

Emergency Preparedness Checklist

- ___ Know your rights
 - ___ Attend a community know your rights workshop
 - ___ Get a legal screening from an immigration attorney
- ___ Create an emergency plan
 - ___ Plan what your family will do if one or both parents are detained
 - ___ Discuss the “know your rights workshop” and action planning with your immediate and extended family to help prepare others
 - ___ Talk with an attorney about guardianship letter and power of attorney so that someone can take care of your children and your finances if both parents are detained
 - ___ Start a family emergency savings fund to have some money in case of emergency
- ___ Choose an emergency contact to carry out your plan (someone you trust with legal status)
 - ___ Make sure emergency contact is someone who will be ready to answer the phone whenever you call
 - ___ Walk through the emergency plan with your emergency contact
 - ___ Give emergency contact access to your emergency portfolio
 - ___ Make your emergency contact an emergency contact at schools
- ___ Get important paperwork
 - ___ Get passports for everyone in your family
 - ___ Carry proof that you have been here for more than two years with name and date to stop immigration from deporting you without a hearing (e.g. a bill from 2014)
 - ___ Carry “know your rights” card in case you are arrested
 - ___ Put up a “know your rights” card or instructional flyer on the inside of the front door in case immigration officers come to the house or apartment
- ___ Create an emergency portfolio
 - ___ Family Biographic Information (Name, DOB, and medical history of family)
 - ___ Identity Documents (Copies of IDs, passports, birth/marriage/divorce certificates, etc.)
 - ___ Immigration paperwork (immigration documents and letters, contact info of all immigration lawyers)
 - ___ Medical paperwork (medical records, vaccination history, medication lists)
 - ___ Emergency Plan, original copies of Guardianship Letter and Power of Attorney
- ___ Program these numbers into your phone, memorize them, and share the contacts with your family
 - ___ If you are arrested by police, 1-800-LAWREP4; name of contact “criminal defense attorney”
 - ___ If someone is arrested by ICE, 1-855-HELP-MY-FAMILY name of contact “immigration attorney”
 - ___ Share this number with all family members
 - ___ The phone number of your emergency contact



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Safety Plan Worksheet

KNOW YOUR RIGHTS

- 1) I am going to discuss “know your rights” and action planning with my family on or by this date: _____
- 2) I am going to do a full legal screening with _____ phone number: _____
by this date: _____

CREATE AN EMERGENCY PLAN:

- 1) I need to plan for these three things in case I am detained:

- 2) My emergency contact to carry out my family plan: _____
I am going to talk to my contact about my emergency plan by this date: _____
- 3) If there is an emergency, these are the three people my emergency contact should call:
_____, _____, _____
- 4) The amount of money I will put aside each week/month will be _____ with the goal of having a total emergency fund of _____
- 5) I will contact my child’s school to add my emergency contact on or by this date: _____

GET IMPORTANT PAPERWORK

- 1) What is a document that I can put in my wallet to show that I have been here for more than two years?
_____ ; I will have it in my wallet by this date: _____
- 2) I will get passports (or complete applications) for each of my family members by this date: _____
- 3) I will have “know your rights cards” in everyone’s wallets and on the inside front door by this date: _____

COLLECT IMPORTANT PAPERWORK

- 1) The list of all family identity documents for our portfolio: _____
- 2) The list of all immigration documents for our portfolio: _____
- 3) Names of immigration attorneys that I have seen: _____
- 4) I will fill out my family biographic form by this date: _____
- 5) I will complete our portfolio by this date: _____
- 6) This is where I will keep our emergency portfolio: _____

PROGRAM IMPORTANT PHONE NUMBERS AND MEMORIZE THEM

- 1) I should call this phone number if someone is arrested by police: _____
- 2) I should call this phone number if someone has an encounter with immigration: _____
- 3) I will program my phone with the phone numbers for “Criminal Attorney” and “Immigration Attorney” and share it with all immediate and extended family by this date: _____
- 4) My emergency contact’s phone number: _____

