

CREATING A FAMILY PREPARATION PLAN



Regardless of your immigration status, everyone needs an emergency preparedness plan. Although we hope that it never has to be used, having a plan can help protect your children, your finances, and your assets.



This guide, updated January 2025, offers a basic framework for identifying steps you can take now to prepare for emergencies that can arise in the future. It does not constitute legal advice. If you have questions about your specific situation you should consult an attorney.



TENNESSEE
**Immigrant &
Refugee Rights**
COALITION

Information Line: (615) 414-1030
www.tnimmigrant.org

What To Do If You Are Detained

 <p>Tennessee Immigrant & Refugee Rights Coalition Breathe, you have rights.</p> <p>CAR: If you are the driver of a car that is stopped, you will need to present your registration, car insurance, and driver's license. You do not need to say anything else, including anything regarding where you were born, your immigration status, or how you came to the U.S.</p> <p>DO NOT SIGN ANYTHING: You have the right to speak with a lawyer before signing any document.</p> <p>HOME or STREET: DO NOT OPEN THE DOOR if an immigration agent is knocking on the door of your home.</p> <p>GIVE THIS CARD TO THE AGENT. If you are inside your home, show the card out the window or slide it under the door. If you are outside your home, ask the officer if you are free to leave, and if they say yes, leave calmly.</p>	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution. I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door. I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights. These cards are available to citizens and noncitizens alike.</p> 
---	---

Who is your trusted emergency contact?

They could be a trusted friend, a family member, or a close neighbor. Memorize their phone number.

If you are detained, they should be prepared to:

- Get your binder with your Family Preparedness Documents; they might need a key to your home.
- Notify your family and pick up your children from school.
- Take steps to find you in detention. They can use the ICE detainee locator:
<https://locator.ice.gov/odls/#/search>. They should know your full name, date and place of birth, and your A number if you have one.
- Contact your immigration lawyer to let them know you have been detained and give them the Family Preparedness documents.



TENNESSEE
Immigrant & Refugee Rights
COALITION

Priorities You Should Consider

WHO WILL TAKE CARE OF YOUR CHILDREN AND WHAT SHOULD YOU PREPARE?

**ACCORDING TO THE U.S. CONSTITUTION,
EVERYONE, REGARDLESS OF THEIR IMMIGRATION STATUS, HAS RIGHTS.
MAKE SURE YOU AND YOUR FAMILY KNOW YOUR RIGHTS.**

1. Prepare a binder with all the documents you need in the family plan (List of documents on the last page)

- Talk with your family and children and tell them to memorize and carry with them the contact information of a trusted friend or relative.
- Make sure your children know the plan and whom they should call if you do not arrive if this is appropriate for their age.
- Give your child's school and pediatrician your emergency contact's information, and give them permission to pick up and bring your child to and from school and appointments.
- You should consider preparing a "Power of Attorney for the Care of a Minor Child" to name a trusted caregiver for your children in the event you cannot care for them.
- Make a list of your family's financial accounts and matters and think about how to ensure that someone trustworthy can access them in case you are detained.

2. A plan only works if everyone knows how to implement it:

- Ensure that you and all of your family members know and understand the plan. Who will take care of your children if you are detained? For how long? Who will be in charge of your financial affairs, of paying the rent, the bills, the car payment, etc?
- Make a list of your children's medical issues or any issues requiring special attention and ensure that your emergency contact and/or the designated caregiver are familiar with these issues.
- Start saving money for the expenses that might come: legal defense, traveling for children, bonds, etc.

What You Need to Know About a "Power of Attorney"

1. A "Power of Attorney" document gives your chosen caregiver permission to make decisions and arrangements for your children regarding medical care and school.
2. Developing a Power of Attorney does NOT mean you lose legal custody of your child, nor does it give custody to the caregiver.
3. The most important thing is that the caregiver be a trustworthy person in whom you can trust your children.
4. 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, and be signed in front of a Notary Public.

Note: A Notary Public is just an official witness to a signature. You can find a Notary Public at most banks.

1. It is very important to have a family conversation about the details of the power of attorney before notarizing it.
2. 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?

- If your child was born in the U.S., you should get them a U.S. passport. For more information about this process, you can visit www.travel.state.gov. This can be a long and sometimes complicated process.
- If your child was born in another country, consult with the consulate or embassy of that country for information about how to obtain a passport from that country.



TENNESSEE
Immigrant &
Refugee Rights
COALITION



Dual citizenship

HAVE YOU REGISTERED YOUR CHILD'S BIRTH WITH YOUR COUNTRY'S CONSULATE?

If your child was born in the U.S. your child may be eligible for dual citizenship in your country of origin. Contact your consulate 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**
- **24-hour Information and Assistance Center for Mexican Nationals (CIAM): (520) 623-7874**
- **Consulate General of Guatemala in Atlanta: (404) 320-8805**
- **Consulate General of Guatemala in Nashville: (615) 988-8624**
- **Consulate General of El Salvador in Nashville: (888) 301-1130**



Finances and Property Management WHO WILL TAKE CARE OF YOUR HOME OR FINANCES IN CASE OF AN EMERGENCY?

