

FAMILY PREPAREDNESS PLAN

West Virginia



Every family should have a Family Preparedness Plan in the event of an emergency. It is important for immigrant families to think about the future and make concrete plans for crises that could occur. This document contains information about:

- (1) Planning for childcare
- (2) Planning for your finances, and
- (3) A list of emergency contacts and important documents to store in a secure place.

Childcare plan

It is important to make plans for a trusted adult to be able to care for your child if you are unable to do so. This plan should include emergency phone numbers, a list of important contacts, and a folder of important documents (see next pages). Whether you want your child to come with you to your home country if you are deported or if you want your child to remain in the U.S. under the care of a trusted adult, you should make the necessary arrangements in advance.

1. **Ensure that your child's school has the number of an emergency contact** who can pick up your children if you are not available.
2. **Make sure you write down any medical condition that your child has**, as well as any medicines they take and the information for their doctor and health insurance plan. Keep a copy of this information in your folder of important documents. Give a copy to your child's school and to any adult that you designate for childcare. Tell your child where to find this information if you are not around.
3. **Ensure that all your children have passports.** If your child was born in the U.S., visit www.travel.state.gov for more information on how to obtain a U.S. passport. If your child was born in another country, consult the embassy or consulate for information on how to obtain a passport.
4. **Ensure that your family and your emergency contacts have a copy of your A Number** (in your immigration documents) if you have one.
5. **Consider enabling a trusted adult to assume custody of your children.** This would mean that the other person would have legal responsibility over your children, including making medical and other decisions, if you are deported. To do this, you would have to file a form in local court and appear at a hearing. You would not have to reveal information about your immigration status, nor the status of your children, at this hearing. You can undertake this process yourself or hire a lawyer to do it. For more information on this process, we recommend contacting:
 - Jackie Lozano, West Virginia ACLU, (304) 545-8436
 - Scott Briscoe, attorney, (304) 552-4711

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Financial plan

It is important to figure out how you can get access to your financial resources – your bank account and/or other assets – in the event that you are detained or deported. One option is a “power of attorney”, a written document that you can sign to give another person the power to act on your behalf in certain specific areas, including the management of your finances. This document must be notarized to be valid.

Here is the form that you would need to fill out to create a power of attorney:

<https://wvbar.org/wp-content/uploads/2020/03/App-D-WV-POA-Form-2020.pdf>

Here is a list of notaries in West Virginia (you can search by city or county):

<https://erls.wvsos.gov/NotarySearchOnline/NotarySearchExternal>

FOLDER OF IMPORTANT DOCUMENTS

○ PASSPORTS ○ BIRTH CERTIFICATES ○ MARRIAGE LICENSE (IF APPLICABLE) ○ COURT AUTHORIZATION OF GUARDIANSHIP (IF APPLICABLE) ○ ANY RESTRAINING ORDER THAT YOU MAY HAVE AGAINST ANOTHER PERSON ○ “A NUMBER” AND ANY IMMIGRATION DOCUMENTS (WORK PERMIT, GREEN CARD, VISA, ETC) ○ CHILDRENS’ MEDICAL INFORMATION, INCLUDING HEALTH INSURANCE, LIST OF MEDICINE, AND DOCTORS’ CONTACT INFORMATION ○ DOCUMENTS THAT DEMONSTRATE YOUR RESIDENCE IN THE UNITED STATES AND THE LENGTH OF TIME THAT YOU HAVE BEEN PHYSICALLY PRESENT IN THE U.S.	○ DRIVER’S LICENSE AND/OR OTHER IDENTIFICATION CARDS ○ SOCIAL SECURITY CARD OR ITIN NUMBER ○ BIRTH RECORDS (FOR CHILDREN BORN IN THE U.S. REGISTERED IN THE PARENTS’ HOME COUNTRY) (IF RELEVANT) ○ IMPORTANT INFORMATION ABOUT YOUR CHILDREN (SEE NEXT PAGE) ○ EMERGENCY PHONE NUMBERS AND OTHER IMPORTANT CONTACTS ○ ANY POWER OF ATTORNEY ○ ANY OTHER DOCUMENT THAT YOU WANT TO BE ABLE TO FIND QUICKLY
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Make a folder of these documents or copies of these documents in a safe place. Tell your children, family members and emergency caretakers where they can find this folder in an emergency.

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IMPORTANT INFORMATION ABOUT YOUR CHILDREN

Child's Name	
Date of Birth	
Child's Phone Number (if any)	
School	
School Address	
School Phone Number	
Teacher(s) name(s)	
Phone number / email of teacher (if applicable)	
Classroom number	
After-school program (if any)	
Phone number of after-school program	
Allergies	
Medical conditions	
Doctor's phone number	
Doctor's address	
Health insurance	

Emergency Phone Numbers and Important Contacts

Emergency Numbers

Immediate emergency	911
Police Department	
Fire Department	
Poison Control	

Family contacts

Mother/father/guardian Name	
Home Phone	
Mobile Phone	

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Work Address	
Work Phone	
Name of other emergency contact (and relationship)	
Mobile Phone	
Name of other emergency contact (and relationship)	
Mobile Phone	
Name of other emergency contact (and relationship)	
Mobile Phone	
Other Contacts	
Doctor	
Phone Number	
Health Insurance Company	
Policy Number	
Pediatrician	
Phone Number	
Health Insurance Company	
Policy Number	
Dentist	
Phone Number	
Dental Insurance Company	
Policy Number	
Consulate	
Address	
Phone Number	

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Church/Temple/Mosque/Place of Worship	
Address	
Phone Number	