



Rapid Response Toolkit:

Preparing Communities for ICE Raids and Detentions

About

Given the rise in enforcement activity by immigration officials, it is essential for community navigators and neighbors to be prepared in the event of a small- or large-scale raid. A community navigator may be an advocate, community organizer, attorney, faith leader, volunteer, or student who provides comprehensive support to those who need it. Immigration raids may take place at workplaces, homes, checkpoints, or neighborhood wide. Being prepared before a raid or increase of ICE activities can help communities respond immediately and effectively by assisting those directly affected. The first few hours after a raid are crucial and being prepared allows for advocates, communities and families to work together and help those who are detained quickly and efficiently.

The United States Conference of Catholic Bishops reminds us that, “[t]he priority of the Lord, as the Prophets remind us, is for those who are most vulnerable: the widow, the orphan, the poor, and the stranger (Zechariah 7:10). In the Lord Jesus, we see the One who became poor for our sake (2 Corinthians 8:9), we see the Good Samaritan who lifts us from the dust (Luke 10:30–37), and we see the One who is found in the least of these (Matthew 25).” In working for immigrant rights, advocates and communities must be guided by both passion and purpose. Preparing your team reflects this commitment — it is an act of shared care and love. Saint Francis of Assisi’s teachings emphasize shared responsibility and love through service. This guide seeks to unite individuals into a focused, knowledgeable, and well-organized collective that stands in solidarity with their immigrant neighbors.

This toolkit outlines strategies for developing a rapid response plan to safeguard vulnerable immigrants in your area. Preparation, organization, and unity are vital.

Get Organized: Build Your Own Inclusive Rapid Response Team, A Step-By-Step Guide

Step 1: Team Coordination

- Model Rapid Response Team Notebook: Using the [attached notebook](#), identify reliable individuals to form the phone tree. Phone Tree Initiators (primary points of contact) are responsible for activating the phone tree system whenever they believe an immigration raid or detention is occurring or has already taken place. Initiators should call or text every person listed below in the [notebook](#). If any person below one of them is unreachable, the initiator should contact anyone that would otherwise be made by the unreachable person. If one of the initiators is unreachable, the other initiator(s) are responsible for making or delegating that initiator’s calls or texts.
- Make Branches: Each initiator is a leader within a branch. For example, in the three listed branches found in the [notebook](#) each branch includes a person from a committee or is a liaison.
- Some rapid response teams may be proactive even without a raid to react to. Decide if that is something your team is interested in doing. Some actions may involve raising funds for bonds, helping obtain legal support, referrals to food assistance, advocating against a specific state bill that will harm your community, holding prayers for affected community members, and organizing regular community meetings.
- Decide on a designated headquarters location to gather your team in the event of an emergency.

Step 2: Establish Solid Leadership Structure

- Establish a phone tree initiation process with clear a coordination procedure. Confirm that there are clear channels of communication between members of your rapid response team.
- Have a readily available list of committees or organizations relevant to your community's needs. These could be local needs (children & youth, education & organizing events/trainers), immediate needs (food, shelter, transportation), legal assistance, media referrals (press releases/press conferences), religious outreach (interfaith presence), and fundraising opportunities.
- Prepare a detailed, written action plan outlining what to do if a raid or arrest takes place, and make sure it is distributed to everyone on the team.

Step 3: Identify Liaisons

- A liaison develops or strengthens working relationships with local law enforcement, ICE, state and federal public defenders, local nonprofits, and public schools. These relationships will help obtain accurate and timely information on detainees.
- Reach out to your local law enforcement agencies, nonprofits, schools, and county court offices to identify who can be your point of contact liaison.

Step 4: Resources & Materials

- Identify materials and resources that are useful to your rapid response team.
- Ensure that all members of your team are aware of where to obtain helpful resources and materials as they respond to raids or arrests. Keep copies accessible at headquarters or with an initiator.
- Immigration tactics are constantly evolving. Make sure that your team is fully prepared for various situations they may face. It is important to update and share internal procedures and resources with your team.
- Keep these updated materials accessible in physical binders or through a safe online system.

Step 5: Important Contacts

- Important contacts to obtain, share and archive include: local and regional detention centers, consulates, and selected government agencies. Get to know your surrounding communities and connect with other rapid response teams.
- Develop a contact list with phone numbers, emails, language(s) spoken, and the area of experience and knowledge most useful to the team. This information will be helpful when trying to locate those detained and assisting them in obtaining representation.

Step 6: Immediate Action

- If a raid does occur in your area, do not panic - you and your team have a plan and know what to do. If you are not sure what to do or simply need to go through the process with someone, contact the top of your phone tree, a rapid response veteran, or reach out to your national network - CLINIC.

Step 7: Know YOUR Rights

- Immigration raids and arrests may escalate quickly. Always remain calm and follow the officer's instructions. Your safety and the safety of those being detained is important.
- Know your rights and be ready to exercise them.

