**Know, Plan, Protect: A Community Guide for Immigrant Safety**

Everyone deserves to feel safe, but many immigrant families in Queens face the risk of detention or deportation. This guide provides clear steps to help you prepare, like gathering important documents, knowing your rights, and listing trusted contacts, so you and others can stay informed and protected.

This guide has been developed by the **Elmhurst Corona Resource Collaborative (ECRC)**—a coalition of community-based organizations working together to protect and support our immigrant neighbors in Queens. We believe that everyone deserves dignity, safety, and the right to stay with their family.

You are not alone. We hope this resource brings peace of mind and helps us build a stronger, more connected, and more prepared community.

**Basic Legal Rights to Remember**

Knowing your rights can help protect you during an encounter with immigration officers. What you say and do matters.

**Know Your Rights**

• Do not open the door unless ICE shows a warrant signed by a judge.

• You have the right to remain silent. Say: “I won’t answer questions. I want a lawyer.” • Do not sign any document without consulting a lawyer.

**Learn about Immigration Protection Options**

• Identify trusted legal aid organizations that support immigrants. They can help you find a reputable lawyer.

• Talk to an immigration lawyer to see if you qualify for asylum, visas, or other immigration protections. • Other immigration protection options may include: **VAWA** (protection for survivors of domestic violence), **DACA** (Deferred Action for Childhood Arrival), **TPS** (Temporary Protected Status- for people from countries experiencing crises), **U/T Visas** (for victims of crimes or human trafficking).

**How to Locate a Person Detained by ICE**

If someone you know has been detained by immigration, act quickly and stay informed.

• Know Your Rights and Theirs:

- You have the right to ask for information

- The detained person has the right to a lawyer (the government will not provide one) - Once located, you may be able to send money or stay in touch by phone.

• Use the ICE Online Detainee Locator

You’ll need their A-number (Alien Registration Number) *or* full name, date of birth, **and** country of birth https://locator.ice.gov/odls/#/search

• Call the Detention Center Directly

Ask to speak with the officer on duty. You’ll need the detained person’s A-number *or* full name, date of birth, **and** country of birth

https://www.ice.gov/detention-facilities

• Contact an Immigration Lawyer or Legal Aid Organization

They can help with legal advice, paperwork, or low-cost/free representation

**Essential Documents and Information to Protect You and Your Family** Store these documents and information in a safe place where someone you trust can access them:

• Passport and identification

• Birth or/and Marriage Certificates

• Proof of Residence in the U.S.

• Medical and School Records for all your Children

• Tax Returns, Pay Stubs

• Letters of Reference or Community Support

• A-number (Alien Registration Number) [if applicable]

• Login information for bank accounts

**Power of Attorney/ Legal Authorization**

If you are detained or unable to act, a **Power of Attorney** document lets a trusted person make decisions for you. Consult with a lawyer or legal organization to prepare this document. This legal document allows them to:

• Take care of your children/ Pick them up from school or daycare.

• Access your bank accounts and property

• Make legal decisions on your behalf

**Make a Plan for Your Children**

Make sure your children will be safe and cared for if you are detained or unable to return home. Choose someone you trust to care for them and make sure they have what they need.

• Name a temporary legal guardian

• Have school, medical information and passports for each child ready

• Talk to your children about what to do if you’re not there

• Add the guardian’s name on the school blue card so they can legally pick them up.

• If you are detained, your family should immediately contact the Parent Coordinator or the school Principal.

**Emergency Contacts**

Make a list of trusted people and organizations, including their phone numbers or emails, who can help if you’re detained or separated from your family. This will help your loved ones get support, find information, and act quickly if you’re unreachable.

• Your immigration lawyer

• Your children’s school

• Designated legal guardian for your children

• Your country’s consulate

• Local Community Organization that supports immigrants

**Make a Financial Plan**

If you are detained or separated from your family, a financial plan can help loved ones cover expenses and gives your family some stability during a difficult time.

• Set aside emergency cash

• Leave instructions with a trusted person for paying rent and household bills

• Consider opening a joint bank account with someone you trust

• Make sure someone you trust knows how to access your financial information