



# ICE Workplace Response Plan

Toolkit and Resources



# HR Checklist

## Immigration Enforcement Preparation

Templates included



### Communication Plan

- Prepare your [communication campaign](#) for ICE worksite raids
- Develop cadence, distribution, and send dates



### Training Response Team and Protocol

- Develop team and [assign roles and responsibilities](#)
- Deliver workplace response plan and materials
  - [Front Desk Role and Responsibility Template](#)
  - [Senior Management Role and Responsibility Template](#)



### I-9 Self Audit

- Conduct an [I-9 self audit](#)
- Utilize outside legal counsel (if possible)



### Employee Resources

- Identify employee needs in case of a raid
- Deliver resources to all employees



### Emergency Contact Information

- Develop in case of emergency contact list for the organization, including legal counsel



### Business continuity plan

- Identify possible impacted roles and responsibilities and make a plan to continue business operations in case of missing personal (like identifying a staffing company).



# TIPS FOR HR DURING AN ICE RAID

1

## During a raid

Enforcement actions can sometimes last for hours. If an employee requires medication or medical attention, or if employees have children who need to be picked up from school, communicate these concerns to the ICE officers.



2

## Contact families

If your employees are detained or taken into custody, be sure that their families are contacted, and any money owed to the employees is paid.



3

## Do not provide false information

Do not hide employees or assist them in leaving the premises. Do not provide false or misleading information, falsely deny the presence of named employees, or shred documents.



4

## Immigration lawyer

Your lawyer may be able to come to the worksite quickly to assist or speak to the ICE officers over the phone.



5

## Access to public spaces

ICE is only authorized to access public areas unless they present a **judicial** warrant.



# IF ICE SHOWS UP...

## YOU HAVE RIGHTS

# 1

### STAY CALM

Remain calm by not resisting, running, or grabbing for your things without permission.



# 2

### IF YOU'RE STOPPED, ASK...

- Am I free to leave?
- Can I see your badge?
- Do you have a warrant?
- I want to remain silent and speak with a lawyer

# 3

### GOOD TO KNOW

You have the right to remain silent. You don't have to tell ICE what country you are from, your immigration status or criminal history, even if they have a warrant.

# 4

### YOU CAN REFUSE

You can refuse searching of your home, car, house, or phone.



# 5

### HOW TO PLAN

Carry your immigration documents with you. If you don't have them with you, tell agents you want to remain silent and speak with a lawyer. Make plans with family members.

