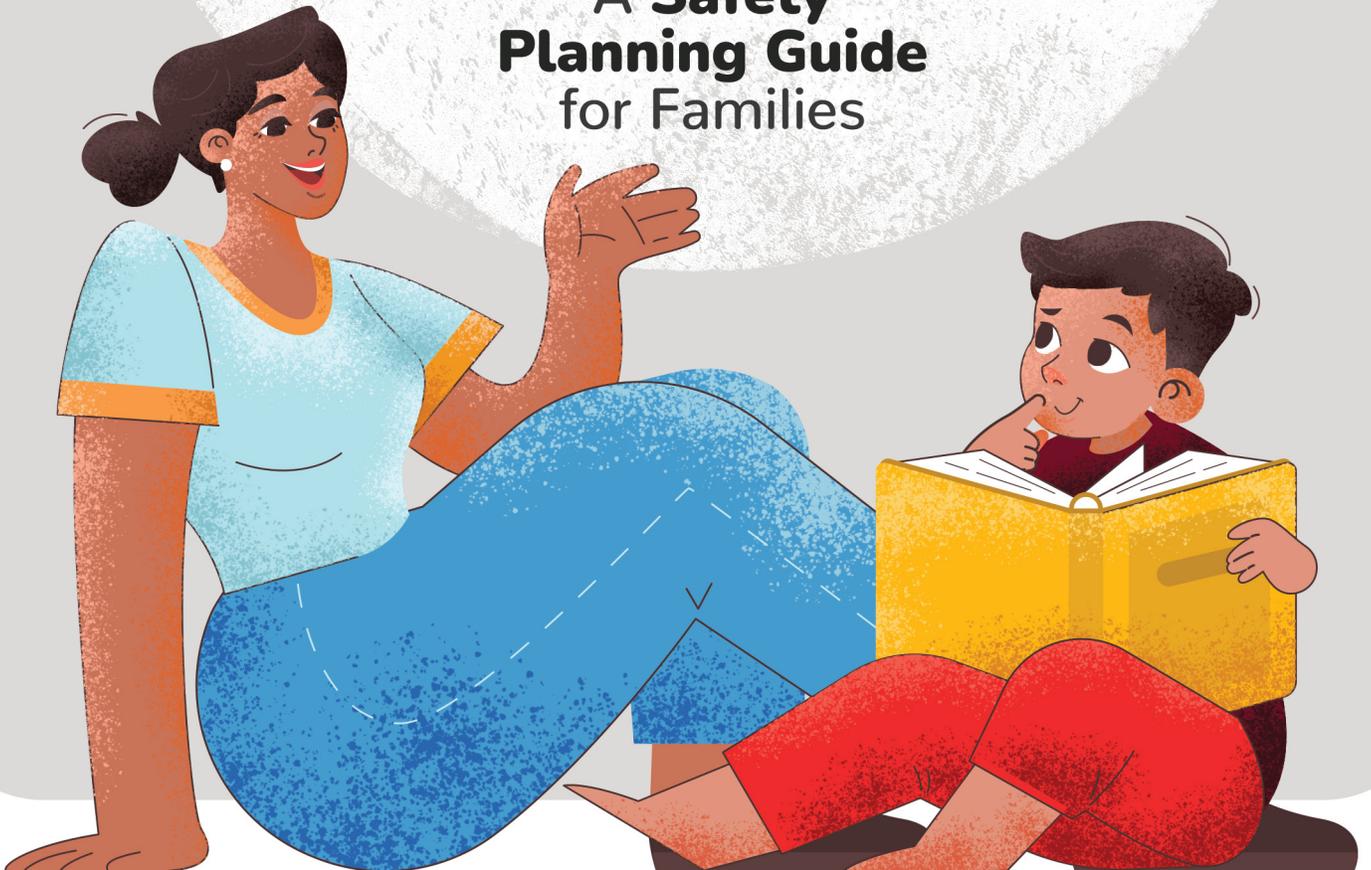


SAFE & READY:

**A Safety
Planning Guide
for Families**





**OUR DISTRICT IS
COMMITTED TO
HELPING EVERY
CHILD FEEL SAFE,
SUPPORTED, AND
CARED FOR.**

Sometimes unexpected situations happen, like when an adult can't come home or pick up a child when planned. If that ever occurs, we want children to know that there are trusted adults who will help keep them safe until their family is reunited.

This family safety plan is a simple, calm guide to help you prepare for those rare moments. You can complete it in a way that feels right for your family.

