

GUIDE TO PREPARE YOUR FAMILY PLAN



Regardless of your immigration status, everyone needs an emergency preparedness plan in case you are arrested or detained by immigration. Although we hope that it never has to be used, during this time of higher immigration enforcement and risk, having a plan can help protect your children, finances and home. Working on a plan with your family can also help your children feel more prepared and ready to face an emergency.



TENNESSEE
**Immigrant
& Refugee
Rights**
COALITION

Hotline: (615)414-1030
www.tnimmigrant.org

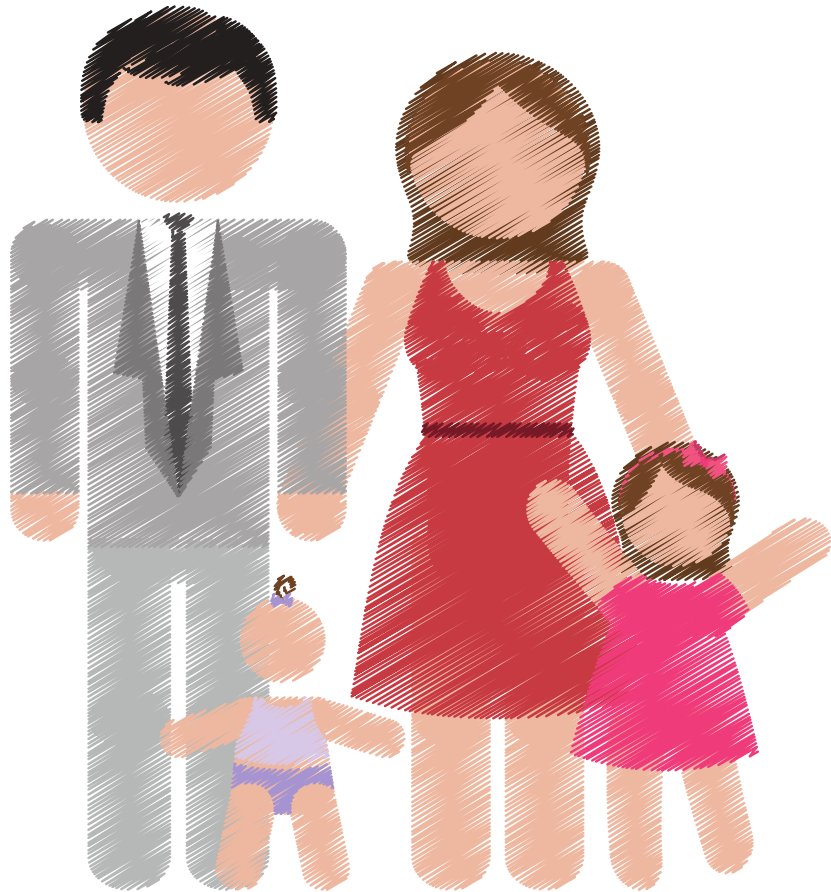
What to do in case you are detained

- In the case that you are arrested or detained you have the right to make phone calls. Write the names and phone numbers of your emergency contact people on a piece of paper. Keep this paper with you at all times, because you probably will not have access to your cell phone if you are arrested or detained.
- Identify an emergency contact. It can be a trusted friend, a relative, or a close neighbor. Memorize the phone number for this person
If you have an attorney, make sure you know his or her phone number, and your emergency contact has his/her number as well.
- Have the phone number of your nearest consulate.
- Have the phone number of the Tennessee Immigrant and Refugee Rights Coalition to report you are detained. (615)414-1030

Who is your trusted emergency contact?

Your trusted emergency contact should be someone who is prepared to do the following if you are arrested or detained:

- Get your binder full of Prepared Deportation Documents (See List on the last page)
- Notify your family and pick up your children from school
- Call ICE to get your A# and where you will be detained
- Emergency contact MUST provide your full name, birthplace, and date
- Contact your immigration lawyer to let them know you have been detained and hand them the Prepared Deportation Documents
- Take care of any household items, pets while you are away
- You may want your emergency contact to notify your employer. Clarify this ahead of time.



Priorities that should you consider: Who will take care of your children and what you should prepare?

- You have rights. Make sure you and your family know their rights.
- Prepare a binder with all the documents you need in the family plan (List of documents on the last page)
- Tell your children to memorize and carry the contact information of a trusted friend or relative. Make sure they know the plan and the person that will be their guardian when you are not there.
- Notify the school now with your emergency contact's information, giving them permission to pick up your child.
- Choose a place where your children will meet your emergency contact in the event they are not in the school.
- Write a power of attorney for the caregiver that you have chosen while you are absent.
- Similar to the "Power of attorney for children", you can also write a power of attorney to someone that could take care of your finances and properties while you are detained or out of the country.
- Start saving money for the expenses that might come: legal defense, traveling for children, bonds, etc.



