



Safety Planning Guide

This planning guide is to assist individuals who may be at risk of removal or detention. It is designed to help families prepare for the difficult situation of losing access to one or more family members. It is also advised that all family members be involved in the preparation of the planning guide and also made aware of the difficult situation that may arise if family members are detained or removed.

1. Important Child information

Child's Name	
Date of Birth	
Child's Cell Phone Number (if applicable)	
School Name	
School Start Time/End Time	
School Address	
School Phone Number	
Teacher's Name	
Classroom Number	
Afterschool Program	
Afterschool Program Phone Number	
Other Camp/Sports/Program	
Other Camp/Sports/Program Phone Number	
Allergies	
Medical conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance	

Child's Name	
Date of Birth	
Child's Cell Phone Number (if applicable)	
School Name	
School Start Time/End Time	
School Address	
School Phone Number	
Teacher's Name	
Classroom Number	
Afterschool Program	
Afterschool Program Phone Number	



Other Camp/Sports/Program	
Other Camp/Sports/Program Phone Number	
Allergies	
Medical conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance	

Child's Name	
Date of Birth	
Child's Cell Phone Number (if applicable)	
School Name	
School Start Time/End Time	
School Address	
School Phone Number	
Teacher's Name	
Classroom Number	
Afterschool Program	
Afterschool Program Phone Number	
Other Camp/Sports/Program	
Other Camp/Sports/Program Phone Number	
Allergies	
Medical conditions	
Medications	
Doctor's Phone Number	
Doctor's Address	
Health Insurance	

(Note: For additional children attach separate sheet of paper)

2. List of emergency contacts

(Note: It is HIGHLY recommended that everyone memorize at least 1 reliable phone number)

Primary Individual Name	
Phone Number	
Address	
Is individual in Caregiver Authorization Affidavit (CAA)	Yes / No
Alternative Individual Name	



Phone Number	
Address	
Is individual in Caregiver Authorization Affidavit (CAA)	Yes / No
Immediate Emergency	911
Police Department (closest to home)	
Fire Department (Closest to home)	

3. List of contact information

(Note: at least ONE of the individuals listed as contact should have some form of legal status ex. Legal permanent resident)

a. Family Contact

Parent/Guardian	
Date of Birth	
Cell Phone	
Home Phone	
Work Address	
Work Phone	
Parent/Guardian	
Date of Birth	
Cell Phone	
Home Phone	
Work Address	
Work Phone	
Other Contact and Relationship (Non CAA)	
Cell Phone	
Other Contact and Relationship (Non CAA)	
Cell Phone	
Other Emergency Contacts and Relationship	
Cell Phone	

b. Additional Contacts

Primary Doctor (for Adults)	
Phone Number	
Health Insurance Company	
Policy Number	



Pediatrician (for Children)	
Phone Number	
Dentist	
Phone Number	
Dental Insurance Company	
Policy Number	
Car Make/Model	
License Plate Number	
Car Insurance Company	
Insurance Policy Number	
Phone Number	
Attorney/Nonprofit Legal Services Provider	
Address	
Phone Number	
Church/Temple/Mosque/Place of Worship	
Address	
Phone Number	

4. Important documentation: Recommended to make copies and keep in safe location (with folder would be preferable)

(Note: it is HIGHLY recommended that Passports, State/National Identifications, and Other Identifications be up to date and NOT expired. Additionally, school identifications are not considered a valid form of I.D)

- Caregiver’s Authorization Affidavit (CAA)
- Passports
- Birth Certificates
- Marriage License (if applicable)
- Any Restraining Orders you may have against anyone (if applicable)
- A-Number and any immigration documents (work permit, green card, visa, etc.)
“A-Numbers are Alien Numbers or USCIS Number. They are a unique identification number assigned to everyone who has ever applied for any type of status in the U.S. or who have ever been placed into deportation proceedings. Can be found on any official documentation from the Department of Homeland Security, USCIS, CBP, etc”
- Documents demonstrating your residence in the United States and amount of time you have been physically present in the United States
- 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, medical diagnoses
- Any other documents you would want to be able to quickly find

5. Local Mexican Consulate

1549 India St. San Diego, Ca, 92101

Tel: 619 231 8414

Direct contact:

Carlos Romero

cromero@consulmexsd.org

619-308-9912

(Note: it is highly recommended that you consult with your Immigration Lawyer, and/or Accredited Representative with any information given by the Mexican Consulate to avoid any conflicts with your immigration case.)