The goal is to help children:

- ↳ Know who to reach out to if they need help
- ↳ Stay safe and as calm as possible
- ↳ Understand that they are never in trouble
- ↳ Remember that what happens is not their fault
- ↳ Follow clear steps if a grown-up is suddenly not available

When talking with your child, you might use reassuring messages like:

"Sometimes adults can't come home when we expect them to. If that ever happens, there are people who will help take care of you."

Families are encouraged to review the plan from time to time, like practicing a fire drill, praising children for what they remember and making updates as caregivers or contact numbers change. This guide is only for your family's use and does not require sharing personal or immigration details with the school.

Thank you for partnering with us to help every child feel safe, connected, and cared for.

With care,

Pamela J. Odom, Superintendent of Schools

PARENT/GUARDIAN SECTION

Invite your child to
color in the pages while
you review the Safety
Planning Guide!





FAMILY SAFETY PLANNING

This plan is designed to help families create a safety guide for emergencies. If you and your child ever get separated, this plan will give your child the tools they need to stay safe. It's all about keeping everyone safe, connected, and cared for. Families can choose what to share and how much.

This safety plan is here to help kids:

- ↪ Know who to reach out to when they need help
- ↪ Stay safe and keep calm in any situation
- ↪ Understand that they are never to blame for what happens
- ↪ Have clear steps to follow if a grown-up is suddenly not around

Remember, this is just a guide to help everyone feel safe and does not involve sharing personal or immigration details with the school.



TALKING WITH YOUR CHILD

Use calm, reassuring language. Keep it short and repeat as needed. You might say:

“Sometimes adults can't come home when we expect them to. If that ever happens, there are people who will help take care of you.”

Key messages for your child(ren):

- ↪ You are not in trouble.
- ↪ This is not your fault.
- ↪ There are adults whose job is to keep you safe.



CREATE A SAFETY PLAN

Complete the following pages to create a safety plan for your family, using words that your child will understand.

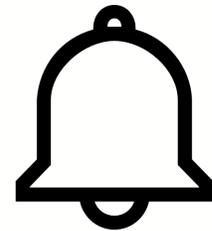
PRACTICE YOUR PLAN

- ↪ Review the plan periodically, not constantly
- ↪ Practice like a fire drill, not a warning
- ↪ Praise your child for remembering steps
- ↪ Adjust the plan as caregivers or phone numbers change



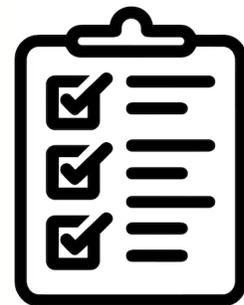
IMPORTANT REMINDERS FOR FAMILIES

- ↪ You control what information is shared
- ↪ Schools and law enforcement should never ask about immigration status
- ↪ A plan is an act of love and protection, not fear
- ↪ Asking for help is a strength



FAMILY PLANNING CHECKLIST

- Emergency contacts updated and family members are able to locate this information
- Child knows their full name and address
- Child's Full Name: _____
- Our Address: _____
- Our Phone Number: _____
- Child knows how to call for help
- Comfort items identified
- School has emergency contacts (if family chooses)



IMPORTANT INFORMATION

Child's Doctor's Office Name: _____

Doctor's Office Address: _____

Doctor's Office Phone Number: _____

Child's Medicine: _____

Allergies: _____

Other Important Information: _____



CHILD/CHILDREN'S SECTION

Child's Full Name: _____

Our Address: _____

Our Phone Number: _____



FAMILY SAFETY PLAN

Safe Adults: I can call these people in this order

1

Name: _____

Relationship: _____

Phone Number: _____

Address: _____



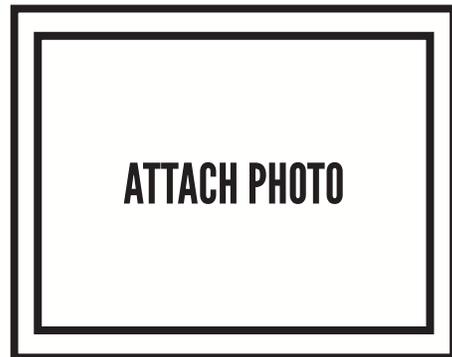
2

Name: _____

Relationship: _____

Phone Number: _____

Address: _____



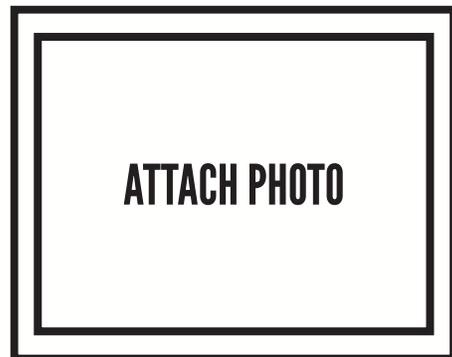
3

Name: _____

Relationship: _____

Phone Number: _____

Address: _____



Say: "I'm home alone and I need help. Can you come and help me?"

