

IMMIGRATION FAMILY PREPAREDNESS PLAN

Complete this form and keep copies in a safe place.

Step 1: Family Emergency Contacts

- **Parent/Guardian Name(s):** _____
- **Address:** _____
- **Phone Number:** _____
- **Alternative Phone Number:** _____

Trusted Emergency Contacts

(These should be people who can take care of your children or help you if needed.)

1. **Primary Emergency Contact**
 - Name: _____
 - Relationship: _____
 - Phone Number: _____
2. **Secondary Emergency Contact**
 - Name: _____
 - Relationship: _____
 - Phone Number: _____

Step 2: Legal & Identification Documents

(Make copies of these documents and keep them in a safe place.)

- ☒ Passports (for all family members)
- ☒ Birth certificates (for all children)
- ☒ Marriage certificate (if applicable)
- ☒ Immigration papers (if any)
- ☒ Work permits or visas
- ☒ Social Security cards or ITIN numbers
- ☒ Medical records & insurance information

Location of Important Documents:

(Example: In a folder at home, with a trusted friend, or at a lawyer's office.)

Step 3: Plan for Your Children

1. **Temporary Caregiver Information** *(Someone who can care for your children if you are detained.)*
 - Name: _____
 - Relationship: _____
 - Phone Number: _____
 - Address: _____
 2. **Legal Guardianship Plan** *(Optional but recommended: Consult a lawyer for guardianship papers.)*
 - Guardian Name: _____
 - Lawyer Name (if any): _____
 - Lawyer Phone Number: _____
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Step 4: Financial & Property Information

- **Bank Name & Account Numbers (if applicable):** _____
- **Who has access to your bank account?** _____
- **Who can pay your rent/mortgage if needed?** _____



Housing Plan

- **Landlord's Name & Phone Number:** _____
- **Mortgage Company Name & Contact:** _____



Vehicle Information

- **Car Make/Model:** _____
 - **Car Loan or Lease Information:** _____
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Step 5: Emergency Plan if Stopped by ICE

- ✓ **Stay Calm & Silent** – You have the right to remain silent.
- ✓ **Do NOT open the door** unless ICE has a valid **judicial warrant** signed by a judge.
- ✓ **Do NOT sign anything** without talking to a lawyer.
- ✓ **Give your "Know Your Rights" card** to the officer. *(Keep this card in your wallet.)*
- ✓ **Call your emergency contact or lawyer immediately.**

 **Immigration Lawyer Name & Phone Number:**

 **Community Organization for Help:**

Step 6: Family Communication Plan

- **Code word for emergencies:** *(Use this with your family to alert them to an emergency.)*
 - **Code Word:** _____
 - **Where will family members meet if separated?**
 - **Meeting Place:** _____
 - **Who will take care of your children?** _____
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Step 7: Keep This Plan Updated

- ◆ Review and update this plan every **6 months** or when any family information changes.
 - ◆ Share copies with a **trusted friend, family member, or lawyer.**
 - ◆ Practice your emergency plan with your children.
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Final Checklist

- ☒ I have a **trusted contact** who knows my plan.
 - ☒ My **important documents** are copied & stored safely.
 - ☒ I have a **childcare plan** if needed.
 - ☒ I know my **rights if stopped by ICE.**
 - ☒ My family understands our **emergency plan.**
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