- Fifth Amendment: You have the right to remain silent. You do not have to answer any questions without the presence of your legal representative. (In some states, you may be required to state your name if an officer asks you to identify yourself and an officer may arrest you for refusing to do so.)
- Sixth Amendment: You have the right to speak to a lawyer. If an officer tells you that you cannot walk away, you have been detained. You should ask to speak to a lawyer and then remain silent. You have the right to speak to a legal representative. It is okay if you have not hired a legal representative; you still have the right to consult with one.

Before The Raid: Get Prepared

Communities across the country are being affected by large-scale raids. Detention encounters have risen over the past year, with immigration enforcement officers appearing in neighborhood streets, local grocery stores, near children's schools, and many other commonly visited areas. The impact has been widespread, and the fear of repeated actions continues to shape how our immigrant neighbors navigate their daily lives. When preparing for potential enforcement activity, it's important to consider the unique circumstances of your community. This information can help guide family preparedness, support understanding of individual rights, and aid in developing an inclusive rapid-response plan.

QUICK TIPS

- Connect with local language schools, university language departments, and community centers to gather information about the languages spoken in your area and identify individuals who may be willing to volunteer as interpreters.
- Contact local temples, mosques, and churches to learn about their immigration efforts and explore opportunities for collaboration.
- Determine whether your local law enforcement agencies have entered into [287\(g\) agreements](#) or who seem to be cooperating with ICE Enforcement and Removal Operations (ERO).
- Familiarize yourself and your community members with the different types of immigration enforcement agencies as well as state and local law enforcement. Immigration officials may work for CBP, or ICE, which has two components, ERO and HSI. Local law enforcement agencies may include police departments, sheriff's offices, and state police or highway patrol.

Encourage a Personal or Family Plan

Gathering important documents is the first step in preparing for emergencies such as raids or detention. Encourage your immigrant neighbors to gather documents such as passports, birth certificates, deeds, insurance policies, tax documents, medical and school records, and any arrest or conviction records. Keeping immigration documents, such as letters or notices from USCIS or DHS, readily available can help a detained person's legal representative reconstruct their immigration history.

For community members with children, now is the time to consider childcare and guardianship options. Some states allow parents to appoint a standby guardian prior to an anticipated event, such as immigration detention or removal (deportation). Use [CLINIC's Emergency Planning Guide](#) and the [attached checklist](#) when getting prepared.

QUICK TIPS

- Extra copies of documents should be left with someone the family trusts BUT who does not live in the same household.
- Consider connecting parents in your community with legal representatives who can help them appoint a legal guardian for their children.
- Help community members connect with a trusted immigration attorney or DOJ- Accredited Representative. Encourage them to schedule an initial consultation and ask whether obtaining their complete immigration record through a Freedom of Information Act (FOIA) request would be helpful—and whether the attorney or representative can assist with that process.

Empower Your Community Through Know Your Rights Trainings (KYR)

Being prepared begins with understanding our rights as individuals and as a community. Regardless of immigration status, knowing these rights helps people recognize situations, understand potential consequences, and make informed choices. Even in today's climate, where immigration officials may disregard these rights, it is still essential for community members to clearly assert and exercise them.

As advocates, one option is to encourage faith communities and other organizations to train their members in presenting know-your-rights (KYR) information to immigrants. KYR trainings are a positive way to get involved in your community. Connect with unions, places of worship, libraries and community groups and distribute KYR trainings and materials like this one.

CLINIC's KYR flyers explain the rights our immigrant brothers and sisters have in various places and contexts. See [CLINIC's Know Your Rights Flyers](#) for more information. Distributing these flyers within your community will help remind everyone that they have rights, regardless of immigration status.

QUICK TIPS

- KYR trainings should teach people about their rights, equip them to protect themselves from unlawful law enforcement actions, and explain what steps they can take when encountering law enforcement.
- Hold a KYR workshop for school staff, business owners, and homeowners on how they can stand with their community.
- Even if community members know their rights, stressful situations, such as being detained by immigration officers, can cause people to forget or hesitate to assert them. As advocates, try using creative approaches like role-playing, skits, and family-friendly settings to make difficult conversations more approachable and effective.

Collaborate With Your Community to Create an Inclusive Rapid Response Team

A well-organized rapid response team should include people from the media, social services, community leaders, attorneys, legislative advocates, and faith leaders who can provide a coordinated response to any immigration enforcement action. The [attached step-by-step notebook](#) provides a basic framework for creating a phone tree and leadership structure. A phone tree is a tiered system that allows a group to be quickly activated by phone.

A rapid response team in your area maximizes local resources and enables effective support for those directly affected by raids and arrests. Time is important, and a strong and inclusive rapid response team ensures a multidisciplinary approach to detention and enforcement response.. Keep in mind the unique needs of your community when developing committees and liaisons. For instance, consider the needs of children and youth, shelter and food, nearby detention centers and location of factories and other immigrant worksites in the region.

