

# FAMILY PREPAREDNESS PLAN

*A guide for you and someone you trust*

Iranian American Legal Defense Fund

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This plan helps you organize the information your family or a trusted person would need if you were unexpectedly unavailable — for example, due to a medical emergency, travel disruption, or detention. Filling it out is a quiet act of care: it lets the people you love act quickly and confidently on your behalf.

Complete this plan with care. Keep it in a safe but accessible place, and share its location (not necessarily its contents) with at least one person you trust completely.

Think of this plan like insurance: it is better to have it and hope you never need it, rather than having to scramble after the fact. If you are suddenly detained, you may have no access to the outside world for at least a short period. Having this plan ready means your trusted person can act immediately on your behalf.

## **A small habit worth building**

Memorize your attorney's phone number, or the number of a legal hotline, the same way you'd memorize a close family member's. Phones get lost or taken; memory doesn't. Even one phone number, committed to memory, can make a real difference in a stressful moment.

## 1. Your Information

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Full legal name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

A-Number (if any): \_\_\_\_\_

USCIS receipt number(s): \_\_\_\_\_

Current immigration status: \_\_\_\_\_

Passport number & country: \_\_\_\_\_

Driver's license / state ID number: \_\_\_\_\_

Social Security number (last 4 only — do not write full SSN here): \_\_\_\_\_

Home address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. Trusted Contacts

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List the people who should be notified, in order of priority. The first person should be someone who knows where to find this plan.

**Primary trusted person**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Secondary trusted person**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Other family to notify**

Names, relationships, and phone numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Legal Help**

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**Immigration attorney**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Office address: \_\_\_\_\_

**Backup attorney or legal aid organization**

Name / organization: \_\_\_\_\_

Phone: \_\_\_\_\_

**National hotlines**

Immigration Legal Services Hotline: 1-844-363-1423

IALDF resource center: ialdf.org

**If you ever feel you may be at heightened risk**

Memorize at least one attorney or hotline number. Keep a wallet-sized Family Preparedness card on you, and a copy of the Know Your Rights card with it. Tell your trusted person where this plan is stored — even a one-line text ("If anything ever happens, plan is in the green folder, top left desk drawer") is enough.

#### 4. Where Important Documents Are Kept

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Most people keep their important documents together — in a fireproof safe, a binder in a drawer, a safe deposit box, or a folder shared with a trusted person. Describe in one or two lines where the bulk of your documents live, and call out anything that is stored separately.

**Where my documents are kept (be specific — building, room, drawer, safe, key location):**

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**Anything stored in a different location (e.g., safe deposit box, with attorney, with a relative):**

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#### **What to Carry on Your Person Daily**

In the current environment, keep original evidence of your immigration status on your person at all times — not copies. Depending on your situation, examples of what to carry may include your green card, status approval notices, pending extension receipt notices, passport with visa stamp, I-20 if you are a student, or your EAD. Workers may also want to carry recent pay statements, an offer letter, or a signed verification of employment letter. Students should consider carrying their transcript and other academic documents.

#### **What's in there — quick checklist**

Use this list to confirm the bundle is complete. Check everything that is included:

- Passport(s) and any expired passports
- Birth certificate(s)
- Marriage / divorce certificates
- Green card / EAD / visa documents
- USCIS notices (I-797, etc.)
- Naturalization or citizenship certificate
- Children's birth certificates and passports
- Tax returns (last 3 years)
- Bank account info (bank names, last 4 of account)
- Insurance policies (health, auto, home, life)
- Lease or mortgage documents
- Vehicle title and registration
- Health insurance card and primary doctor info
- Prescription medications & pharmacy

### Digital access

Do not write passwords on this plan. Instead, indicate where they are stored (e.g., "password manager — see trusted person for master"), or use a separate sealed envelope.

