

Emergency Action Plan

The creation of an Emergency Action Plan (EAP) is a standard practice in international education and immigration. An EAP prepares international students, scholars, and employees of CU Denver & CU Anschutz for emergencies by combining critical contact information in one document, in addition to outlining general steps to take in case of an emergency.

Important Documents to have AT ALL TIMES (electronic and/or physical copies):

- ALL International Students, Scholars, and Employees:
 - Student/ Employee ID
 - Identity Page from your valid passport
 - Form I-94
 - Any other relevant document like a USCIS Form I-797 for a change of status or an Employment Authorization Document (EAD)
- F-1 Students
 - Form I-20
- J-1 Students and Scholars
 - Form DS-2019
- H-1B/ O-1/ E-3 Employees
 - Form I-797 Approval Notice

For additional information about immigration law and legal resources

visit: <https://www.colorado.edu/iss/scholars/community-resources/immigration-resources>

Hiring an Immigration Attorney

Finding an Immigration Attorney: Use ISSS' [Hiring an Immigration Attorney](#) or [AILA Lawyer Search](#) to find a qualified attorney.

Low-Cost Legal Assistance

- U.S. Department of Justice EOIR: www.justice.gov/eoir/find-legal-representation
- Colorado Legal Services: www.coloradolegalservices.org
- Metro Volunteer Lawyers: www.metrovolunteerlawyers.org

Special Considerations for Employees: ISSS handles F and J visas and collaborates with law firms for employment-based immigration. For personal immigration issues, consult an outside attorney

When to Hire an Attorney: Consult a lawyer if your case involves criminal history, family-based immigration, undocumented status, removal defense, or is otherwise outside the scope of ISSS.

Protect Yourself from Fraud: Verify that the attorney is licensed to practice in the U.S. Fraudulent advice could result in delays or denials. For more, visit stopnotariofraud.org.

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Immigration Attorney Information

Name of Your Immigration Attorney:

Address of Your Immigration Attorney:

Phone Number of Your Immigration Attorney:

Email of Your Immigration Attorney:

Other Information about Your Immigration Attorney (if applicable):

CRITICAL INFORMATION

Use this page to note critical information regarding yourself, your nearest embassy/ consulate, and your emergency contact (immigration attorney, friend, family, etc.). Keep this page for your records.

Personal Information

Program/ Department Name/ School/ College:

Nonimmigrant Status:

Program Dates/ Employment Dates:

Embassy/ Consulate Information

Address of Your Country's Nearest Embassy/ Consulate:

Phone Number of Your Country's Nearest Embassy/ Consulate:

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Email of Your Country's Nearest Embassy/ Consulate:

Emergency Contact Information (friend, family member, etc.)

Address of Your Emergency Contact:

Phone Number of Your Emergency Contact:

Email of Your Emergency Contact:

YOUR EMERGENCY ACTION PLAN

Use this page to produce your personal emergency action plan. Make sure that your plan is easy to understand during stressful situations.

1. STAY SAFE

- a. Ensure the safety of yourself, the safety of those around you, and/or the safety of your dependents (if applicable)
 - i. If necessary, contact family, friends, and/ or other stakeholders who may be affected by the emergency

2. GET HELP

- a. If necessary, contact 9-1-1, your campus police, an immigration attorney, your embassy/ consulate, or another party who can help you through the emergency
 - i. Refer to the useful websites, useful phone numbers, and critical information sections of the EAP

3. LOG EVENTS

- a. Maintain a detailed log of events throughout the entire emergency
 - i. Include specific dates, times, actions taken, communications, and all other relevant details about the emergency to keep for your records