Family Preparedness Plan

Every family should have a Family Preparedness Plan. While we hope that you never have to use your plan, it is a good practice to have one in place to help reduce the stress of the unexpected. This packet is designed to help everyone create a Family Preparedness Plan, regardless of immigration status. However, because of the additional challenges immigrant and mixed status families face, we have also included additional advice for immigrants.

Make a Child Care Plan

Have a plan so that a trusted adult can care for your child if you are unable to. This plan should include emergency numbers, a list of important contact information, a Caregiver’s Authorization Affidavit and a file with important documents. This packet includes templates for each of these documents.

Santa Fe Dreamer’s Project is now offering Power of Attorney fairs so that you can set up the paperwork to authorize someone to be able to make decisions either about your children or your finances in the event of an emergency. Please call or email Santa Fe Dreamer’s if you are interested in doing this: 505-490-2789 / info@santafedreamersproject.org

Find Out About Your Immigration Options

Information and resources for finding good immigration legal help are included in this packet.

- If you have a green card, find out if you can become a U.S. citizen.
- If you are here on a visa, find out if you can get a green card.
- If you do not have immigration status, find out if you may be eligible to get a green card visa or work permit.
- If you have a criminal arrest or conviction, find out how it might affect your situation, or if there is a way to erase it from your record.
- If you are detained or put into deportation proceedings, ask for a hearing in front of a judge to get out of detention and to fight your deportation.
Local Resources

Emergency Hotline
If ICE tries to detain you - at your home, at school, at your workplace, or anywhere else - call or text this emergency hotline: 505-920-6214
Contacting this number will connect you to an immigration attorney who can come to the scene and notify others in the immigrant community that there is a raid underway and to be cautious.

Legal services
Santa Fe Dreamers Project: 505-490-2789 / info@santafedreamersproject.org
Catholic Charities: 505-424-9789
NM Immigrant Law Center (N MILC): 505-247-1023 / info@nmilc.org

Private Attorneys
Noble & Vrapi: 505-466-5600
Victoria Ferrara: 505-988-5568

Know Your Rights
Everyone – both documented and undocumented persons – have rights in this country. Make sure you, your family members (even children), housemates, neighbors, and co-workers, regardless of their immigration status, know of their right to remain silent and all of their other rights if ICE or the police come to your home, neighborhood or workplace. A list of these rights, and a card asserting these rights, are included in this packet.

Contact Somos Un Pueblo Unido for more information about Know Your Rights:
505-424-7832 / somos@somosunpueblounido.org

Child Care Plan

Talk to Your Children About Your Plan
Without worrying them, assure your children that they will be taken care of if for some reason you are unable to care for them, even for a short period of time. Let them know who will care for them until you can. If your children are anxious and worries there are many counselors that are available to help them, including:

School Counselors
Gerard’s House: 505-424-1800 / info@gerardshouse.org
Decide Who Can Care for Your Children if You Are Unable To

Talk to the people you would want to care for your children if you are unable to and make sure they know they will be listed as emergency contacts. Memorize their phone numbers and have your children memorize them too.

Make sure your children know who can pick them from up school, who cannot pick them up from school, and who will care for them.

Your child’s school may only release your child to adults you designate. Therefore, make sure to regularly update all school, afterschool, day care, summer camp, and other programs’ emergency contact sheets and release forms to include the names of those who can and cannot pick up your children. If you have a restraining order against anyone, make sure to give a copy of it to the school.

Make sure the people who can pick up and care for your children are up to date on your child’s location, school, and PowerSchool info.

Write Down Instructions if Your Child Has Any Medical Conditions and /or Takes Any Medications

Make sure to write down any medical conditions or allergies your child has, any medications that your child takes, as well as doctor and health insurance information. Keep a copy of this information in your important documents file. Give a copy to your child’s school and the adult you designate to care for your children. Let your child know where to find this information if you are not around.

