



The Emergency Family Plan

Every family should have an emergency plan, regardless of immigration status. This packet helps you create your family's emergency plan.

Included are templates to organize your family information, important documents, emergency contacts, list of the people who will help you, and, if needed, establish a short-term guardianship.

We hope that this plan will help you be prepared for any emergency, as well as help guide you through the difficult conversations that may accompany what can be a challenging process. However, taking these steps now ensures that your family members are cared for and protected in uncertain situations.

The Child Care Plan

Talk to Your Children About Your Plan

- Reassure your children they will be cared for in the event you are unable to. Let them know who will look after them until you can.

Choose a Caregiver for Your Children in the Event You Are Unable To

- Talk to potential caregivers about being emergency contacts.
- Designate the emergency contacts and let your children know who they are.
- Memorize their phone numbers, and ensure your children do too.
- Let your children know who can and cannot pick them up from school or other locations and who will care for them.
- Update emergency contact and release forms for school, afterschool, daycare, and other programs.
- Specify and include names of those who can and cannot pick up your child.

Write Down Instructions for Your Child's Medical Conditions and Medications

- Write down your child's medical conditions, allergies, medications, doctor, and health insurance details.
- Keep a copy of their medical information in your emergency binder.
- Provide copies to your child's designated caregiver.
- Speak with your child so they know where to find this information if needed.

Make Sure Your Children All Have Passports

- If your child was born in the U.S., ensure they have a valid passport. If your child was born in a different country, check with the respective country's embassy or consulate about getting a passport.
- If either parent was born outside the U.S., contact the respective country's embassy or consulate for potential benefits, including possible citizenship.

Designation of Caregiver(s) and Guardianship

The State of Illinois does not require you to hire a lawyer and go to court to designate a guardian for your children. Short-term guardianship does not require court involvement. To create a short-term guardianship:

- Both the parent(s) and guardian(s) must sign a form before two witnesses not including themselves.
- Short-term guardianship is valid for up to 365 days, but may be revoked by the parent at any time.

The Emergency Binder

Keep a file of all of these documents or a copy of them in a safe place. Let your children, family members and emergency caregiver(s) know where to find this file in an emergency.

Do not share the location of your emergency binder with an agent who may be detaining you.

- State ID, Driver's License
- Passport
- Social Security Card or ITIN
- Birth Certificates
- Immigration Documents (A Number, Work Permit, Visa, Legal Permanent Residence Card)
- Documents submitted to your attorney
- Documents submitted to immigration
- Documents of Civil Complaints
- Rental Agreements
- Mortgage Information
- Marriage/Divorce Certificates
- Short Term Guardianship (if applicable)
- Legal Custody Documents
- Power of Attorney
- Medical Information (Medications, Conditions, Immunization Records)
- School Information
- Restriction Orders
- Police Documents
- Criminal Records
- Emergency Family Plan

Each family member should have their own file or section in the Emergency Family Plan. Make sure that all documents are accurate and free of errors.

Important Documents to Carry

It is important to carry certain documents with you at all times, regardless of where you are going or for how long. Documents you should always carry with you are:

- State ID or Driver's License (issued in the United States)
- City Key (if Chicago resident)
- Legal Permanent Resident Card (Green Card)
- *Know Your Rights* card
- Telephone numbers of an immigration lawyer, advocate or non-profit legal service

Documents to *Never Carry*

Some documents are important to always carry with you, the following are documents that, if you have any, you should not carry with you at any time:

- False immigration documents
- False identity documents

Possessing false documents is a federal crime. Depending on the situation, this could lead to charges that may result in immediate immigration enforcement actions, such as detention and removal proceedings. Additionally, this could also make you ineligible for an immigration benefit in the future. If you or someone who is part of your emergency family plan have any of these documents, be sure that you never have them on you. Do not keep these documents inside of your emergency binder.

If You Are Detained

In the event you or a family member are detained, family members can use the detainee locator provided by ICE. Make sure your family and emergency contacts have access to a copy of your “A” number and your immigration case ID number.

- Your “A” number is the letter “A” followed by 8 or 9 numbers (for example, A012345678).
- If you have a U.S. visa, employment authorization, or green card, you can identify your “A” number on that document as:
 - USCIS#
###-###-###
- Link to locate an individual detained by ICE: <https://locator.ice.gov/odls/#/search>

Family Emergency Plan

Personal Contact Information

First Name: _____ Last Name: _____
Address: _____
Phone No: _____ Email: _____
Employer: _____ Employer Phone No: _____
Employer's Address: _____
Medical History: _____

Spouse/Partner Contact Information

First Name: _____ Last Name: _____
Address: _____
Phone No: _____ Email: _____
Employer: _____ Employer Phone No: _____
Employer's Address: _____
Medical History: _____

Emergency Contact

First Name: _____ Last Name: _____
Address: _____
Phone No: _____ Email: _____
Employer: _____ Employer Phone No: _____
Employer's Address: _____
Relationship: _____

Child's Personal Information

First Name: _____ Last Name: _____
Mother's Name: _____ Father's Name: _____
Legal Guardian(s) if applicable: _____
Place of Birth: _____
Address: _____
Phone No: _____ Email: _____
School: _____ School Phone No: _____
School Address: _____
Employer: _____ Employer Phone No: _____
Employer's Address: _____
Primary Care Physician: _____
Medication: _____
Allergies: _____

Child's Personal Information

First Name: _____ Last Name: _____
Mother's Name: _____ Father's Name: _____
Legal Guardian(s) if applicable: _____
Place of Birth: _____
Address: _____
Phone No: _____ Email: _____
School: _____ School Phone No: _____
School Address: _____
Employer: _____ Employer Phone No: _____
Employer's Address: _____
Primary Care Physician: _____
Medication: _____
Allergies: _____

Child's Personal Information

First Name: _____ Last Name: _____
Mother's Name: _____ Father's Name: _____
Legal Guardian(s) if applicable: _____
Place of Birth: _____
Address: _____
Phone No: _____ Email: _____
School: _____ School Phone No: _____
School Address: _____
Employer: _____ Employer Phone No: _____
Employer's Address: _____
Primary Care Physician: _____
Medication: _____
Allergies: _____

Important Phone Numbers

Attorney: _____ Phone No: _____
Consulate: _____ Phone No: _____
Community Organization: _____ Phone No: _____
Place of Worship: _____ Phone No: _____
Other: _____ Phone No: _____
Other: _____ Phone No: _____
Other: _____ Phone No: _____

