

# Safety and Family Preparedness Packet

This Safety and Family Preparedness Packet contains the following:

- *Important Information Sheet*
- *Checklist of Documents*
- *Know Your Rights Information*
- *List of Immigration Legal Services Providers*

Once you have completed your Family Plan, do the following:

- Review this plan with your significant others and children
- Make sure everyone knows where important family documents are located
- Establish an alternate caretaker who has the authority to care for your children and make decisions for your children
- Continue to avoid negative interaction with law enforcement: If you are without lawful status, ANY criminal arrests could lead to ICE placing you in removal (deportation) proceedings



**BakerRipley**

HOUSTON IMMIGRATION  
LEGAL SERVICES COLLABORATIVE

## **FAMILY PREPAREDNESS PLAN: Important Information**

*Keep this information in a safe place and make sure your designated caregiver and all family members (including children) know how to find this information*

CHILD'S NAME: \_\_\_\_\_

Date of Birth	
Child's Cell Phone Number	
Designated caretaker for child (name)	
Designated caretaker phone number and email	
School	
School Address	
School Phone Number	
Teacher's Name	
Classroom Number	
Afterschool Program	
Afterschool Program Number	
Allergies	
Medical Conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Dentist's Phone Number	
Health Insurance	

### EMERGENCY NUMBERS AND IMPORTANT CONTACTS

<b>EMERGENCY NUMBERS</b>	
Police Department	
Fire Department	
Poison Control	
<b>FAMILY CONTACTS</b>	
Mother/Parent Name	
Cell Phone	
Work Address	
Work Phone	
Father/Parent Name	
Cell Phone	
Work Address	
Work Phone	
Other Emergency Contact and Relationship	
Other Emergency Contact and Relationship	

OTHER IMPORTANT PHONE NUMBERS/INFORMATION

Attorney Name	
Attorney Phone Number and Address	
Bonding Company Phone Number	
Consulate Phone Number and Address	
CPS Address	6300 Chimney Rock, Houston, Texas 77081
CPS Phone Number	713-295-2500
ICE Detainee Locator	<a href="https://locator.ice.gov/odls/homePage.do">https://locator.ice.gov/odls/homePage.do</a> (if you do not have the person's A# (alien number) then you will need the person's name, country or origin, and date of birth)
ICE ERO Detention Reporting and Information Line	1-888-351-4024
Immigration Court Hotline	1-800-898-7180
United We Dream Hotline to report raids	1-844-363-1423; Text 877877
CCA (Houston immigration detention)	281-449-1481; 15850 Export Plaza Drive, Houston, TX 77032 <b>**do not go to the detention center if you do not have immigration status</b>
Mother's Alien Number	
Father's Alien Number	
Child's Alien Number	
Car make/Model	
License Plate Number	
Car Insurance Company	
Insurance Policy Number	

## Checklist of Documents



*We recommend keeping these documents in a safe location – make sure everyone in your family knows where to find these documents in case of emergency*

- Important Phone Numbers and Information Sheet
- Designated Caregiver documents (Affidavit of Non-parent relative or Power of Attorney)
- Medical Consent
- Children’s Birth Certificates
- Children’s Passports
- Children’s social security cards
- Children’s vaccination records
- Important medical documents if you child has a health problem/disability
- Notarized permission for guardian to travel outside the US with your child
- Protective Orders (if applicable)
- Child Custody documents (if applicable)
- List of children’s medications
- Copy of children’s health insurance cards
- Your birth certificate
- Marriage certificate (if applicable)
- Copy of your passport and any identification cards (Driver’s License, Social Security Card, ITIN)
- Any immigration documents (immigration court documents, copies of immigration petitions/applications, approval notices, old work permits)
- Criminal history documents
- Evidence to support your good moral character in the United States (this could be helpful to a future immigration court case):
  - Certificates or proof of attendance in ESL classes
  - Letters of recommendation from work
  - Letter from church
- Evidence to show your time in the United States (last 10 years, if possible):
  - Bills
  - Tax returns
  - Apartment contracts
  - Medical records
  - Pay checks
  - School records
- Evidence to show that your United States/Permanent Resident children, spouse, or parents will suffer hardship if you are deported (this could be helpful to a future immigration court case):
  - Family members’ medical records
  - Family members’ school records
  - Family photos
  - Family members’ mental health records

## ***Know Your Rights***

*No matter who is president, everyone living in the U.S. has certain basic rights under the Constitution. ALL immigrants have these rights, too. It is important that we assert and protect our basic rights.*

Get Prepared:

- Meet with an immigration attorney NOW – find out if you are eligible for immigration status or how you can prepare a case if you are apprehended by immigration
- If you have valid immigration documents (work permit, LPR card), carry them with you at all times
- Do not commit any crimes – any negative interaction with law enforcement could lead to being placed in deportation proceedings

If ICE comes to your home or work:

- Remain calm and do not try to run away.
- If ICE is at your door, do not open or answer the door unless the officer has a signed warrant.
- Check warrant to see if it is signed by a judge and has your name and address on it. If the warrant does not have your name or does not have your correct address, you are not required to open the door.
- You are not required to discuss your immigration status with ICE.
- You may remain silent and ask for the opportunity to speak with an attorney – you are not required to answer questions about your immigration status.
- DO NOT sign any documents without consulting an immigration attorney.
- If you have children, explain to the officers that the children depend on you to care for them and you should not be separated from them.
- If ICE is going to arrest you, demand to be allowed to call for someone to pick up your children. Call your designated caregiver to come and get your children.
- Do not let your children serve as interpreters for ICE. Ask the officers for an interpreter if the officers do not speak your language.

If you are detained by immigration officers:

- Make sure a family member has your immigration attorney's phone number and contacts the attorney immediately.
- DO NOT sign any documents in detention without consulting an attorney – do not sign any documents that you do not understand.
- If you fear returning to your home country, tell the immigration officers that you fear returning.
- Ask for a hearing to see a judge and ask for an immigration bond.
- While in detention look on your documents or wristband for your "A" number ("alien number"). When you have the opportunity to contact your family members, make sure to give them your "A" number.