

Immigration Emergency Communication Plan

for the
Caltech and JPL Community

Overview

If you are a non-U.S. citizen student, postdoc, staff, or faculty member at Caltech/JPL, and you are concerned about the possibility that you may be subject to unexpected and sudden immigration enforcement actions, the following information can help you prepare an emergency communication plan for such actions. While we hope you never need to use it, completing this document allows you to centralize all the vital information that a trusted contact would need to act on your behalf if you are unable to do so yourself.

When Should I Activate the Immigration Emergency Communication Plan?

This plan is only for unlikely and emergent circumstances when:

- Immigration agents are at my residence, workplace, or classroom; OR
- I have been arrested/detained by immigration in the United States; OR
- I am at the airport or a land port of entry and immigration agents are detaining me and/or denying my entry into the United States.

This plan is **NOT APPLICABLE** when you encounter non-emergency immigration circumstances when you are able to act on your own behalf. Examples of circumstances that do not require activation of this emergency plan include:

- I have received a letter (or other communication) from the Department of Homeland Security or the Department of State regarding a change to my immigration status or asking me to appear for an appointment/interview.
- I have heard that my visa may be (or has been) revoked.
- I have heard that my SEVIS record may be (or has been) terminated.
- I am outside of the United States and not able to board a flight to return to the United States because my visa has been revoked.

While these situations are distressing and may require you to take timely action, they may not rise to the level of urgency necessary to activate the emergency communication plan. Instead, if you find yourself in these situations, international students and scholars should contact the International Offices:

- International Student Programs: ISP@caltech.edu, (626) 395-6330
- International Scholar Services: ISS@caltech.edu, (626) 395-2188
- JPL International Office: visa@jpl.nasa.gov

How do I Decide Who I Should Ask to be My Emergency Contact(s) in the Event of an Immigration Emergency?

In deciding who you should ask to be an emergency contact in the event of immigration emergency, please consider the following:

- The person should be someone you trust to act on your behalf if you are unable to do so.
- The person should know about your immigration status **or** be someone with whom you are comfortable sharing details about your immigration status.
- The person should be someone who has the capacity and time to respond to an emergency.
- You should consider the person's location. You may designate more than one person to act as an emergency contact. If possible, **at least** one of your emergency contacts should live in the Pasadena area. *The local contact should not be a Caltech or JPL staff member in an administrative role.*

What do I do with My Immigration Emergency Communication Plan Once I have Completed it?

- Create a digital copy for yourself.
- Keep a paper copy for yourself in a **safe location**.
- Provide a digital copy of the plan to **all your** emergency contacts. Talk to each emergency contact about the plan and how they may support you in the event of an emergency. Consider providing a paper copy to your emergency contacts.
- Add any additional emergency contacts to access.caltech.edu or <https://wd5.myworkday.com/citjpl/d/home.html>.

This emergency communication plan is for your own personal use. Caltech/JPL administrative offices will not collect or retain copies.

What Else Should I do to Make Sure That I am Prepared for the Possibility (However Remote) of Immigration Enforcement?

- Organize and save important immigration and identity documents.
We recommend placing all of the documents listed below in a single safe location. In addition to any originals, please ensure that you have saved physical and digital copies of all of these important documents. We encourage you to share digital copies of these documents with your emergency contact(s).
 - Passport
 - Birth certificate
 - Immigration paperwork (I-94, I-20, DS-2019, EAD, green card, visa, etc.)
 - Driver's license and/or other identification cards
 - Social security card (if you have one)
 - Medical information, including health insurance, medication list, and doctor's contact information
 - Any other documents that you would want to be able to locate quickly
- Memorize at least one of your emergency contacts' phone numbers.
Save the following numbers:
 - Caltech Security's non-emergency phone number: (626) 395-4701

- JPL PSD Security Dispatch Console's non-emergency number: (818) 354-3530
- If you have a personal immigration concern, consider consulting with an immigration attorney: <https://international.caltech.edu/guidance/immigration-attorneys>
- Ensure that you are taking care of your mental well-being:
 - Caltech students: <https://wellness.caltech.edu/counseling>
 - Caltech postdocs, staff, and faculty: <https://sfcc.caltech.edu/>
 - JPL: Emapthia's LifeMatters at (800) 367-7474 and mylifematters.com (code is JPL)
- If you have children or other dependents, consider an additional family preparedness plan.
 - For example: https://www.ilrc.org/sites/default/files/2024-11/Step-byStep%20Family%20Preparedness%20Plan_ENG_FULL_Nov%202024.pdf

**This plan has been adapted from materials created and published
by Stanford Law School's Mills Legal Clinic's Immigrants' Rights Clinic**

Immigration Emergency Communication Plan

Name	
Cell Phone	
Email	
U.S. Home Address	
Immigration Number (If you have one): A 9-digit number that begins with the letter "A".	

Emergency Contact(s)

These are individuals whom you would want Caltech/JPL to contact in the event of an immigration emergency. These are individuals who know about your immigration status or with whom you are willing to share details about your immigration status. If possible, at least one of your emergency contacts should live in the Pasadena area. *The local contact should not be a Caltech or JPL staff member in an administrative role.*

Add your emergency contacts in access.caltech.edu or <https://wd5.myworkday.com/citjpl/d/home.html>

Name	Relationship	Cell Phone	Email	Location (City, State, Country)

Local Consulate for your Country of Citizenship

Consulate Name	City, State	Phone	Email

Flight Information for Emergency Contact for Travel

Airline	Flight Number	Expected Arrival Time	Business or Personal Travel

If you do not check in with your emergency contact within 5 hours of your expected arrival time, they should contact Caltech's Office of General Counsel (business travel)

<https://www.ogc.caltech.edu/contact-us> or the International Offices' Director (personal travel)

<https://international.caltech.edu/contact>, should you encounter any entry issues

Memorize your emergency contact's phone number in the event your phone is seized during your CBP inspection.

Advisor/Supervisor/Host

If you wish to ask your emergency contact to notify your academic advisor/supervisor/host about an immigration emergency, please include their contact information. By listing an academic advisor/supervisor/host, you are comfortable with the individual being notified that you are experiencing an immigration emergency.

Name	Title	Email	Phone

Medical Information

If you have any medical conditions, please describe those, including what the condition is, whether you require medication, and the name of your physician. If you expect that your emergency contact may need to be in touch with your physicians(s)/medical providers, you may consider completing a HIPAA form (valid in California): https://www.hipaajournal.com/wp-content/uploads/2023/08/HIPAA_Release_Form_California.pdf and including that document with your safety plan.

Medical Condition	Medication Required (Describe type/dosage/frequency)	Name/Contact Information for Physician

Immigration Attorney Information (if you have one)

Name	Law Firm	Phone	Email

Miscellaneous

If there is other information that you believe would be important to know in the event of an immigration-related emergency, please include that here:

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