QUICK TIPS

- Who can speak on behalf of the community to government officials? That is your legislative advocate.
Name: _____
- Remember to keep alternative contact numbers handy as back-up on your phone tree.
- Include union leaders and immigrant-friendly employers in the conversation.

During The Raid: Remain Calm

Raids and encounters with immigration enforcement officials or local law enforcement often happen unexpectedly and can be intimidating. Be ready to document all facts about what is happening, including all actions taken by officers or agents that seem unlawful, as well as license plates and other identifying features of vehicles used by the enforcement agency.

Your team should identify trusted individuals who are willing and able to respond at the neighborhood or workplace where the raid is occurring. Be mindful of the high stress situation that your team will face. The raid will likely be filled with law enforcement and/or immigration officials, so always remember to keep in contact with your team and avoid situations that place you at risk. Your team should have a designated legal subgroup. At least two attorneys or DOJ-Accredited Representatives from the subgroup should go to the nearest ICE holding facility. If your local law enforcement agency collaborates with ICE, keep in mind that individuals may be held at local jails as well. It's important to have handy the contact information of a trusted family member or friend, preferably one who holds lawful status, that can be notified of the individual's detention. As an advocate, you may be the first responder in taking action by notifying such a trusted individual. This will start the process of locating the person detained and acquiring the necessary information for the attorney to determine what next steps to take.

On Jan. 20, 2025, DHS announced the cancelling cancellation of a previous order from Oct. 27, 2021. The previous order specifically determined that certain locations required special protection from enforcement of U.S. immigration laws. These locations, often referred to as "protected areas" or "sensitive locations," included areas such as schools, places of worship and religious study, domestic violence shelters, places where disaster or emergency relief is being provided and many other locations.

This means that "protected areas" no longer exist. Importantly, if individuals allow immigration officials to enter these spaces, they may then enforce U.S. immigration laws. While nationwide protections are no longer in effect, communities should remain informed about state and local laws and court rulings that restrict or limit immigration enforcement in certain areas, such as schools and courthouses.

QUICK TIPS

- Remember that there are no longer "protected areas" or "sensitive locations". This includes courthouses. Immigration officials can arrest, interview and search people in and around courthouses.
- Although "protected areas" are no longer formally recognized, people in schools, churches, businesses, and similar settings still retain important rights. Engage with local spaces that immigrant communities often visit, such as these former "protected areas" and other places of gathering. Provide training on individual rights and work with administrators to coordinate ways they can help safeguard their immigrant community members.
- While lobbies, parking lots, and waiting areas are typically considered public spaces, many interior areas within these locations remain private. As you will learn in the attached Know Your Rights materials, in order to access private areas, DHS officials need to have a [judicial warrant signed by a judge or magistrate](#), not an administrative warrant issued by DHS itself. Support community members in understanding the distinction

between public and private areas and how to protect them.

- Learn about your community's state and local protections that limit or restrict immigration enforcement in certain areas, including those listed in [CLINIC's Immigration Tracker, State and Local Edition](#).
- Contact any family members who were present during the detention as they may have useful information about the detainee, including personal details or agents' badge numbers, as well as any recordings of the detention.
- Assist family members in finding qualified legal counsel and representation. This is likely to be an emotional and challenging time for them, so remind them that acting quickly is crucial and that securing proper legal assistance is essential.

Raids are typically rapid, highly targeted operations. If you receive notice that a raid is in progress, immediately notify your rapid response team by contacting the individuals listed under "Phone Tree Initiators" in the [accompanying notebook](#). Immigration officials may be attempting to locate specific people during these actions; however, if they encounter other undocumented individuals, the likelihood of additional arrests and detentions is high. Numerous reports have documented enforcement officials using coercive, intimidating, or intrusive tactics during these operations.

Rapid response teams should keep in mind that certain detained individuals are at greater risk of removal. These high-risk individuals may be, but are not limited to:

- Those who have a final order of removal.
- Those who were previously removed and have re-entered the country.
- Recent entrants (in the U.S. less than two years).
- Individuals with criminal charges, convictions or have committed acts that constitute a chargeable criminal offense.

Raids in the Home

Raids carried out in private locations such as homes have increased across the United States. These types of enforcement actions are different from raids in public areas because immigration officers typically need a warrant or permission to enter a home. Many community members live in mixed status households with different immigration statuses. Therefore, it is important to require immigration officials to show a valid judge-signed warrant to gain access to a home. Lawful access may be granted either with the homeowner's consent or a signed judicial warrant. Families should have a plan in place with clear roles in the event immigration officers attempt to enter the home.

QUICK TIPS

- Use [CLINIC's Know Your Rights resource](#), specifically tailored to immigration enforcement in homes.
- Help families develop their own action plan, determine which documents they should begin collecting, and encourage them to attend a KYR training session.
- Remind your community that opening the door may give immigration officers permission to enter. It's essential that everyone in the household is informed about this, including children.
- If the immigration officer says they have a warrant, individuals should ask for their identification and review

the warrant. It must be issued by a judge and not just by the agency.

