

Check-In & Escalation Plan

So that if something happens and you cannot call, someone notices within hours, not days, and knows exactly what to do.

NAME / PERSON THIS PLAN IS FOR	HOME ADDRESS (FOR RESPONDERS)	LAST UPDATED

1 My daily check-in

How: ☐ A person calls me ☐ Automated call ☐ App tap ☐ Text message ☐ Sheriff / police program ☐ Other

CHECK-IN TIME EACH DAY	WHO CHECKS ON ME: NAME / PHONE	BACKUP CHECKER: NAME / PHONE

WHAT I DO TO CONFIRM I AM OK	SERVICE OR PROGRAM NAME, IF ANY

TRU-TIP • Ask about a free check-in call

Many counties and cities run daily check-in programs through the sheriff's office, police department, or local senior services. If you do not answer, they can send someone to check on you. Call your local sheriff or police non-emergency line, or your Area Agency on Aging, and ask what is offered where you live.^{1,3}

2 If I do not check in: the escalation ladder

Decide this now, in writing. The person who gets the alert should not have to figure it out while worried.^{1,2}

1	First call Someone local who can act quickly	NAME	PHONE	TRIES TO REACH ME FOR
2	Second call If the first person cannot respond	NAME	PHONE	WAITS NO LONGER THAN
3	Someone goes to the door Uses the spare key if needed	NAME OF PERSON WITH A KEY	PHONE	CAN GET THERE WITHIN
4	Wellness check Ask police to check on me	POLICE / SHERIFF NON-EMERGENCY NUMBER	CALL IF NO ANSWER BY (TIME)	
5	Call 911 Right away if there are signs of danger, a fall, or no one can confirm I am safe	CALL 911 IF NO ONE CONFIRMS I AM SAFE WITHIN ___ HOURS	WHO MAKES THAT CALL	

3 What responders and helpers need to know

WHO HAS A SPARE KEY: NAME / PHONE (NEVER WRITE DOOR OR ALARM CODES)	WHERE THE KEY IS, IF NOT WITH A PERSON

PETS: KIND / NAME	WHO TAKES THE PETS: NAME / PHONE
MEDICAL SUMMARY / MEDICINE LIST IS AT	HEALTH CARE AGENT (DECISION-MAKER): NAME / PHONE
PREFERRED HOSPITAL	MY BINDER AND DOCUMENTS ARE KEPT AT

What helpers need, and my call-for-help layers

TRU-TIP • Tell them exactly what you are asking

A plan only works if the people in it know they are in it. Call each person named on this sheet. Tell them their step and how long to wait, and ask if they are willing and able. Give them a copy. Then test it once by skipping a check-in on purpose, with warning.¹

4 When my routine changes

- ☐ I tell my checker before I travel, have a procedure, or will be out at check-in time, and I pause or move the check-in.
- ☐ After a hospital stay or new medicine, I ask for an extra check-in (or a visit) for the first few days.¹
- ☐ I review this plan when a helper moves, changes phone numbers, or can no longer help.

5 My four call-for-help layers

No single device covers every emergency. Each layer covers a gap the others miss.¹

Layer	Covers this situation	What I use	Last tested	Working
Voice assistant in key rooms	I can speak, but cannot move or reach a phone			☐
Wearable with fall detection	I cannot speak or reach anything (it must be worn)			☐
Phone emergency SOS and Medical ID	I can move but need help; responders can see my info			☐
Daily check-in	Nothing triggered an alarm, but no one has heard from me			☐

FOR HELPERS: CALL 911 RIGHT AWAY IF YOU FIND ME

- On the floor and unable to get up, or hurt after a fall
- Very hard to wake, or newly confused
- Struggling to breathe, or with chest pain or pressure⁴
- Face drooping, arm or leg weakness, or trouble speaking (stroke signs)⁵
- Bleeding that will not stop

Do not drive me yourself. Bring my medicine list and this plan.

6 Test log

Date	What I tested (check-in, device, ladder)	Result / what I fixed

TRU-TIP • A watch on the charger cannot call for help

Fall detection works only on your wrist. Put the wearable on first thing in the morning, before your shower or the walk to the bathroom, when falls are most likely. Place voice devices where you would be if you fell, like the bedroom and bathroom, not just the living room.¹

Want to go further? *Aging Alone* by Chuck Kinney explains each layer, and the SynquUp™ Emergency Life Binder holds your check-in, contacts, and medical pages in one place. Free tools: chuckkinney.com/free