

Emergency Readiness Checklist



- ☐ Keep all original documents in a safe place
- ☐ Fill out forms for every family member
- ☐ Share copies with trusted people and teachers
- ☐ Make sure all legal forms (Guardianship, Parental Designation) are signed (and notarized, if needed)
- ☐ Be ready with a list of helpful organizations

Links to Forms

ALL FORMS: bit.ly/AAF-familyprep

- Emergency Information Sheet for Yourself
- Emergency Information Sheet for Your Child
- Standby Guardianship Form: bit.ly/standby-guardianship
- Parental Designation Form: bit.ly/parental-designation

Note: Information adapted from New York Immigration Coalition.

Helpful Organizations & Legal Resources in NYC

This content is provided for general educational purposes only and is not intended as legal advice. Consult a qualified legal professional to discuss the details of your case.

Arab American Association of New York
(718) 745-3523 | arabamericanny.org

Asian Americans for Equality
(212) 979-8381 | aafe.org

Brooklyn Chinese-American Association
(718) 765-1110 | bca.net/eng/home.html

Chinese-American Planning Council
(212) 941-0920 | cpc-nyc.org

Council of Peoples Organization
(718) 434-3266 | copo.org

Damayan Migrant Workers
(212) 564-6057 | damayanmigrants.org

Hamilton-Madison House
(212) 349-3724 | hamiltonmadisonhouse.org

Homecrest Community Services
(718) 376-4036 | homecrest.org

Korean American Family Service Center
(718) 460-3800 (24-Hour Hotline) | kafsc.org

Korean Community Services of Metropolitan New York
(718) 939-6137 | kcsny.org

Mekong NYC
(347) 918-9220 | mekongnyc.org

Sapna NYC
(718) 828-9772 | sapnanyc.org

South Asian Council for Social Services
(718) 321-7929 | sacssny.org

This guide is available in Bengali, Chinese, and other Asian languages. Ask your community center for a translated copy, or go here to download: bit.ly/AAF-familyprep



5 Steps to Protect Your Family in an Immigration Emergency

Immigration raids or emergencies can happen suddenly. Be ready so loved ones are safe and cared for if separated from you. This guide helps you prepare with simple steps and forms.





START HERE

1 Gather Important Documents

- ☐ Copies of passport, work permit, green card, or state ID
- ☐ Social Security card or ITIN
- ☐ Birth certificates/passports for all family members, including children
- ☐ Health insurance cards and medical records
- ☐ Emergency contact list
- ☐ Legal documents (court orders, restraining orders, marriage license)
- ☐ Proof of address (rent, utilities, bank statements)
- ☐ School registration or proof of employment



2 Fill Out Emergency Information Sheets

- **For yourself:** Fill out an Emergency Information Sheet that your family may need if you are arrested or detained.
- **For your child:** Fill out an Emergency Information Sheet that a caretaker may need. If you have more than one child, fill out a separate form for each child.
- Keep these sheets in your document file. No witnesses or notary needed.

Find links to all forms underneath the Emergency Readiness Checklist

4 Decide Who Can Care for Your Child

Parental Designation Form (Short-Term) **OR** Standby Guardianship (Full Authority)

- There are two different options for parents to allow another adult to make decisions for their child in an emergency.
- In both, parents keep parental rights.
- In both, parents can cancel authority at any time.
- Read about both options, then choose the best one for your situation.

3 Coordinate with Your Child's School

- ☐ Make sure all the information on your child's school Emergency (Blue) Contact Card and their NYC Schools Account is updated with the correct names of three additional people who may be called in case of emergency
- ☐ Also update names of those who may NOT HAVE ACCESS to the child, and submit a copy of the order of protection to your child's school
- ☐ Make sure the child's health information is up-to-date
- ☐ List siblings



5 Learn How to Find a Loved One Who Has Been Detained

- Use ICE's Online Detainee Locator: locator.ice.gov/odls/#/search
- For those over 18 years of age, call (888) 351-4024 or search with name and country of birth or A-number.