- During a home raid, everyone present should know that they have the right to ask the officer for their name and badge number.

Raids in the Workplace

Immigration officials may come onto job sites with the permission of the employer or a properly signed warrant. As an advocate, it is important to learn about the employer's policy on law enforcement presence at the workplace. Some employers do not allow law enforcement officers, including immigration officials, into their facilities unless a signed warrant is presented. To deliver a well-coordinated response, preparedness and trust within the community are essential. Developing strong relationships and strengthening bonds with workers, union leaders and employers is crucial.

QUICK TIPS

- Hold KYR trainings at local businesses, factories and other workplaces.
- If possible, designate a rapid response advocate as the point of contact in the event a workplace raid takes place.
- Ask employers if their human resources department has policies for front desk staff or first contact staff on what steps need to be taken if an immigration official is present.
- If no policy exists, consult with the employer about who is the best person to contact about setting up internal policies in the event of raids.
- Learn whether the employees have a union. Union leaders can help support workers in creating or improving workplace policies regarding cooperation with immigration officials.

One-on-One Encounters

If an immigration official or law enforcement officer approaches someone in a public space, it is crucial for that person to remember not to run, to remain silent, and to avoid physically resisting detention. Personal safety is one of the top priorities during these interactions. Such encounters can be confusing, especially because officers or immigration agents may initiate contact without an obvious reason—for example, a minor traffic violation could be the starting point.

For members of the rapid response team, it is important to recognize that monitoring or being notified about one-on-one encounters can be challenging. Family members of individuals being detained may hesitate to seek help out of fear that they themselves could face detention. This is why building and maintaining strong community connections is essential. Community members must know that the rapid response team exists and that it can be trusted. Establishing reliable, supportive relationships within the community helps break the cycle of fear that often prevents people from reaching out for assistance.

QUICK TIPS

- Remember that in some states, individuals are legally required to provide their name when asked by law enforcement.
- Organize community or town hall meetings with local rapid response teams, giving them an opportunity to introduce themselves, identify points of contact for emergencies, and explain how community members can

get involved or volunteer.

- Foster strong, trustworthy relationships between community members and your rapid response team so people feel comfortable turning to a familiar, reliable source for help.

After The Raid: Act Quickly

Once a raid or arrest has taken place, it is time to put your rapid response plan into action. Each person involved has a part to play in supporting those who have been detained. After an immigration raid or detention, consider taking the following steps:

1. **Activate Rapid Response Team:** Timely communication is essential. Convene an emergency meeting with your rapid response team as soon as you confirm that a raid has occurred.
2. **Legal Representative:** Contact the detainee's family members or trusted associates to verify whether the individual already has legal counsel, such as an immigration attorney or DOJ-Accredited Representative. If legal representation exists, help the family communicate with their representative. If not, connect them with a trusted legal representative.
3. **Guardianship Support:** Help community members exercise their rights as standby guardians for children whose parent or legal guardian has been detained.
4. **Assess the Incident:** Determine whether the situation is a single detention, a raid, or part of a broader enforcement operation. Understanding the scale can guide the team's response and inform appropriate advocacy steps.
5. **Communication:** Maintain communication between the rapid response team and the detainee's affected families, friends, and parishes. Inform yourself about whether any witnesses were present during the detention and whether any video documentation exists.
6. **Workplace Raids:** If the raid occurred at a workplace, reach out to the designated labor liaison. The rapid response team liaison may support local labor leaders in contacting their national organizations, local ICE offices, local law enforcement, local and state elected officials. If the rapid response team liaison has contact with the affected worksite, consider suggesting a statement from the company's management to reassure employees about steps being taken on behalf of their coworkers.
7. **Compassion:** Detained individuals and their families face immense emotional strain. As advocates, offering guidance, compassion, and connections to supportive resources can make a meaningful difference during this challenging time.

Stand In Solidarity: Advocacy Actions

Raise Awareness:

- Become an active member of your local rapid response team.
- Be a good ally. Rely on leaders within the affected community to help guide your advocacy work in a way that respects their culture and addresses the community's specific needs.
- Hold meetings to educate community members on their rights. Individuals may avoid leaving their homes in fear of detention. Brainstorm ideas on how to educate community members virtually or remotely.
- Have a collective presence on social media by creating a Facebook page or using a common hashtag that becomes familiar to members of your community.

- Explore advocacy and messaging strategies if someone is interested in publicly speaking out regarding a detention or raid.
- Report any possible illegal or abusive practices by immigration officials or law enforcement agents to national organizations that lead efforts in this area or develop an advocacy response.
- Help fundraise to support members of your community who are in ICE custody.
- Partner with local officials to condemn enforcement actions or to review safety procedures for the community during or after an immigration raid.

