



Action Guide for Family Preparedness- How to Avoid an Immigration Emergency

This Action Guide has been a joint effort and LSC would like to thank the Immigrant Legal Resource Center for their collaboration and extensive guidance and materials referenced throughout this guide and in the PSA video. <https://www.ilrc.org/>

Here are some basic things to keep in mind when thinking about preparing a family plan in case a parent is not available to take care of their child due to deportation, detention or any other unexpected event.

This resource guide includes legal information, NOT legal advice. Only an attorney can provide legal advice.

Know Your Rights: Steps to avoid an immigration emergency if you do not have legal status in the United States

Everyone, both United States citizens and undocumented individuals, have basic rights in the United States. These rights include the right to remain silent and other basic rights when approached by law enforcement or immigration officials.

If someone knocks on your door, you do not need to open your door unless law enforcement or an Immigration and Customs Enforcement (ICE) Agent shows you a warrant signed by a Judge with your correct name and address on it. If the authorities state that they have a warrant, request that they slip it under the door so you can review it before opening the door. If you are not sure, do not open the door.

You have the right to remain silent and not answer any questions that an ICE agent asks until you speak to a lawyer.

Review the ILRC Know Your Rights page:
<https://www.ilrc.org/know-your-rights-and-what-immigrant-families-should-do-now>

Keep a **KNOW YOUR RIGHTS RED CARD** with you and in your home:
<https://www.ilrc.org/red-cards>



Immigration Options

If you are in immigration removal proceedings and/or have filed an application for legal status, you can check on the status of your claim or Court date by calling: # 1-800-898-7180 and entering your "A number" which is the "alien registration number" on the Court notice.

For more info read: <https://www.immi.org/info/LearningCenter?slug=/article/immigration-court-and-removal-proceedings/>

If someone you know gets detained visit the Immigration Customs and Enforcement (ICE) detainee locator to find where they are: <https://locator.ice.gov/odls/homePage.do>

In an emergency where immigration activity is taking place that concerns you, call the local rapid response network in your area. To find the California local Rapid Response Hotlines visit <https://ready-california.org/>

If you (or a family member) are not sure what type of immigration status you have or whether it is only temporary, talk to a trusted legal service provider.

Do you qualify for forms of immigration relief that would allow you (or your family member) to get lawful permanent residency (i.e. visa or a green card) in the United States?

Consider all options and look for workshops hosted by non-profit legal service organizations in your area.

Resources:

<https://www.immi.org>

To find a lawyer in your area visit: <https://www.immi.org/Info/FindLegalHelp>

<https://www.immigrationadvocates.org/nonprofit/legaldirectory/>

Documents to Gather:

Get a U.S. passport for all your children who are United States citizens.

If your child was born in the United States, you may also want to register your child's birth with your country's government/consulate. This may grant certain benefits including citizenship in your home country.

If your child was not born in the United States, get a passport from the county they were born in in case they need to travel. Check with the consulate of their birth country.

For more information on the processes visit:

U.S. Passport <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/how-to-apply.html>

Registering birth of a child

<https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>

Create a sheet of emergency numbers and contact information and a file of important documents (including copies of passports and a list of financial and bank information) so that you, your family or your emergency contact person can easily access them.

Review ILRC's family preparedness guide for details on what to include in your plan:

https://www.ilrc.org/sites/default/files/resources/family_preparedness_plan-20180625.pdf

[The chart below can be found in ILRC's Family Preparedness Plan]

Important Children's Information

Keep this information so those you designate to care for your children in your absence have all of the information they need.

Child's Name	
Date of Birth	
Child's Cell Phone Number (if applicable)	
School	
School Address	
School Phone Number	
Teacher's Name	
Classroom Number	
Afterschool Program	
Afterschool Program Phone Number	
Other Camp/Sports/Program	
Other Camp/Sports/Program Phone Number	
Allergies	
Medical conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance	

Consider putting this document in a secure online format (such as google documents or drop box) so that it can be accessed from anywhere in the world. Inform your emergency contact now where to access this file.

<https://www.dropbox.com/>

<https://www.google.com/docs/about/>

Write down instructions regarding any medical conditions and/or medications that your child is taking, the treating physician's contact information and the medical insurance information.

Child Care Plan: Who will care for your children if you are not available?

It may be difficult to think about who will care for your child in your absence. When making this decision, make sure to choose a trusted and responsible adult over the age of 18 (does not have to be a relative) who is able and willing to care for your child financially and emotionally. Make sure your child is comfortable with this adult.

Provide this trusted adult with details about your expectations regarding the type of care they will provide your child. Tell this person that they will be listed as an emergency contact for your child and how to access your important documents (i.e. email them access to your documents online).

Memorize this person's phone number and have your child memorize this adult's name and phone number as well.

Things to keep in mind when choosing a caretaker:

- Must be 18 years of age or older
- Must be able to provide for child financially and emotionally
- This person does not need to be a US citizen but ideally this person should not be at risk of deportation. Should have a form of ID (preferably, California driver's license or California identification card)
- Once you select this adult, update your child's emergency card forms at school, after school programs and daycares to include who can and cannot pick up your child in your absence

There is a range of possibilities to consider when arranging for someone else to care for your child. Some situations can be informal and some arrangements should be more formal requiring a court to make custody determinations. It is best to speak to an attorney about your options.

Some options to consider:

- Informal arrangement using a Caregiver Authorization Affidavit
<https://www.lsc-sf.org/wp-content/uploads/2015/10/CAA-with-Instructions.pdf>
- Probate Legal Guardianship
- Power or Attorney for medical authorizations

For more information on these options visit:

https://www.ilrc.org/sites/default/files/resources/family_preparedness_plan_v3-20170323.pdf

Communication: Speak to your children about your situation

In an age-appropriate way and without worrying your child, let your child know who will pick them up and care for them if you are unable to for some reason. Assure your child that they will be taken care of, even for a short period of time, until you are able to do so again. You may want to talk to them about other adults in their life that they feel comfortable with and who they may have to spend time with in your absence. Have your child practice memorizing your phone number and your emergency contact's phone number.

Being prepared if you are not available to care for your child is important for any parent and will minimize panic and trauma to your child and relieve anxiety for everyone involved.