6. Non Profit immigration agencies (Call for Eligibility)

(Note: the following websites can be used to verify the Recognized Organizations and Accredited Representatives Roster by State and City and to verify if a lawyers Bar status.)

- a. <https://www.justice.gov/eoir/page/file/942306/download#CALIFORNIA>
- b. <http://members.calbar.ca.gov/fal/membersearch/quicksearch>

1. Jewish Family Service of San Diego

8788 Balboa Ave., San Diego, 92123

Tel: 858-637-3245

http://www.jfssd.org/site/PageServer?pagename=programs_refugee_main

- Assistance when applying for green cards
- Work authorization and refugee travel documents, and petitioning for family members
- Completing and sending Citizenship and Naturalization paperwork
- Classes to prepare for the Citizenship Interview, English and Civics tests
- Know your rights and family safety planning



2. Catholic Charities

4575 B Mission Gorge Place, San Diego, CA 92120

Tel: 619-287-1270

293 H Street, Chula Vista, CA 91910

Tel: 619-498-0722

<https://www.ccdsd.org/programs/immigrant-services/>

Provide assistance with:

- Adjustment of Status
- Family Visa Petitions
- Consular Processing
- Legal Permanent Resident Card Renewal
- Affidavit of Support
- T and U Visas
- Travel Document
- Citizenship and Naturalization

3. Casa Cornelia Law Center

2760 5th Ave., Suite #200, San Diego, 92103

Tel: 619-231-7788

<http://www.casacornelia.org>

- Legal assistance with asylum immigration process
- Legal services to detained unaccompanied children
- Legal representation to assist with:
 - VAWA (Violence Against Women Act) Visa
 - U Visa (Victims of Trafficking and Violence Prevention Act) petitions

4. Immigration Center for Women & Children

427 C Street, Suite #208, San Diego, 92101

Tel: 619-515-2200

<http://icwclaw.org/>

- Immigration services to assist
 - abused undocumented children (Special Immigrant Juvenile Status Law-SIJS)
 - victims of human trafficking and violence protection (T and U Visas)
 - immigrant domestic violence victims (VAWA),
- probate guardianships for immigrant children suffering from abuse

5. International Rescue Committee

5348 University Ave, Suite #205, San Diego, 92105



Tel: 619-641-7510 x250
131 E. Main Street, El Cajon, 92020
Tel: 619-440-6208
(Additional Office Location in El Cajon)

<https://www.rescue.org/united-states/san-diego-ca#what-services-does-the-irc-provide-to-the-wider-community>

- Provide assist with
 - Immigration
 - citizenship

6. Legal Aid Society of San Diego

110 S. Euclid Ave., San Diego, 92114
Tel: 877-534-2524

<https://www.lasdd.org/area/immigration>

- Assistance with family-based immigration such as naturalization and citizenship
- Removal defense in immigration court
- Assistance with immigrant domestic violence victims (VAWA) visas
- Victims of human trafficking and violence protection (U and T visas)
- Assistance with green card renewal.

7. Crossroads Justice Center of San Diego

2534 State Street #205, San Diego, 92101
Tel: 619-494-1150

<http://www.cjcsandiego.org/whatwedo/>

- Assistance with family safety planning
- Provide legal defense during deportation and removal proceedings
- Legal defense in criminal cases (deportation, importation of drugs, drug sales or possession, theft, etc.) in:
 - Superior court in the San Diego area
 - Federal court in the Southern District of California.
- Offer information to people about their civil rights in case of violation by law enforcement agents
- Clearing and reducing criminal records.