Advocate for Legislative Solutions

- Write to your members of Congress and inform them about what is happening in your community and how it is affecting you.
- Advocate for state and local policies that protect the rights and dignity of vulnerable neighbors. If you need additional insight into the best approach for this, contact the advocacy team at CLINIC.

Support Faith Communities

- Hold a vigil or prayer service to stand in solidarity with the affected families and the entire community.
- Organize a visit to those detained; pastoral ministers and clergy should have access to those detained. Moral support is a kind reminder we are not alone.
- Keep in mind those family members left behind. Provide moral support and help where possible.

Rapid Response Action Plan

1. Get Organized: Build Your Own Inclusive Rapid Response Team

- Team Coordination
- Establish Solid Leadership Structure
- Identify Liaisons
- Resources & Materials
- Important Contacts
- Immediate Action
- Know YOUR Rights

2. Checklist: Essential Steps for Immigrants

Review this [checklist](#) with members of your community before immigration raids and detentions occur.

3. Before the Raid: Get Prepared

- Connect with local language schools, university language departments, and community centers to gather information about languages spoken in your area.
- Identify individuals who may be willing to volunteer as interpreters.
- Contact local temples, mosques, and churches to learn about their immigration efforts and explore opportunities for collaboration.
- Determine whether your local law enforcement agencies have entered into 287 (g) agreements or who seem to be cooperating with ICE Enforcement and Removal Operations (ERO).
- Familiarize yourself and your community members with different types of immigration enforcement agencies as well as state and local law enforcement.

4. During the Raid: Remain Calm

- Remember that there are no longer “protected areas” or “sensitive locations.” This includes courthouses. Immigration officials can arrest, interview, and search people in and around courthouses.
- Contact any family members who were present during the detention as they may have useful information.
- Assist family members in finding qualified legal counsel and representation.

5. After the Raid: Act Quickly

- Activate Rapid Response Team: Once a raid or arrest has taken place, it is time to put your rapid response plan into action.
- Each person involved has a part to play in supporting those who have been detained.

6. Stand in Solidarity: Advocacy Actions

- Raise Awareness
- Advocate for Legislative Solutions
- Support Faith Communities

Checklist: Essential Steps For Immigrants

1. Identify Your Emergency Contact

This person needs to be reliable. It is important that those at risk of detention memorize this phone number. A call to your emergency contact will activate your plan set in place across your family and network.

2. Memorize Your Alien Number (A-Number)

If you have been assigned an alien number, memorize it (for example, A012 345 678). Keep your important documents somewhere safe and make sure a trusted individual knows where to locate them in the event of an emergency.

3. Organize and Protect Your Documents

Review personal/family documentation and initiate the process of obtaining any missing paperwork. When all original documentation is gathered, be sure to obtain English translations of all of them. Then, make copies of both the originals and their translations, and provide them to a trusted individual who does not reside with you.

These important documents may include, but are not limited to:

- Identity documents (birth certificates, identifications, valid and expired passports)
- Marriage and divorce certificates
- School records
- Financial documents (bank statements and bills)
- Deeds, title of cars, insurance documents, income tax returns
- Court documents (any documentation of previous arrests, final dispositions and FBI prints)
- Immigration history (FOIA results, any document received from or given to USCIS, CBP or immigration court, current or expired work authorizations, social security cards, visas)
- Medical history (including ongoing treatments and prescriptions)

4. Plan for Children's Care

If there are children involved, plan for their care and needs:

- Consider existing protective orders before making any decisions on children's care.
- Have you considered stand-by guardianship? Please refer to: [Emergency Preparedness for Immigrant Families: A 50 State Resource | Catholic Legal Immigration Network, Inc. \(CLINIC\)](#)
- Who may be authorized as a third party for school pick-up? Assign someone trustworthy.
- Is there ongoing medical care/treatment that should be considered? Make a list of medications and illnesses you and your children may have.
- Does the child have a valid passport and identification? Have copies readily available.

5. Consult a Legal Professional

Obtain a consultation with an immigration attorney or authorized legal representative. Learn about your options and what next steps are available to you. Keep the name and phone number of a reliable immigration legal representative with you.

6. Strengthen Your Support Network

Save money for emergencies. Attend a Know Your Rights (KYR) training. Stay in regular contact with trusted family members and friends, legal representatives, and community organizations.

Model Rapid Response Team Notebook

Rapid Response Standby Phone Tree

If the phone tree initiators have reason to believe that some kind of ICE enforcement action (i.e. raid) is underway or had occurred, the following phone tree will be initiated. Depending on the circumstances, back-ups and/or other contacts may need to be alerted as well.

The initiators are to call every person directly below them. If any person below one of them is unreachable, the initiator should go ahead and make any calls that would otherwise be made by the unreachable person. If one of the initiators is unreachable, the other initiator(s) are responsible for making or delegating that initiator's calls.

