

## Emergency Response Worksheet

In the event of an arrest, these steps will be taken to ensure that your responsibilities and other needs are taken care of...

1. Memorize your lawyer's phone number asap. If you don't have a lawyer, memorize this number: \_\_\_\_\_

2. Memorize your Emergency Contact Person's (ECP) phone number. In jail, they may only allow one call, usually to a land line. If this is the case, give your emergency contact person's phone number to the lawyer's secretary when you call and usually they don't mind calling for you. If you meet with your lawyer prior to arrest, you can also put this information on file.

Emergency contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List children/pets:

Circle one	Name	Emergency Care Person and phone
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Child Pet Other	_____	_____
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Child Pet Other	_____	_____
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Child Pet Other	_____	_____
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(Use back of this sheet if more space is needed)

3. List an emergency care person for each child/pet and their contact info (if different from Emergency Contact Person.) Your ECP will contact each care person and they will carry out your instructions. Make sure the emergency care person agrees to this responsibility before listing them.

4. If you have Children, create a daily schedule on a separate sheet of paper. Keep this schedule updated each semester to reflect school/activity changes. Make sure the emergency contact as well as the emergency care people have this information in advance. You may also want to have a pet feeding/walking schedule.

5. Have a plan for what you will tell your friends/lovers/ family/ children/ school/ job/ etc. if an arrest occurs.

This is who you can call:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Number \_\_\_\_\_

What to tell them \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Number \_\_\_\_\_

What to tell them \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Number \_\_\_\_\_

What to tell them \_\_\_\_\_

This is who you SHOULD NOT CALL:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Reason \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Reason \_\_\_\_\_

6. Put aside money to live off of in case an arrest prohibits you from working for a while. It would also be a good idea to have money set aside for a lawyer, but just in case you don't....

Who to call for money

Name \_\_\_\_\_ Relation \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Number \_\_\_\_\_

7. Decide if you want community/court support. If yes, join the phone/email tree and give a copy of the list to your Emergency Contact Person. Contact SWOP-USA at 1- 877-776-2004 for support.

8. Keep this and all other material/information in a safe place where you don't work. Make sure your emergency response person has a KEY to your house.

Above all, make sure you KNOW YOUR RIGHTS!!!!

**\*\* DO NOT KEEP ANY ER MATERIAL WHERE YOU WORK! \*\***