24-HOUR FAMILY EMERGENCY HANDOVER CHECKLIST

A printable guide for sharing essential information during a sudden absence or emergency.

1 FIRST 15 MINUTES

If anyone is in immediate danger, call your local emergency number first.

- [ ] Confirm who needs help, where they are, and who is with them now.
- [ ] Notify the first family or care contact and agree who coordinates updates.
- [ ] Identify urgent mobility, communication, access or safeguarding needs.
- [ ] Keep the person informed and comfortable where safe and appropriate.

2 ESSENTIAL CONTACTS

ROLE	NAME	PHONE / HOW TO REACH
Primary family contact		
Second family contact		
Neighbour / nearby key holder		
Doctor / clinic		
Care provider / support worker		
Pharmacy		
Work, school or day-care contact		
Other		

Where current care / medication information is kept: _____

3 RECORDS TO LOCATE

- [ ] Emergency contact and relevant healthcare information (stored securely).
- [ ] Medication list and care instructions from the appropriate professional.
- [ ] Insurance, household and important-document locations (not account numbers).
- [ ] Keys, access arrangements and any immediate transport or support needs.

Immediate notes / who is doing what

4 WITHIN THE NEXT 24 HOURS

- [ ] Confirm a named person responsible for updates and next steps.
- [ ] Arrange essential meals, medication support and transport if needed.
- [ ] Check scheduled appointments, care visits and time-sensitive tasks.
- [ ] Inform other relevant family members with appropriate consent and discretion.
- [ ] Note any childcare, dependent-adult, pet or household responsibilities.
- [ ] Agree when the next check-in and handover will happen.

5 HOME, PETS & PRACTICAL ARRANGEMENTS

Person responsible for home / keys: _____

Pet / dependent care contact: _____

Upcoming urgent bills, deliveries or property needs: _____

Where to find the family records / household binder: _____

6 HANDOVER RECORD

Prepared by / date / time: _____

Handed over to / date / time: _____

Next contact or review time: _____

Outstanding actions / helpful context

PRIVACY FIRST • ORGANISATIONAL USE ONLY

Keep this sheet private. Do not write passwords, payment-card numbers, ID numbers or detailed medical records here. Store sensitive information securely and share it only with people who need it.

Organisational aid only. This checklist is not medical, legal, financial or emergency advice and does not replace emergency services or professional guidance.

For the complete household record

The Family Emergency & Important Information Logbook keeps emergency contacts, medical details, insurance, important documents and 24-hour handover planning together in one paperback. Available on Amazon.

More from the series: aegeanastraea.com/publishing/family-records