Phone Tree Initiators:

1. (Name & Number):
2. (Name & Number):
3. (Name & Number):

Initiator 1's Branch:

Core member 1 (Name & number) (Helps with legal issues). Names and numbers of backups.

Core member 2 (Name & number) (Liaison to interpreters). Names and numbers to backup.

Core member 3 (Name & number) (Liaison to Schools/Universities). Names and numbers to backup.

Core member 4 (Name & number) (Religious Outreach). Names and numbers to backup.

Initiator 2's Branch:

Core member 1 (Name & number) (Helps with legal issues). Names and numbers of backups.

Core member 2 (Name & number) (Liaison to interpreters). Names and numbers to backup.

Core member 3 (Name & number) (Liaison to Schools/Universities). Names and numbers to backup.

Core member 4 (Name & number) (Religious Outreach). Names and numbers to backup.

Initiator 3's Branch:

Core member 1 (Name & number) (Helps with legal issues). Names and numbers of backups.

Core member 2 (Name & number) (Liaison to interpreters). Names and numbers to backup.

Core member 3 (Name & number) (Liaison to Schools/Universities). Names and numbers to backup.

Core member 4 (Name & number) (Religious Outreach). Names and numbers to backup.

Leadership Structure

To provide an overview of the leadership structure and phone numbers for back-up people, here is a break-down of overall responsibilities:

Coordination & Phone Tree Initiation (Phone Tree Initiators):

1. (Name & Number):
2. (Name & Number):
3. (Name & Number):

Committees

Children & Youth Committee

Primary:

Backups:

Alternative contacts:

Education & Organizing Committee

Primary:

Backups:

Food/Shelter (Immediate Needs) Committee

Primary:

Backups:

Legal Committee

Primary:

Backups:

Media Committee

Primary:

Backups:

Religious Outreach Committee

Primary:

Backups:

Liaisons

Interpreter Liaison

Primary:

Backups:

ICE Liaison

Primary:

Backups:

Labor Liaison

Primary:

Backups:

Children & Youth Committee

Primary (Chair): Name & contact information

Members: Name & contact information (& name of school or university they are with). Make sure to note which schools have an active ESOL program.

It is important to develop a complete contact list for the rapid response team. Here is an example:

School Name	Name	Phone	Address	Email	Notes

Education & Organizing Committee

Primary (Chair): Name & contact information

Members: Name & contact information (& name of organization they are with). Develop a contact list with possible Know Your Rights Trainers and note who of them are bilingual have attended a train-the-trainer workshop. Keep materials accessible.

Org Name	Name	Phone	Address	Email	Notes

Food/Shelter (Immediate Needs) Committee

Primary (Chair): Name & contact information

Members: Name & contact information. Remember if you do not want to handle donations and distributions yourself, you can reach out to others with more experience or capacity.

Org Name	Name	Phone	Address	Email	Notes

Legal Committee

Primary (Chair): Name & contact information

Members: Name & contact information. Be sure to alert national groups. Would be helpful to develop a list of local organizations, Pro-Bono/Low-Bono trustworthy private attorneys and University Clinics.

Org Name	Name	Phone	Address	Email	Notes

Rapid Response Media Committee

Media Protocol

For Spanish language media:

- Provide them with the phone numbers that immigrant families can call who want to find out about family members who are detained or to obtain other forms of assistance.
- Provide names and contact information of media point person
- Provide time and place for community meeting or press conference
- Prepare press release
- Obtain and provide information about who will coordinate donations
- Radio stations: Determine if 1 or 2 well versed with what occurred and what the consequences the raid may participate in a call-in program immediately after the raid to answer any questions that people may have.

For English language media:

- Prioritize local stations – then contact others.
- Provide contact information for media point person
- Prepare press release
- Obtain and provide information about who will coordinate donations
- Provide time and place for community meeting or press conference

If the team deems it appropriate, plan a press conference

Identify within your partners who could provide a nice space that can be used for a press conference. Spokespersons are community members that may have some special authority or experience or represent in some authentic way a group or community. Spokespersons should all be able to articulate the agreed upon group message and be ready to diplomatically handle uncomfortable or even offensive questions.

These people have experience dealing with the press and have agreed to be spokespersons:

1. Name, phone number and Email (English speaker)
2. Name, phone number and Email (Spanish speaker)
3. Name, phone number and Email (Portuguese, English and Spanish speaker)

Tip: Keep list of all media contacts to be able to reach out when appropriate. Separate by type of media: online, newspapers, newsletters, magazines, radio, television channels. Identify which ones are high and medium priority.