8. Access Immigration Services

2612 Daniel Ave, San Diego, Ca. 92111



Tel: 858 560 0871

<http://www.access2jobs.org/immigration>

- Assistance for applying for
 - Violence Against Women Act (VAWA Visa)
 - Human Trafficking (U Visa)
- Advocacy for the just treatment of immigrant victims of abuse

9. Alliance for African Assistance

5952 El Cajon Blvd, San Diego, Ca. 92115

Tel: 619 286 9052

<http://www.alliance-for-africa.org>

- Adjustment of Status
- Application for Naturalization
- Asylum and Refugee Issues
- Certificates of Citizenship
- Consular Processing
- Relative Petitions
- Replacement of Lost/Damaged USCIS Documents

10. UURISE

1600 Buena Vista Dr, Vista, Ca. 92081

Tel: 760 477 7537

<http://uurise.org>

- Naturalization
- Legal counseling and representation
- Education and training on immigration issues
- Victim services such as:
 - VAWA Visas
 - U Visas
 - T Visas
- Safety Planning for families and individuals



7. **Bond**

In case of detention, there are certain situations where the immigration judge may afford an individual a bond hearing so your loved one may be release during deportation proceedings. If the bond is afforded, the individual must pay the amount indicated by the judge. The current minimum amount for bonds are set at 1,500 dollars **with no maximum limit**. It is recommended that individuals try to have at least twice the amount set aside in a safe location or bank in case of detention. If you believe that your love one is being detained you should contact the Otay Detention Center (Phone # (661) 949 3811. Additionally, here are websites to assist in your search.

- a. <https://locator.ice.gov/odls/#/index>
- b. <https://www.ice.gov/detention-facilities#wcm-survey-target-id>

1. **Bond Information**

Individual in charge of bond money	
Does the above individual have legal status (Y/N)	
In Bank (Y/N) If yes which Branch?	
In safe location-Not in Bank- (Y/N)	
Does Individual have access to bond \$ (Y/N)	
At least <u>Twice</u> amount of minimum (Y/N)	

2. **Things to consider for Bond Money**

- a) Bond payments can be made to the local Immigration Office listed below:

880 Front St Ste 1234

San Diego, CA. 92101-8834

Phone #: 619-557-6117

****Walk-ins are accepted from Mon-Thru 8am-3pm and Fri 9am-3pm**

- b) The individual posting your Bond must be a Lawful permanent resident, with a Social Security Card, and valid form of Identification. All documentation must be demonstrated upon payment.
- c) The Bond must come in a form of Cashier’s Check/Money Order Certified by a Bank or US Post Office and **payable to US Department of Homeland Security**. No other forms of payment (Cash, Personal Check, Credit/Debit Cards, or Other Sources of Money Orders not from Bank or US Post Office) will be accepted.
- d) Individual posting your BOND will be the ones receiving the money back if you fulfil all obligations. **MAKE SURE HE/SHE IS A TRUSTWORTHY INDIVIDUAL.**
- e) Checklist for BOND Hearing



- The following is a checklist of documentation to consider to bring for a BOND Hearing
- Consult an accredited immigration services provider for further information and instruction; PLEASE NOTE only 2 types of individuals are legally allowed to offer immigration advice: 1) licensed attorney; and 2) Department of Justice accredited representative
- Any evidence that you are eligible or have a strong case for relief from deportation (eg. I-130 approval notice, evidence of past persecution, etc.)
- Letters of support from as many family members as possible (including drawings from children) and a copy of the identification of the person who wrote the letter
- Letters of support from friends and a copy of the identification
- Letters from people who know me (neighbors, landlord, etc.)
- Letters showing community involvement (church, volunteering)
- Proof of financial support my family (rent receipt, child support)
- Letters from religious organizations I belong to
- Photos of family (birthday parties, holidays, pets, babies, etc.)
- Certificates from Rehabilitation Programs
- Informational Pamphlets on rehabilitation programs in my area (domestic violence, alcohol or drug abuse, anger management)
- Tax Records
- Social Security Records
- Certificates and diplomas
- Copies of my medical records and my close relatives
- Proof that my close relatives have legal status in the United States
- Copy of my marriage certificate
- Proof of any debt that I have (mortgage, car loans, medical, etc.)
- Proof of insurance (car, medical, etc.)