Tip: Practice dialing numbers together and reciting what your child should say, if possible.

FOR THE CHILD: STEPS TO FOLLOW WHEN YOU ARE ALONE AT HOME AND SEPARATED FROM ADULTS

- ↳ Stay inside my home.
- ↳ Do NOT open the door for anyone except my safe adults.
- ↳ I do NOT leave with any adults unless they are on my list of safe adults.

Safe Places

Where can I go if I cannot stay home safely?

Trusted neighbor: _____

Relative's home: _____

Family friend: _____

School / after-school program: _____

Other: _____

If I feel unsafe or if none of my safe adults answers the phone:

I can call 911 and say: **"I am a child and I am home alone and need help."**

School is a safe place too.

If this happens before a school day and you are able to go to school:

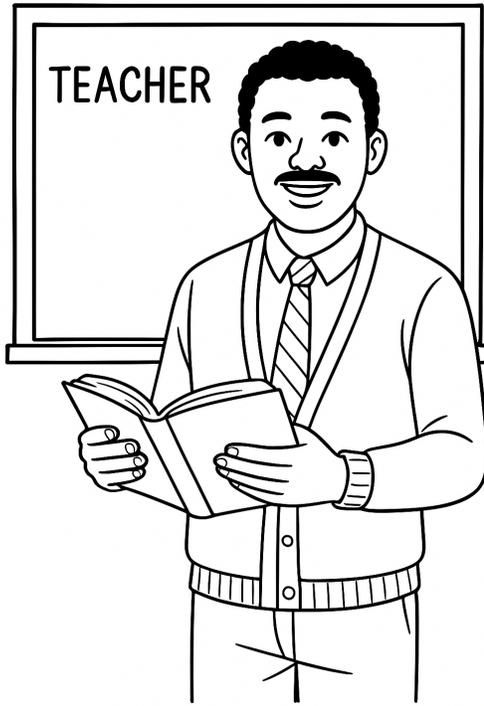
- ↳ I can tell a trusted adult at school.

My School is: _____

My Trusted Adult: _____

- ↳ I can say: **"Something happened with my family and I need help."**

SAFE ADULTS



PARAMEDIC



FIREFIGHTER



DOCTOR



NURSE



BUS DRIVER



LIBRARIAN



SAFE PLACES



LIBRARY



STORE

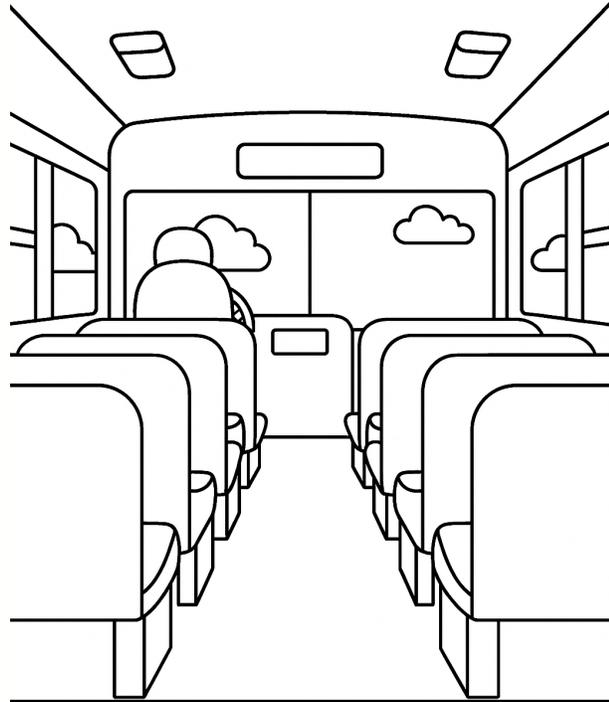


Go to the front desk or stay with a worker.

PARK



ON THE BUS



Stay near a playground helper or another parent that you know.

AND REMEMBER...



IT IS NEVER MY FAULT.

If I get separated from my grown-up, **it is not because I did something wrong.** There are adults whose job is to help keep me safe until my family can be with me again.



Board of Education

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Inquiries regarding the District's non-discrimination policies should be directed to:

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725 Harrison Street
Syracuse, NY 13210
(315) 435-4131

✉ CivilRightsCompliance@scsd.us

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The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.