Información y Contactos Importantes/ Important Information and Contacts

CONTACTO DE EMERGENCIA/EMERGENCY CONTACT

Nombre del contacto/ Contact's Name _____

Dirección/ Address _____

Celular/ Cell Phone _____

Información de padres/Parent information

Nombre del esposo/ Husband's Name _____

Dirección/ Address _____

Lugar y fecha de nacimiento/ Place and Date of Birth _____

Lugar en dónde trabaja/ Work Place _____

Horario de trabajo/ Work Schedule _____

Teléfono en el trabajo/ Work Phone _____

Celular/ Cell Phone _____

Nombre de la esposa/ Wife's Name _____

Dirección/ Address _____

Lugar y fecha de nacimiento/ Place and Date of Birth _____

Lugar en dónde trabaja/ Work Place _____

Horario de Trabajo/ Work Schedule _____

Teléfono en el trabajo/ Work Phone _____

Celular/ Cell Phone _____

Abogado de Inmigración/ Immigration Attorneys Names _____

Teléfono/ Phone Number _____

Dirección/ Address _____

Abogado de Inmigración/ Immigration Attorneys Names _____

Teléfono/ Phone Number _____

Dirección/ Address _____

Consulado de _____ **Consulate of** _____

Teléfono/ Phone Number _____

Dirección/ Address _____

Información de los niños menores aquí en los EE.UU./ Information on children in the US

1. Nombre Completo/ Child's name _____

Lugar y fecha de nacimiento/ Place and Date of Birth _____

Ciudadanía/ Citizenship _____ Seguro Social/ Social Security _____

Historial médico/ Medical History _____

Alergias/ Allergies _____

Doctor/ Doctor _____

Nombre de escuela, niñera/ Name of School, Babysitter _____

Dirección, Teléfono/ Address, Phone Number _____

Grado/ Grade _____ Horario de Escuela/ Schedule _____

2. Nombre Completo/ Child's name _____

Lugar y fecha de nacimiento/ Place and Date of Birth _____

Ciudadanía/ Citizenship _____ Seguro Social/ Social Security _____

Historial médico/ Medical History _____

Alergias/ Allergies _____

Doctor/ Doctor _____

Nombre de escuela, niñera/ Name of School, Babysitter _____

Dirección, Teléfono/ Address, Phone Number _____

Grado/ Grade _____ Horario de Escuela/ Schedule _____

3. Nombre Completo/ Child's name _____

Lugar y fecha de nacimiento/ Place and Date of Birth _____

Ciudadanía/ Citizenship _____ Seguro Social/ Social Security _____

Historial médico/ Medical History _____

Alergias/ Allergies _____

Doctor/ Doctor _____

Nombre de escuela, niñera/ Name of School, Babysitter _____

Dirección, Teléfono/ Address, Phone Number _____

Grado/ Grade _____ Horario de Escuela/ Schedule _____

4. Nombre Completo/ Child's name _____
Lugar y fecha de nacimiento/ Place and Date of Birth _____
Ciudadanía/ Citizenship _____ Seguro Social/ Social Security _____
Historial médico/ Medical History _____

Alergias/ Allergies _____
Doctor/ Doctor _____
Nombre de escuela, niñera/ Name of School, Babysitter _____
Dirección, Teléfono/ Address, Phone Number _____
Grado/ Grade _____ Horario de Escuela/ Schedule _____

Plan Para los niños/ Plan for our children

En caso de que no estamos aquí y disponibles para cuidar a nuestros hijos, es nuestro deseo que las personas siguientes cuiden nuestros hijos

In the case that we are not here and available to care for our children, it is our desire that our children be cared for by:

Nombres/ Names _____
Teléfono/ Phone Number _____
Dirección/ Address _____

En caso de que esas personas no pueden cuidar a nuestros hijos queremos que las siguientes personas cuiden a nuestros hijos/ second choice

Nombres/ Names _____
Teléfono/ Phone Number _____
Dirección/ Address _____
Instrucciones/Instructions: _____

Firme Esposo: _____

Fecha: _____

Firme Esposa: _____

Fecha: _____