

Prepare Before Ice Arrives

- **Limit information in the directory**, such as not requiring staff or patient forms to collect information on immigration status.
- **Establish rapid response teams** with assigned roles (e.g. spokesperson, legal liaison, recorder, patient liaison).
 - **Designate a specific staffer** (or staffers) as an “authorized person” to serve as a point of contact responsible for handling requests from and interactions with law enforcement. Train staff to decline to answer questions unless they are authorized to do so by the authorized staff person.
- **Train all staff and volunteers** on legal rights, protocols, de-escalation techniques, and the difference between an administrative and judicial warrant.
- **Designate public and private areas** within the building and clearly communicate these boundaries to staff.
- **Have written privacy policies** regarding patient’s information.
- **Post KYR materials** throughout health centers.
- **Create a registration system** for all law enforcement officials, including immigration agents.
 - **Include: Name, address, title**; Purpose for entering the facility; Proof of identity and/or law enforcement credentials.

When Ice Agents Arrive

- **Inform immigration or other law enforcement officers** that, as a matter of policy, only the authorized person may review a warrant or provide consent to their entry into private areas.
- **Your trained spokesperson** should approach the agents respectfully to de-escalate tensions.
- **Ask for identification** and add to registry (name, badge number, purpose and agency affiliation).
- **Request a warrant** then verify that it is signed by a judge (not just an ICE official) and specifies the name(s) of the individual(s) and area(s) to be searched.
- **Verbally deny access to private areas** – politely but firmly – unless a judicial warrant explicitly permits entry.

During the encounter

- **Remain calm** and try to de-escalate despite being harassed or intimidated. Do not run or resist.
- **Inform affected individuals of their rights** to remain silent, to decline to answer questions without a lawyer, and to sign nothing without legal advice.
- **Contact your legal counsel** immediately for guidance.
- **Activate your response team** for coordination, inform senior leadership, and alert local immigrant advocacy organizations and community networks.
- **Avoid providing any information** to ICE about individuals unless legally required.
- **Document details of the interaction** including date, time, and location, names and badge numbers of agents, and any documents presented or actions taken.
- **Take photos or videos** without interfering with agents.

KEY CONSIDERATIONS DURING THIS PROCESS

Do not obstruct agents

Avoid actions that could be interpreted as interfering. Never provide false information.

Ensure privacy

Protect the confidentiality of individuals and do not share personal information.

Document everything

Log all communications and actions taken during the incident.

Maintain composure

Respond with compassion and dignity, reflecting your community's values.

After ICE Leaves

- **Support affected individuals** by offering emotional, spiritual, and legal support to anyone targeted.
- **Connect immigration attorneys** or legal aid organizations with affected individuals.
- **Provide a safe space** for those impacted to recover and regroup.
- **Debrief with staff and volunteers** to review the incident and identify areas for improvement.
- **Update the response** plan based on lessons learned.
- **Share the incident** (with consent) with the congregation and trusted media to raise awareness.
- **Mobilize advocacy efforts** for immigrant rights and policy change.

WARRANT TYPES

Judicial warrant

VALID – If the warrant is signed by a Judge or Magistrate Judge.

Administrative warrant

NOT VALID – If the warrant is signed by an officer, director, or anyone else other than a judge.

Go to

[ACLUOFNC.ORG/WARRANT](https://acluofnc.org/warrant)

to view examples of a judicial warrant and administrative warrant.

Prepare for possible arrest

People at risk of arrest should memorize phone numbers of their family & lawyer. They should also share their immigration number ("A Number") with their family to help them find each other. It's important to make emergency plans if they have children or take medication.