

Planning for Peace of Mind: A Personal Emergency Guide

A voluntary resource to help individuals and families plan for unexpected situations.

Why planning matters

This resource from the Office of Immigrant and Refugee Advancement helps individuals and families prepare for unexpected events. It's a voluntary tool that can be tailored to your needs. Emergencies can happen at any time. Having a plan helps you and your loved ones stay safe, connected, and informed when things change unexpectedly.

Key steps to consider

1. **Identify Emergency Contacts**

- Choose at least two trusted people—one local and one outside your immediate area—who can be reached in case of an emergency.
- Write down their phone numbers and keep them in your wallet, phone, or another safe place.

2. **Know Important Information**

- Record essential details such as medications, health providers, school contacts, and any dependents' needs.
- Make sure a trusted person knows how to access this information if needed.

3. **Plan for Family and Household Needs**

- Talk with family members or housemates about what to do if someone can't make contact right away.
- Identify a safe meeting place and share key contact numbers.

4. **Keep Copies of Important Documents**

- Store copies of identification, insurance, and legal documents in a secure location.
- If possible, give a copy to a trusted friend or family member.

5. Know Your Local Resources

- Learn about local hotlines, community organizations, or legal and health resources that may provide help in a crisis.

Know your local resources

- [Equity Corps of Oregon – Free Immigration Legal Services](#)
- [Oregon for All – Resources and Immigrant Justice Toolkits](#)
- [ODHS Refugee Program](#)
- [Oregon Law Center and Latino Network – Protect Your Family guides \(English and Spanish\)](#)

Creating a plan is voluntary and can help reduce stress in uncertain times. It's about being prepared—not predicting emergencies.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact OIRA at oir.info@odhsoha.oregon.gov. We accept all relay calls.