- It is important to think through who will manage your finances and assets in the event you are detained. How will the rent, your children's expenses, monthly bills, etc be paid? Every situation is different; you should think through what you and your family need in order to take care of your financial situation.
- It is possible to develop a Power of Attorney to designate another person to manage your finances, similar to the Power of Attorney for the Care of a Minor Child.
- You should exercise **extreme caution** in choosing a person whom you authorize to make financial decisions through a Power of Attorney. Keep in mind that this person will be able to sell and dispose of your financial assets. Make sure it is a person you trust and that they receive clear instructions.



TENNESSEE
**Immigrant &
Refugee Rights**
COALITION

Family Preparedness Binder

CHECKLIST OF DOCUMENTS

For You:

- Birth Certificate
- All Passports
- Copy of any other form of ID
- Educational Degrees
- Marriage Licenses or Divorce Decrees
- Copy of health insurance cards & any critical medical records

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

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 a victim of a crime
- Paperwork proving you were the witness of a crime in the US and are cooperating in an ongoing investigation
- Paperwork of a pending civil rights complaint

Financial Documents:

- Financial Power of Attorney
- Copies of ownership documents for vehicles
- Business Paperwork
- Work Paychecks
- Your House or Property Paperwork
- Lease to your rental property
- Rent Payment Receipts
- Military paperwork



TENNESSEE
**Immigrant &
Refugee Rights**
COALITION

KNOW YOUR RIGHTS

These cards are available to citizens and non-citizens. On the left side of the card, there is a list of your rights, on the left side, you will find a statement exercising your right to remain silent. The sheet is designed so that you can cut and fold your own cards. Always carry a copy with you.

 <p>Breathe, you have rights.</p> <p>CAR: If you are the driver of a car that is stopped, you will need to present your registration, car insurance, and driver's license. <u>You do not need to say anything else, including anything regarding where you were born, your immigration status, or how you came to the U.S.</u></p> <p>DO NOT SIGN ANYTHING: You have the right to speak with a lawyer before signing any document.</p> <p>HOME or STREET: DO NOT OPEN THE DOOR if an immigration agent is knocking on the door of your home.</p> <p>GIVE THIS CARD TO THE AGENT. If you are inside your home, show the card out the window or slide it under the door.</p> <p>If you are outside your home, <u>ask the officer if you are free to leave, and if they say yes, leave calmly.</u></p>	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution. I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door. I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights. These cards are available to citizens and noncitizens alike.</p> 
 <p>Breathe, you have rights.</p> <p>CAR: If you are the driver of a car that is stopped, you will need to present your registration, car insurance, and driver's license. <u>You do not need to say anything else, including anything regarding where you were born, your immigration status, or how you came to the U.S.</u></p> <p>DO NOT SIGN ANYTHING: You have the right to speak with a lawyer before signing any document.</p> <p>HOME or STREET: DO NOT OPEN THE DOOR if an immigration agent is knocking on the door of your home.</p> <p>GIVE THIS CARD TO THE AGENT. If you are inside your home, show the card out the window or slide it under the door.</p> <p>If you are outside your home, <u>ask the officer if you are free to leave, and if they say yes, leave calmly.</u></p>	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution. I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door. I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights. These cards are available to citizens and noncitizens alike.</p> 
 <p>Breathe, you have rights.</p> <p>CAR: If you are the driver of a car that is stopped, you will need to present your registration, car insurance, and driver's license. <u>You do not need to say anything else, including anything regarding where you were born, your immigration status, or how you came to the U.S.</u></p> <p>DO NOT SIGN ANYTHING: You have the right to speak with a lawyer before signing any document.</p> <p>HOME or STREET: DO NOT OPEN THE DOOR if an immigration agent is knocking on the door of your home.</p> <p>GIVE THIS CARD TO THE AGENT. If you are inside your home, show the card out the window or slide it under the door.</p> <p>If you are outside your home, <u>ask the officer if you are free to leave, and if they say yes, leave calmly.</u></p>	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution. I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door. I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights. These cards are available to citizens and noncitizens alike.</p> 
 <p>Breathe, you have rights.</p> <p>CAR: If you are the driver of a car that is stopped, you will need to present your registration, car insurance, and driver's license. <u>You do not need to say anything else, including anything regarding where you were born, your immigration status, or how you came to the U.S.</u></p> <p>DO NOT SIGN ANYTHING: You have the right to speak with a lawyer before signing any document.</p> <p>HOME or STREET: DO NOT OPEN THE DOOR if an immigration agent is knocking on the door of your home.</p> <p>GIVE THIS CARD TO THE AGENT. If you are inside your home, show the card out the window or slide it under the door.</p> <p>If you are outside your home, <u>ask the officer if you are free to leave, and if they say yes, leave calmly.</u></p>	<p>I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution. I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door. I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights. These cards are available to citizens and noncitizens alike.</p> 