**Password manager (which one, location of master access):** \_\_\_\_\_

**Phone unlock method (where backup is stored):** \_\_\_\_\_

## 5. Care for Children & Dependents

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If you have children, elderly parents, or anyone who depends on your care, write down clear instructions so a trusted person can step in quickly.

### Talking with kids

If you have children, consider explaining this plan to them in age-appropriate ways — that you have a trusted adult who would help take care of them, where to find them, and what number to call.

The goal isn't to scare them; it's to give them a safe answer if they ever need one.

### Children

**Names, ages, schools, and special needs:**

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**School name & main contact:** \_\_\_\_\_

**Pediatrician (name & phone):** \_\_\_\_\_

**After-school program / babysitter (name & phone):** \_\_\_\_\_

**Person authorized to pick up from school:** \_\_\_\_\_

### Power of attorney / guardianship

If you have signed a power of attorney, temporary guardianship, or any standby caregiver document, note where it is stored. If you have not, an immigration attorney or family lawyer can help you create one.

**Document(s) location:** \_\_\_\_\_

**Attorney who prepared it:** \_\_\_\_\_

### Pets

**Pet name(s) and care instructions location:** \_\_\_\_\_

**Veterinarian:** \_\_\_\_\_

**Person who can take pets in short-term:** \_\_\_\_\_

## 6. Day-to-Day Finances

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Note who can pay rent, mortgage, utilities, or other recurring bills if you are unavailable. Auto-pay is helpful but accounts may still need attention.

**Rent / mortgage — due date and how it's paid:** \_\_\_\_\_

**Utilities (electric, gas, water, internet):** \_\_\_\_\_

**Phone bill:** \_\_\_\_\_

**Credit card payments:** \_\_\_\_\_

**Other recurring (insurance, subscriptions):** \_\_\_\_\_

**Notes for trusted person on managing finances:**

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## 7. Employer & School

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### Employer

**Company name:** \_\_\_\_\_

**Manager / HR contact (name, email, phone):** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

If you are detained or unavailable, your trusted person can use the IALDF Employer Letter template to notify your workplace and protect your job during the absence.

**Important:** Before your trusted person contacts your employer or school on your behalf, they should first reach out to your immigration attorney (listed in Section 3). Your attorney represents your interests, while your employer or school will likely be primarily concerned with their own compliance obligations. Your attorney can advise on what to communicate and how.

### School (yours or your children's)

**School name:** \_\_\_\_\_

**Designated School Official (DSO) / advisor:** \_\_\_\_\_

**Phone & email:** \_\_\_\_\_

## 8. If I Am Detained — What to Do First

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Steps for the trusted person, in order:

- Stay calm. The person being detained needs you steady more than anything else.
- Call the immigration attorney listed above. If unreachable, call the Immigration Legal Services Hotline at 1-844-363-1423.
- Locate the person using the ICE Online Detainee Locator: [locator.ice.gov](http://locator.ice.gov). You will need their A-Number or full name and country of birth.

- Do not sign anything on their behalf, and tell anyone who asks that they should not sign anything without an attorney.
- Notify employer and school using the IALDF letter templates.
- Pull together documents from Section 4: identity, immigration, and any USCIS notices.
- Arrange care for children, dependents, and pets per Section 5.
- Keep a written log of every call, name, badge number, and case number.

If you are single and do not have a spouse, this plan is especially critical. Make sure at least one trusted person knows about this plan, has access to your finances (enough to cover rent and bills), and can care for dependents or pets. Get to know an immigration lawyer before any problems arise — having an established relationship with an attorney can make the difference between a quick resolution and a prolonged crisis.

## 9. Notes & Personal Wishes

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Anything else your trusted person should know — religious or cultural preferences, specific instructions about your home, messages for family, or anything that would bring you comfort to have written down.

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## 10. Signatures

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This plan is informational and does not replace legal documents like a power of attorney or guardianship. For those, please consult an attorney.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Trusted person acknowledges receipt:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*You are not alone. IALDF is here to help. • ialdf.org*