

Emergency Planning Guide

Emergency plan for: _____

- Find an attorney or accredited representative who will help you in the event of an emergency. Make sure to speak with the attorney or accredited representative. Do not just write down the phone number without making sure the person will be able to help you.
- Get screened by an attorney or accredited representative to determine if you are eligible for another immigration status.
- Register with your local consulate.
- Register and form a relationship with your church, parish or other religious or community center.
- Make a family plan about what to do in the event a family member is arrested, detained or goes missing.
 - Decide who will be called and in what order.
 - In some states, the law requires you to give your name to the police. Find out whether you are required to provide your name in your state. Make a plan about what you will do if you are asked your name. Consider that not giving your name could cause you to be arrested or detained. Not giving your name could make it difficult or impossible for your family to locate you in detention or police custody. Speak to an attorney about what to do in your unique situation.
- Make copies of all immigration and other important papers for all members of the family. Keep them in a safe place. Make sure a trusted friend, family member that does not live with you or member of the community knows where you keep these papers or make a set of copies for them to keep.

Important papers:

- Work authorization
- Copies of identification
- Passports
- Copies of any other immigration papers, including receipt notices for any pending cases and approval notices for family petitions
- Birth certificates (with English translations)
- Marriage certificates (with English translations)
- Social Security cards
- Documents related to criminal arrests or cases
- Name and contact information for attorneys who have represented you in the past
- Other important information such as a list of medications family members take

- Decide who will take care of your children in an emergency.** Make sure that person has important information about your children, such as medications they need. Speak to an attorney to see if you should sign any legal documents (such as a power of attorney) to make sure your children are cared for in the event of an emergency. Make sure children born in the United States have passports.
- Speak to your attorney about signing a power of attorney.** A power of attorney will allow someone you trust to take care of decisions involving your finances, children and other needs if you are detained or deported.
- Save money for rent, food, medications and other needs if you are detained.** Talk to your attorney or employer about signing a document allowing a family member to pick up your paycheck if you are detained.
- Ask a relative, friend or member of the community to post bond for you if you are detained.** This person must be a U.S. citizen or Lawful Permanent Resident (green card holder). A bond to be released from immigration detention is usually \$1,500, but it can be more. In most cases, once your immigration case is over, the bond money will be returned.
- Review this guide and your emergency plan with your entire family. MAKE SURE EVERYONE IN YOUR FAMILY KNOWS THEIR RIGHTS.** You may want to practice exactly what you will say and do in the event of contact with an officer.

Information you must memorize

- The phone number of your attorney (also carry a copy of your attorney's phone number with you at all times)
- The phone number of your consulate (also carry a copy of your consulate's phone number with you at all times)
- The phone numbers of family members
- Your Alien Registration Number/A# (the number on your immigration documents), if applicable
- Your date of entry into the United States
- Your immigration status when you entered the United States
- Your current immigration status
- Your criminal history—including any arrests, charges, the outcome (guilty or innocent), and dates

Emergency contact sheet

Make sure all members of your family have access to this information.

Attorney/accredited representative

Name: _____

Phone: _____

Consulate

Name: _____

Phone: _____

Religious or community organization

Name: _____

Phone: _____

Other: _____

Name: _____

Phone: _____

Other: _____

Name: _____

Phone: _____

Other: _____

Name: _____

Phone: _____

Detention Centers and Police Stations

Make sure all members of your family have access to this information.

Immigration Court Information System (for information about hearings and court dates): 1-800-898-7180

ICE Detainee Locator system: locator.ice.gov

Local Immigration Detention Center: _____

Name: _____

Phone: _____

Local Immigration Detention Center: _____

Name: _____

Phone: _____

Local Police Station: _____

Name: _____

Phone: _____

Local Police Station: _____

Name: _____

Phone: _____

Questions to ask if a loved one calls you from detention or police custody:

Make sure to record the answers carefully and in as much detail as possible.

- Do you need medical attention?
- What law enforcement agency arrested or detained you?
- Where are you?
- What is the largest city or town near you?
- What papers have you been given and what do the papers say?
- Do you have any court date or hearing scheduled?
- Have you spoken with your attorney/ accredited representative?

Workplace Checklist

- Review the information in this guide with your co-workers. Make sure that everyone knows their rights. Remember that immigration officers can raid your workplace 1) with a warrant, or 2) with permission from your employer.
- If you are a member of a labor union, speak to your union representative about what you can do to protect yourself and other co-workers who are at risk.
- If possible, speak with your union representative to come up with an agreement with your employer. An agreement could include:
 1. The employer will not permit immigration officers to enter the workplace without a valid warrant.
 2. The employer will notify the union if immigration authorities contact the employer.
 3. The employer will allow the union to bring immigration attorneys or advocates to the workplace to assist employees with questions and to prepare for an emergency.
 4. The employer will not provide the name, address or any immigration information to police or immigration officers, unless it is required by law.
 5. The employer will not use computer verification programs to look at employee immigration information.
- Make a plan about what to do in the event of a raid. For example, it would be beneficial if everyone agrees to remain silent and not run.
- Your employer should be responsible for speaking with officers during a raid. In the event your employer is not present during a raid or if your employer has given permission to the officers to enter, elect a representative(s) to ask officers for identification and review any warrants they present.
- Make sure that person knows how to read a warrant and what a warrant requires. Use the information about warrants in this guide to help prepare.