How to speak with your children about the family plan

You need to develop a plan with your family. Make sure every family member knows and understands the plan.

Who will take care of the children if you are detained? For how long? If possible, your chosen caregiver should be someone with lawful status in the U.S.

Where will your children stay if you are detained? Make sure someone else has a key to your house or apartment.

Make a list of any medical conditions that your children might have.

Make decisions about the temporary or permanent plan for your children, whether in the US or your home country.

How to write a “Power of Attorney”

- A “Power of Attorney” document gives your chosen caregiver permission to make decisions and arrangements for your children regarding medical care, school, and travel. Without this document, your caregiver will not be able to get these services for your children. This does NOT mean you lose legal custody of your child.
- First of all, have a conversation as a family about all the details that you are going to include in the power of attorney before it is notarized. For the Power of Attorney to be valid, it must:
- Be signed by BOTH parents who have custody, or have an explanation as to why only one can sign.
- Be signed in front of a Notary Public. Note, this is different from a “notario”. A Notary Public is just an official witness to a signature. You can find a Notary Public at most banks.
- Make sure your chosen caregiver has a copy of the Power of Attorney and everyone in the family knows where the original document is.



In case of an emergency, Do your children have updated passports?

- This is VERY important. Your children will need passports in order to travel out of the U.S. It can be difficult and time-consuming to get a passport, so START NOW!
- If your child was born in the United States, visit www.travel.state.gov for more information on obtaining a U.S. passport. The passport will allow your children to travel and will also be proof of their American citizenship.
- If your child was born in your home country, visit our website for more information www.tnimmigrant.org about your consulates and the requirements to obtain a passport.



Dual Citizenship: Have you registered your child's birth with your country's consulate?

- If your child was born in the U.S., you may be able to earn your child more benefits in your home country, even citizenship in many cases. Contact your consulate now for more information about obtaining dual citizenship and a passport for your child.
- Mexican Consulate in Atlanta: (404) 266-2233,
- Mexican Consulate in Little Rock: (501) 372-6933
- Guatemalan Consulate in Atlanta: (404) 320-8805
- Salvadorian Consulate General: (770) 591-4140

For more information about other consulate, please call us (615)414-1030

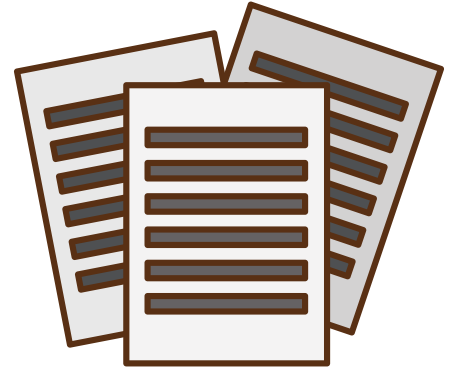
Finances and Property Management Who will take care of your home, properties, business or finances in case of a detention?

- Similar to power of attorney over your children, you can grant a power of attorney to give a trusted friend or relative the authority to make financial decisions on your behalf while you are detained or outside of the country.
- Decide if you want to give the power of attorney of your finances to the same person in charge of your children.
- Speak with your family on the details about how you want your finances to be managed. Ideally, leave instructions in writing.
- You need to be very careful in who you choose to authorize with a Power of Attorney. Be aware that this person will have the authority to sell or dispose of your financial assets. Make sure this is a person you TRUST and that they have clear instructions.



Family Preparedness Binder

Checklist of Documents



- **For You:**
 - Birth Certificate
 - Consular ID
 - All Passports
 - Copy of any other form of ID
 - Educational Degrees
 - Marriage Licenses or Divorce Decree
 - Copy of health insurance cards & any critical medical records
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- **Childcare Documents:**
 - Children's Passports (both U.S. and foreign, if possible)
 - Children's Birth Certificates, with parents' names listed
 - Children's Social Security Cards
 - Any child custody paperwork / legal documents
 - Children's Medical Information
 - Emergency Numbers and Important Contact Information
 - Power of Attorney for Childcare
 - Any other documents you want to be able to quickly find
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- **Legal Documents: (If you have them or can find them)**
 - Criminal Records
 - Immigration Records: Visa, work permit, A#, deportation order, ICE Paperwork
 - Legal Paperwork from lawyers you have worked with previously
 - Police paperwork proving you were victim of a crime
 - Paperwork proving you were the witness of a crime in the US and are cooperating in an investigation
 - Paperwork of a pending civil rights complaint
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- **Financial Documents:**
 - Financial Power of Attorney
 - Military Paperwork
 - Business Paperwork
 - Work Paychecks
 - Your House or Property Paperwork
 - Lease to your rental property
 - Rent Payment Receipts
 - Copies of ownership documents for vehicles