Set up a Power of Attorney

You can designate and document someone you trust with Power of Attorney to make financial, legal or child care decisions in your absence. You can designate this person to care for your children; to make decisions for your children; to handle your finances; to manage business decisions; to use your money to pay your rent or mortgage or to pay for your legal and other expenses. A power of attorney for your child allows you to designate another adult to make decisions for your child. It is temporary and does not require you to give up your parental or custodial rights. 

Santa Fe Dreamer’s Project offers free Power of Attorney fairs on Friday afternoons. Contact us for more info
Have a Caregiver’s Authorization Affidavit Signed

A Caregiver’s Authorization Affidavit is a form to give to your child’s school or health care provider so a non-parent relative can enroll your child in public school, make school-related medical decisions, and make other important decisions on your child’s behalf if you are unable to. It allows non-relatives to enroll your child in school and to receive school-related medical treatment. A template is in this packet. A Caregiver’s Authorization Affidavit does not affect your rights as your child’s parent – you still have custody and control of your child.

Make Sure Your Children All Have Passports

If your child was born in the United States, visit www.travel.state.gov for more information on obtaining a U.S. passport.

In Santa Fe, passports can be obtained at the DeVargas Center Post Office (534 N. Guadalupe St.) Mondays through Fridays from 9 a.m. to noon and 1 to 3 p.m. Appointments are required, and can be arranged by calling 505-988-2239 or by emailing sfpassport@usps.gov.

If your child was born in your home country, check with your embassy or consulate for more information on obtaining a passport.

Inform Your Family and Emergency Contacts About How to Find You if You Are Detained by ICE

Family members can use the ICE detainee locator: https://locator.ice.gov/odls/homePage.do. Be sure your family and emergency contacts have a copy of your A-Number (your alien registration number found on your immigration documents from ICE) if you have one.
**Important Children’s Information**

*Keep this information so those you designate to care for your children in your absence have all of the information they need.*

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Child’s Cell Phone Number (if applicable)</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>School Address</td>
<td></td>
</tr>
<tr>
<td>School Phone Number</td>
<td></td>
</tr>
<tr>
<td>Teacher’s Name</td>
<td></td>
</tr>
<tr>
<td>Classroom Number</td>
<td></td>
</tr>
<tr>
<td>Afterschool Program</td>
<td></td>
</tr>
<tr>
<td>Afterschool Program Phone Number</td>
<td></td>
</tr>
<tr>
<td>Other Camp/Sports/Program</td>
<td></td>
</tr>
<tr>
<td>Other Camp/Sports/Program Phone Number</td>
<td></td>
</tr>
<tr>
<td>Allergies</td>
<td></td>
</tr>
<tr>
<td>Medical conditions</td>
<td></td>
</tr>
<tr>
<td>Medications</td>
<td></td>
</tr>
<tr>
<td>Doctor’s Phone Number</td>
<td></td>
</tr>
<tr>
<td>Doctor’s Address</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
</tr>
</tbody>
</table>
# Emergency Numbers and Important Contact Information

*Keep this information in one place so that you and your family can access it easily*

<table>
<thead>
<tr>
<th>Emergency Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Police Department</td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Contacts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother/Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Work Address</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Father/Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Work Address            |          |
| Work Phone              |          |
| Other Emergency Contact and Relationship |          |
| Cell Phone              |          |
| Other Emergency Contact and Relationship |          |
| Cell Phone              |          |</p>
<table>
<thead>
<tr>
<th><strong>Miscellaneous Contacts</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Company</td>
<td></td>
</tr>
<tr>
<td>Policy Number</td>
<td></td>
</tr>
<tr>
<td>Pediatrician Phone Number</td>
<td></td>
</tr>
<tr>
<td>Health Insurance Company Policy Number</td>
<td></td>
</tr>
<tr>
<td>Dentist</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Dental Insurance Company Policy Number</td>
<td></td>
</tr>
<tr>
<td>Car Make/Model</td>
<td></td>
</tr>
<tr>
<td>License Plate Number Car Insurance Company</td>
<td></td>
</tr>
<tr>
<td>Insurance Policy Number Phone Number</td>
<td></td>
</tr>
<tr>
<td>Consulate Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Attorney/Nonprofit Legal Services Provider Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>
**CAREGIVER'S AUTHORIZATION AFFIDAVIT**

Completion of Items 1-4 and signing the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care.

