




**GILDA MCDOWELL**  
— LAW OFFICE —


# Safety Plan

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## Step-by-Step Guide & Checklists

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### Step 1: Organize Your Critical Documents

- ☐ Passports
- ☐ Birth certificates
- ☐ Marriage/divorce certificates
- ☐ Immigration documents (green card, visas, permits, FOIA)
- ☐ Social Security cards or ITIN
- ☐ Driver's license or state ID
- ☐ Work permits (EAD)
- ☐ Medical records/vaccination cards
- ☐ Financial documents (bank info, insurance, deeds, car titles)

### Step 2: Appoint a Trusted Contact

- ☐ Choose someone you trust completely
- ☐ Speaks English (if possible)
- ☐ Has legal status (recommended)
- ☐ Willing to care for children/handle matters

### **Step 3: Emergency Action Plan if Detained**

- ☐ Stay calm, do not resist
- ☐ Ask to speak to your lawyer
- ☐ Do NOT sign anything without advice
- ☐ Say: 'I wish to remain silent. I want to speak to my attorney.'
- ☐ Call your trusted contact
- ☐ Children know who to call if you don't come home
- ☐ Family knows where documents are
- ☐ Trusted contact has instructions

### **Step 4: Protect Your Children**

- ☐ Temporary Guardianship Letter
- ☐ School authorization forms
- ☐ Emergency medical authorization
- ☐ Contact info for relatives/friends

### **Step 5: Secure Your Money & Property**

- ☐ Trusted person has limited Power of Attorney
- ☐ Joint account holder or access plan
- ☐ Rent/mortgage instructions
- ☐ Car loan/insurance info
- ☐ Business documents accessible

### **Step 6: Communication Plan**

- ☐ List of important numbers (lawyer, trusted contact, school, doctor, landlord, bank)
- ☐ Family WhatsApp/Signal group
- ☐ Written contact list inside Emergency Folder

### Step 7: Review & Update Every 6 Months

- ☐ Are documents updated?
- ☐ Trusted contact changed?
- ☐ Children/school changes?
- ☐ New financial/legal obligations?
- ☐ Set calendar reminder to review

### Final Notes from Gilda

"This plan is designed to give you clarity, peace of mind, and protection. Emergencies don't wait, but preparation can make the difference between chaos and safety. Use this guide to act today and keep your family secure." – Abogada Gilda McDowell



**Get Your FREE Initial Assessment Today!**