

Family Emergency Plan

WHAT IS AN EMERGENCY PLAN?

An Emergency Plan is a document everyone should have to protect themselves and their families in case of an emergency, whether a fire, an illness, or an interaction with or arrest and detention by ICE.

This document contains important information about everyone in your family.

DO NOT CARRY YOUR EMERGENCY PLAN AROUND WITH YOU!

Keep it in a safe place with other important documents - your passport, medical prescriptions, and other immigration documents.

ONLY SHARE THE LOCATION OF YOUR EMERGENCY PLAN WITH TRUSTED FRIENDS AND RELATIVES.

Make sure they know where it is, why it is important, and how to get it if needed.

NEVER SHARE YOUR EMERGENCY PLAN WITH ICE AGENTS!

WHAT IS AN 'EMERGENCY CONTACT' OR 'TRUSTED ADULT'?

An emergency contact is someone to call if anything unexpected happens to you or your family. They can be a family member, a friend, or a neighbor who knows you and your family.

This is a person you would turn to for immediate support while you try to figure things out.

They could get you help, take you to the doctor, or even pick your children up from school.

It is a good idea to give emergency contact information to your workplace and your children's schools.

A trusted adult is someone you trust to take care of your children if anything happens to you.

Your trusted adult should be reliable and able to pick your children up from school if they need to. It is recommended to choose someone who has a green card or is a US citizen, if possible.

IMPORTANT DOCUMENTS

This is a list of important documents that you should fill out for your family and keep in a safe place. You should also share copies with your emergency contacts and trusted adults.

These forms should be filled out in black ink.

Family Emergency Plan

This is a document with important information about all of the members of your family.

School Pickup Form

A document that allows people you trust to pick your children up from school if you are not able to. You should fill out one form for each child in school. You need to give this form to your child's school.

ICE Form 60-001: Privacy Waiver Authorizing Disclosure to a Third Party

This form allows a trusted adult to talk to ICE agents if you are detained. They can ask them questions about your case to help you. This form must be signed by a witness who is not in your family or the trusted adult listed on the form. [You can find this form online by clicking here.](#)

AR-11: Alien's Change of Address Card

This form tells the government (USCIS) your new address if you move. If you are not a US citizen, you are legally required to update your address within 10 days of moving. You must fill out a form for every person in your family. Children 14 and older need to sign their own form. You can sign for any of your children under the age of 14.

[You can find this form online by clicking here.](#)

Other Recommendations

SET UP THE READYNOW APP ON YOUR PHONE

Search “ReadyNow” on the app store on your phone and follow the instructions to set up. This app lets you press a button that sends a message to your emergency contacts if you are arrested by ICE.

MEMORIZE IMPORTANT PHONE NUMBERS

Memorize the phone numbers of people in your family and your emergency contacts.

CARRY IMPORTANT DOCUMENTS

All noncitizens are required to carry proof of their status. If you have a green card, you must carry it. For others, you should carry another document proving your status, like your I-94. If you have an application or petition pending with USCIS, you should carry a copy of the receipt.

If you do not have any of these documents, carry a state ID, municipal ID, or driver’s license. Do not carry false documents.

Ask your immigration lawyer to confirm which documents you should carry.

KNOW YOUR RIGHTS

Everyone has rights, no matter what their immigration status is. Make sure everyone in your family understands their rights.

You can [watch videos on Hello Neighbor’s YouTube channel](#) to learn about your rights in Arabic, English, Dari, Pashto, Spanish, French, Somali, and Swahili.

You can carry a red card. Red cards fit in your wallets and list your rights for interactions with law enforcement, including ICE. Free red cards are available in 59 languages on [the ILRC’s website](#).

FILE STANDBY GUARDIANSHIP

We recommend meeting with a family lawyer to file standby guardianship paperwork. This officially states who you want to take care of your children if anything unexpected happens to you. The process may be different depending on where you live.

Report ICE activity in Pittsburgh to Casa San Jose: 412-736-7167

MY FAMILY'S EMERGENCY PLAN

Names, Dates of Birth, and Countries of Birth of all adults in the home

Countries of Origin of all adults in the home

Names, Dates of Birth, and Countries of Birth of all children in the home

Countries of Origin of all children in the home

Address:

Municipality:

Phone number(s) of all family members:
Preferred Language:
Other languages:
A-Numbers of all family members:
Emergency Contact #1 Name: Phone Number:
Emergency Contact #2 Name: Phone Number:
Trusted Adult for care of my children Name: Phone Number:
Important Family Names & Phone Numbers (include What's App numbers of international contacts)-- <i>these are the people you would want to be updated in an emergency.</i>

My Doctor's Office:
My Doctor's Name:
My Doctor's Phone Number:
My conditions or surgeries:
I take these medications and dosages:
My allergies or dietary requirements:
Where I work:
My Supervisor's Name:
My Supervisor's Phone Number:
Pets at Home (name, type of animal):

Children's Information

Adults in Household:

CHILD

Name:

Birth Date:

School:

Medical Conditions:

Medications and Dosages:

Upcoming Medical Appointments:

CHILD

Name:

Birth Date:

School:

Medical Conditions:

Medications and Dosages:

Allergies:

Upcoming Medical Appointments:

Children's Information

Adults in Household:

CHILD

Name:

Birth Date:

School:

Medical Conditions:

Medications and Dosages:

Upcoming Medical Appointments:

CHILD

Name:

Birth Date:

School:

Medical Conditions:

Medications and Dosages:

Allergies:

Upcoming Medical Appointments:

Emergency Contact and Authorized School Pickup Form

Student Information

Full Name:
Date of Birth:
Grade:

Parent/Guardian Information

Name:
Relationship to student:
Phone number:
Address:
Email:

The following people have permission to pick the student listed above up from school and make decisions in the event I cannot be reached.

Name:
Relationship to student:
Phone number:
Name:
Relationship to student:
Phone number:

Parent/Guardian Signature: _____ Date: _____