Completion of Items 5-8 is additionally required to authorize any other medical, dental or mental health care.

1. **Name of Minor**
   
2. **Minor's birthdate**
   
3. **Caregiver's Name**
   
4. **Caregiver's Home Address**
   
5. [ ] I am a grandparent, aunt, uncle or other qualified relative of the minor.
   
   (See back or following page for a definition of 'qualified relative'.)

6. Check one or both (for example, if one parent was advised and other cannot be located)
   
   [ ] I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care, and have received no objection.
   
   [ ] I am unable to contact the parent(s) or other person(s) having legal custody of the minor at this time, to notify them of my intended authorization.

7. **Caregiver's Birthdate**

8. **Caregiver's Driver's License or other identification card & number**

**WARNING:** Do not sign this form if any of the statements above are incorrect, or you will be committing a crime punishable by a fine, imprisonment or both.

I declare under penalty of perjury under the last of the state of New Mexico that the foregoing is true and correct.

________________________________________
CAREGIVER'S SIGNATURE

**NOTARY PUBLIC ACKNOWLEDGMENT**

(Photo Identification, Signature Witnessing & Notary Seal Required)

This affidavit was subscribed, sworn to and acknowledged before me this, the ____________ day of the month of _______________________, 201 _____.

________________________________________
NOTARY PUBLIC

My Commission Expires (Seal)

This Form is authorized by New Mexico Statute: 40-10B-15 NMSA 1978.
File of Important Documents

Keep a file of all of these documents or a copy of these documents in a safe place. Tell your children, family members and emergency caregiver where to find this file in an emergency.

- Passports
- Birth Certificates
- Marriage License (if applicable)
- Caregiver’s Authorization Affidavit
- Any Restraining Orders you may have against anyone (if applicable)
- A-Number and any immigration documents (work permit, green card, visa, etc.)
- Driver’s License and/or Other Identification Cards
- Social Security Card or ITIN number
- Registry of birth (for U.S. born children registered in parent’s home country)(if applicable)
- Important Children’s Information
- Emergency Numbers and Important Contact Information
- Children(s)’ Medical Information, including health insurance, medication list, and doctor’s contact information
- Any other documents you would want to be able to quickly find

Find Out About Your Immigration Options

Find a local, nonprofit legal services organization that can help you find out if there is an immigration option for you to get a green card, work permit or visa, or protect you from deportation. Also, keep a list of these local organizations in case you ever have a problem with ICE. These organizations have attorneys who may be able to help you.
Warning! Protect Yourself from Fraud!

Only a licensed attorney or accredited representative is authorized and qualified to assist you with your immigration case. Do not hire anyone who:

- Refuses to give you a written contract;
- Charges you for blank immigration forms;
- Promises you a good result because of their special contacts at Immigration;
- Pretends to be a qualified lawyer or bonded immigration consultant;
- Asks you to lie on a form or sign a blank document; or
- Charges you to “get on a waiting list” or “put your application in line.” There is no list.
- There is no line.

If you suspect fraud, report it to your consulate or the police, or contact the Federal Trade Commission to file a complaint in English or Spanish at 877-FTC-HELP (877-382-4357). Visit Stop Notario Fraud for more information and resources: http://www.stopnotariofraud.org/

In NM, you can file a complaint through the Attorney General’s office: http://www.nmag.gov/file-a-complaint.aspx

If you want to know if something qualifies, call Santa Fe Dreamer’s Project: 505-490-2789

Do what you can now to protect you and your family in the United States.