Model Press Release

Outline For Press Release For Day After Raid

- Letterhead (with names of organizations and contact information)
- What happened? (Last night 24 of our community members were detained in an ICE raid ...)
 1. *Was the local police involved?*
 2. *Name of employer?*
 3. *Who was targeted and why?*
 4. *Were children involved? What has happened to them?*
 5. *Where are people being detained?*
 6. *Are ICE officers following procedures?*
- What is likely to happen next?
- Community reaction: We (who?) decry the targeted sweep by ICE against our community members and neighbors. (Why?)
- Action steps: We invite you to a protests on XXX, at XXX. OR We urge you to attend: workshops, community meeting. OR We are asking for your help in supporting families by donating, volunteering.

Tip: Have accessible the official descriptions of all partner organizations participating so they may be shared with media in one document and not spend time gathering the information.

Model Talking Points

(Note: These talking points should be considered as a place to start. They are NOT vetted by the Rapid Response Team)

1. The current focus of immigration enforcement, such as raids and the increase of ICE encounters in communities, is yet another tactic to separate families. Spouses are separated from each other, children from their parents and grandparents.
2. An immigration policy that does not instill fear in our communities and deter our children to attend school is one that is fair and prioritizes the well-being of its citizens.
3. Undocumented workers are active members in our society. They too form part of our economy and work just as hard to support their families.
4. We need comprehensive immigration reform that restores and respects civil rights and due process protections for immigrants, reunifies families in a timely matter and protects our community members instead of targeting them.

Religious Outreach Committee

Primary (Chair): Name & contact information (& name of congregation or dioceses they are with)

Members: Name & contact information (& name of congregation or dioceses they are with). It is important to develop an interfaith contact list for the rapid response team. Here is an example:

Org Name	Name	Phone	Address	Email	Notes

Labor Liaison

Name of Liaison:

Contact Information:

Liaison Backup: name and contact information

Develop a labor contact list in event of a raid.

- Does your community have a labor council?
- Do you have any contacts with any unions in your city?
- Does SEIU or AFL-CIO have an office near you? You should develop contacts with them if there are local branches in your area.

Interpreter Liaison

Name of Liaison:

Contact Information:

Liaison Backup(s): name and contact information

The primary liaison will be the point person to reach out to other interpreters willing and able to provide their services on a volunteer or low-bono basis. This person knows the interpreting community and will know how to find an interpreter for the dominant languages in your community.

It would be helpful to note the follow details on the contact list: the language, availability and if they are interpreters for presentations like Know Your Rights or for interviews or if they are able to assist those in ICE custody.

ICE Liaison

Name of Liaison:

Contact Information:

Liaison Backup(s): name and contact information

Address of local ICE Field Office:

Phone number:

Contact information of point person within ICE:

An introduction meeting between the ICE liaison, a Rapid Response team representative and the local lead ICE officer would be helpful to introduce the liaison, but the team as well to Local ICE office and ask them for any relevant information they are willing to share.

Questions regarding 287(g) officers in your community would be pertinent or if they would be willing to contact the team or liaison as soon as they learn of any raid might occur.

Other Important Information

- Contact information of **foreign consulates** relevant to community members. Visit CLINIC's resource to find consulate information: cliniclegal.org/emergency-planning-for-immigrant-families
- List of **Immigration Courts in your area**: justice.gov/eoir/find-immigration-court-and-access-internet-based-hearings
- List of detention facilities in or near your community: ice.gov/detention-facilities. If a person is detained, where was that person taken to and who can you talk to?
- Information for visitation and process would be good of the RRT to be aware of. It might make sense for your team to have a conversation about creating a liaison position for detention facilities.
- Keep contact information of all private attorneys and NGOs in the area who are willing to collaborate as well as contacts of people within National orgs you can touch base with.
- Remember to **keep additional key community contacts** who should be altered in all cases and of people not on the phone tree who have agreed to serve as back-up helpers on particular issues in the event of committee chair or liaison is unavailable.

Emergency Planning Guide

Emergency Plan For:

Make sure each family member carefully reviews this guide and has their own emergency plan in place. Once completed, place this guide on top of your important documents and/or share copies with a trusted family member, friend, or community member.

- ☐ **Identify an attorney or Accredited Representative** who will help you in the event of an emergency. Be sure to speak with them directly. Do not simply write down their phone number without confirming that they will be available and able to help you when needed.
- ☐ **Obtain a legal screening** from an attorney or Accredited Representative to determine whether you qualify for any type of immigration status.
- ☐ **Register with your local consulate.**
- ☐ **Register and build a relationship** with your local church, parish, or other religious or community organization.
- ☐ **Create a family plan** so everyone knows what to do if a family member is arrested, detained, or goes missing.
 - Decide who will be called and in what order.
 - In some states, individuals are legally required to provide their name to law enforcement. Find out whether this rule applies where you live and decide in advance how you will respond if asked for your name. Be aware that refusing to give your name may lead to arrest or detention and could make it difficult or impossible for your family to locate you while in police custody or detention. Speak with your legal representative for advice based on your specific situation.
- ☐ Make copies of all immigration-related and other important documents for every family member and store them in a safe place. Make sure that a trusted family member, friend, or community member who does not live with you knows where these documents are kept. You may also consider giving this trusted person a copy of the documents.

