



**DALLAS CHILDREN'S ADVOCACY CENTER
Distance Services Emergency Contact**

To be completed or verified at the beginning of every session

| | |
|---|--|
| Date: | |
| Client's current physical location: | |
| Address: | |
| City: | |
| State: | |
| Zip: | |
| Phone number being used for the session: | |
| Is the phone being used for the session the only phone available? | |
| Caregiver on-site for session: | |
| Relationship to client: | |
| Alternate phone number (if applicable): | |
| Emergency contact name: | |
| Phone number: | |
| Relationship to client: | |

In some cases, a child client may be using one phone and the caregiver may have access to another phone. If this is the case, document the alternate phone number in case you need to reach the caregiver during the session.

Caregivers should stay onsite with and be accessible to the child but not necessarily in the same room as the child.

The emergency contact should be within 30 minutes of the client's location for the session, be available by phone, and be able to access the client and/or caregiver in the event of an emergency.

This information should be included in each ETO note.

- During today's session, client was located at <<insert name of location and address here>> and was contacted at <<insert phone number here>>. Client's on-site caregiver was <<insert name and relationship of caregiver>>. The client's emergency contact for this session was <<insert name of emergency contact, relationship to client, and phone number>>.