- If you have a green card, find out if you can become a U.S. citizen.
- If you are here on a visa, find out if you can get a green card.
- If you do not have immigration status, find out if you may be eligible to get a visa or work permit.
- If you have a criminal arrest or conviction, find out how it might affect your situation, or if there is a way to erase it from your record.
- If you are detained or put into deportation proceedings, ask for a hearing in front of judge to get out of detention and to fight your deportation.
Find a Legal Services Provider

**Legal services - Santa Fe**
Santa Fe Dreamers Project: 505-490-2789 / info@santafedreamersproject.org
Catholic Charities: 505-424-9789 /
NM Immigrant Law Center (NMILC): 505 - 247-1023 / info@nmilc.org

**Private Immigration Attorneys - Santa Fe**
Noble & Vrapi: 505-466-5600
Victoria Ferrara: 505-988-5568

The Immigration Advocates Network National Immigration Legal Services Directory also lists nonprofit organizations that provide free or low-cost immigration legal services. You can use it to find an immigration service provider near you for a consultation.
https://www.immigrationadvocates.org/nonprofit/legaldirectory/

Find an Info Session or Immigration Workshop Near You

Somos Un Pueblo Unido provides lots of resources to help you know and understand your rights: http://www.somosunpueblounido.org/know-your-rights.html

Follow Santa Fe Dreamer’s Project on Facebook to stay posted about workshops, trainings, and information to help keep you and your family safe:
https://www.facebook.com/santafedreamersproject/

Know Your Rights

**Remain calm and do not try to run away.**
**If you do, ICE or the police may use that against you.**

*Everyone – both documented and undocumented persons – has rights in this country.* Talk to everyone in your family (including children) and household to make sure they all know what to do if approached by immigration officials (ICE) or if immigration officials (ICE) come to your house.
ICE at Your Door

Your best bet is to not open the door for ICE or any police officer without a signed warrant. You do not need to open the door unless an ICE agent can show you a warrant signed by a judge with your specific and correct name and address on it. If ICE knocks on your door, and has a warrant, ask them to slide the search warrant under the door or through a window. Make sure the warrant is signed by a judge and has your address on it. If ICE or the police do not have this, then you do not have to open the door. Once you open the door, you lose certain rights. Sometimes not opening the door is the best option.

Talking to ICE

You do not have to talk to ICE or answer their questions. You have the right to remain silent. You can refuse to speak to an ICE agent. Do not answer any questions, especially about your birth place, immigration status or how you entered the United States. Do not give them any personal information about yourself or anyone in your family. Say that you want to remain silent until you speak with a lawyer. Have your children and others in your family practice saying “No” to ICE.

You have the right to refuse to sign anything before you talk to a lawyer. Do not sign anything you do not understand and agree with. That could eliminate your right to speak with a lawyer or have a hearing in front of an immigration judge. This may result in you being deported immediately without a hearing.

Ask to speak with your lawyer and to go before the immigration judge. You have the right to speak to a lawyer and the right to make a phone call. Make sure to carry the phone number for an immigration lawyer with you at all times.

Other Resources

Your Country’s Consulate

Have the contact information for your country’s nearest consulate. Many consulates have an emergency number for cases where you need immediate assistance from the consulate. Have that number written down in case ICE detains you.
Know Your Rights Materials and Other Resources

There are a lot of resources available to teach you about your rights. Below are just a few places to start looking if you want to learn more about immigration law.

- **Informed Immigrant**: https://www.informedimmigrant.com/
- **Immigrant Legal Resource Center (ILRC)**: https://www.ilrc.org/community-resources
- **National Immigration Law Center (NILC)**: https://www.nilc.org/get-involved/community-education-resources/know-your-rights/

Documents You Should and Should Not Carry With You

- At all times, carry a valid work permit or green card, if you have one. If you do not have one, generally it is advisable to carry a municipal ID, state ID or driver’s license if it was issued in the United States and contains no information at all about your immigration status or your country of origin. Ask a local immigration advocate about what kind of documents are safe to carry in your area.
- At all times, carry a red card to exercise your right to remain silent in case you are stopped or interrogated by ICE or police officers.
- At all times, carry the telephone number of an immigration lawyer, advocate or nonprofit immigration legal services provider you will call in an emergency.
- **Do not carry any documentation about your country of origin.**
- **Do not carry any false identity documents or false immigration documents.**