Examples of important documents to copy include:

- Work authorization documents.
- Identifications cards.
- Passports.
- Social Security cards.
- Immigration documents, such as receipt notices for pending cases and approval notices for previously filed cases.
- Birth certificates with English translations.
- Marriage certificates with English translations.
- Documents related to any criminal arrests or cases.
- Names and contact information for any attorneys who have previously represented you.
- Other important records, such as lists of medications family members take or known health conditions.

- ❑ **Choose someone to take care of your children** in an emergency and give them important information, like any medications your children need. Talk to an attorney to see if you should sign legal documents, like a power of attorney, to make sure your children are properly cared for in an emergency. Make sure children born in the United States have passports.
- ❑ **Talk with an attorney about signing a power of attorney.** This legal document lets someone you trust make decisions about your finances, children, and other important matters if you are ever detained or deported.
- ❑ **Save money** for rent, food, medications, and other essential needs in case you are detained. Speak with your attorney or employer about signing a document that lets a family member collect your paycheck if you are detained. If you have money in a bank account, decide whether a trusted person should be able to access it if you are detained.
- ❑ **Gather documents for potential release** from detention on bond detention. Whether someone qualifies for release under bond is determined on a case-by-case basis and is not guaranteed. Regardless, it's important to have some of the required documents ready in advance to save time if you are ever detained. Make sure that the trusted person you choose (spouse, family member, or friend) knows where you keep these documents as well. Remember, these are only some of the documents needed for bond requests. The trusted person you assign will be responsible for collecting the rest.

Collect and safely store the following documents:

- Proof of time living in the United States: Gather documents that show your name and date for the years you have lived in the country. Include as many years as possible, not just the last year or two. Examples include rent receipts, utility bills, and your children's birth certificates with your name on them.
 - Proof of property ownership in the United States: Make copies of deeds, car titles, or any other property you own.
 - Photos of you and your family: These help show ties to your community.
 - Proof of employment: Collect recent paystubs to demonstrate financial ties in the country.
 - Criminal history, if applicable: If you have ever been arrested or convicted, write a personal letter explaining what happened and how you have changed. Include supporting documents.
- ❑ **Arrange for a relative, friend, or community member to pay a bond for you if you are detained.** This person must be a U.S. citizen or a Lawful Permanent Resident (green card holder). A judge sets the bond amount, and it can vary for each case.
 - ❑ **Review this guide and your emergency plan with your entire family,** including children who are old enough to understand. Review this guide and your emergency plan every 6–12 months and update them as needed.
 - ❑ **Make sure everyone in your family knows their rights.** Consider practicing exactly what to say and do if you have contact with law enforcement, including police officers, sheriffs, ICE, CBP, HSI, or ERO.

Memorize the Following Information:

- ☐ Your attorney or Accredited Representative's phone number. Always carry a copy of that phone number with you.
- ☐ The phone number of your consulate. Always carry a copy of that phone number with you.
- ☐ Phone numbers for your family.
- ☐ Your Alien Registration Number/A#, found on your immigration documents, if you have one.
- ☐ Your date of entry into the United States.
- ☐ Your immigration status when you entered the United States.
- ☐ Your current immigration status.
- ☐ Your criminal history, including any arrests, dates, charges, and the outcome (guilty or innocent).

Emergency Contact Sheet

Once filled out, place this sheet on top of your important documents and/or share copies with a trusted family member, friend, or community member. Make sure all members of your family have access to this information.

Attorney/Accredited Representative	Name:
	Phone Number:
Consulate	Name:
	Phone Number:
Religious or Community Organization	Name:
	Phone Number:
Other:	Name:
	Phone Number:
Other:	Name:
	Phone Number:
Other:	Name:
	Phone Number:

Detention Centers and Police Stations

Once filled out, place this sheet on top of your important documents and/or share copies with a trusted family member, friend, or community member. Make sure all members of your family have access to this information.

- Immigration Court Information System (for information about hearings and court dates): 1-800-898-7180 and through acis.eoir.justice.gov/en/.
- ICE Detainee Locator system: locator.ice.gov/odls/#/search.

Local Immigration Detention Center	Name:
	Phone Number:
Local Immigration Detention Center	Name:
	Phone Number:
Local Police Station	Name:
	Phone Number:
Local Police Station	Name:
	Phone Number:

Questions To Ask If a Loved One Calls You From Detention or Police Custody

1. Where are you?
2. Do you need medical attention?
3. What law enforcement agency arrested or detained you?
4. What is the largest city or town near you?
5. What papers have you been given and what do the papers say?
6. Have you signed any papers you have been given?
7. Do you have a court date or hearing scheduled?
8. Have you spoken with your attorney or Accredited Representative?
9. Are there any important documents you have collected at home or in a safe place that I should be aware of?
10. Do I need to get in touch with anyone to assist with your children?