




Emergency Information Card

Below we have provided you with a template to create your own emergency information card for your children as well as adult family members. ***This card should be updated once a year to ensure all the information is current and accurate.*** The card should be placed in children's back-packs and in adult's wallet. You can either fill-out the card directly on-screen or print-out this page and complete the information by hand. Please refer to the instructions below:



Emergency Information Card

NAME:

SCHOOL:

EMERGENCY CONTACTS

Local (Name):

Phone Number:

Out of State (Name):

Phone Number:

Parent1

Work Phone:

Home Phone:

Cell Phone:

Email:


Parent2

Work Phone:

Home Phone:

Cell Phone:

Email:

 (Card Front)

EMERGENCY CONTACTS (cont'd)

Family Member 1

Work Phone:

Home Phone:

Cell Phone:

Email:

Family Member 2

Work Phone:

Home Phone:

Cell Phone:

Email:

MEDICAL

Allergies:

Medication:

.....

Blood Type:


Health Insurance Carrier:

.....

Health Insurance Policy Number:

.....

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 (Card Back)

Instructions

Fill out the card on-screen:

1. Click on the dotted line next to the row heading
2. Type in all the information
3. Print the file
4. Using the dotted lines as a guide, cut-out the front and back of the card.
5. Go to your nearest office supply store and purchase lamination film.
6. Place cards back to back and follow the instructions included with the lamination film.

Fill out the card by hand:

1. Print the file
2. Complete all the information
3. Using the dotted lines as a guide, cut-out the front and back of the card.
4. Go to your nearest office supply store and purchase lamination film.
5. Place cards back to back and follow the instructions included with the lamination film.

Helpful Tip: *If you do not have access to lamination film you can place a business card inbetween the front and back of the card and use tape to bind them together.*