

Client Emergency Contact Update

Post-Holiday Check-In Template

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Why update contacts in January? Support systems shift after the holidays—family conflicts, breakups, moves, and changing relationships can leave clients with outdated safety plans. A quick 5-minute review can make a critical difference.

Client Name: _____

Date: _____

Suggested Script

"I like to do a quick check-in on emergency contacts at the start of the year. Sometimes things change over the holidays—people move, relationships shift. Can we take a few minutes to make sure your contacts are still accurate and still people you'd want us to reach?"

Primary Emergency Contact

Name: _____

Relationship: _____

Phone: _____

Still OK to contact? ☐ Yes ☐ No ☐ Updated (see below)

Notes/Changes: _____

Secondary Emergency Contact

Name: _____

Relationship: _____

Phone: _____

Still OK to contact? ☐ Yes ☐ No ☐ Updated (see below)

Notes/Changes: _____

Crisis Resources Review

Confirm client has current information for:

- 988 Suicide & Crisis Lifeline (call or text 988)
- Local crisis line: _____
- Nearest ER / crisis center: _____
- Sponsor / recovery support contact: _____
- Safe person they can call 24/7: _____

Clinician Notes

Any concerns or follow-up needed: