="list-style-type: none"> -Offer to be a point person for their other employers. -Store these in a shared but private place. -Agree with them on how and when you can check in, or be notified 	<p>Who are trusted people (family, friends) that can serve as emergency contacts?</p> <p>If detained or unavailable, who should be notified and how?</p>
Childcare / Children Care Plan	Offer to be a backup contact at school or daycare; help fill out forms .	<p>Who would care for the workers' children (if they have any) if they can't be there?</p> <p>Have they arranged a verbal agreement or more formal authorization (e.g. Parental Authorization Form?)</p>

Shared Worker-Employer Emergency Plan Template

Worker's contact info	Name: _____ Phone: _____
Employer's contact info	Name: _____ Phone: _____
Worker's emergency contact If the 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, WhatsApp, Signal, phone call)?	Name: _____ Phone: _____
Emergency Hotline(s) Who to call if ICE is present	Name: _____ Phone: _____
Legal Contact / Local Organization Contact	Name: _____ Phone: _____ Name: _____ Phone: _____
Rapid Response Chat(s)	Group Name: _____ Platform: _____ _____ Group Name: _____ Platform: _____

Backup caregiver for worker's children or other loved ones

Name: _____

Phone: _____