



# EMPLOYER DHS/ICE RAID PREPAREDNESS ACTION PLAN CHECKLIST

## 1. Immigration Point Person

Assign a staff member as the primary contact for all DHS/ICE/CBP correspondence.

Ensure all employees are aware of who this person is and how to contact them.

Immigration Point Person:

- Name:
- Contact Info:

## 2. Employee Awareness and Communication

Train employees to immediately notify the Immigration Point Person in case of any contact from DHS/ICE/CBP.

Provide clear instructions on workplace rights and responsibilities in case of a raid.

Inform employees that they should not communicate with DHS/ICE/CBP on the Company's behalf.

## 3. Workplace Signage and Access Control

Ensure proper signage is displayed on all private and non-public workspaces.

Restrict unauthorized access to non-public areas unless legally required.

## 4. Handling ICE or CBP Agent Arrival

**Step 1:** Ask agents if they have a warrant.

**Step 2:** If no warrant is presented, deny access to employees, documents, and non-public areas.

**Step 3:** If a warrant is presented, carefully review its details.

## 5. Validating the Warrant

Confirm it is a judicial warrant, issued by a federal court and signed by a judge.

If it is an administrative warrant (issued by DHS/ICE/CBP), it does not grant access to non-public areas.

## 6. Managing the Search and Seizure Process

Cooperate within the limits of the warrant.

Do not interfere with officers' search and seizure within the scope of the warrant.

Record details of the search, including items taken and persons spoken to or detained.

## 7. Employee Rights and Conduct

Inform employees that it is **their choice whether to answer** questions from ICE agents.

Inform employees that it is **their choice whether to remain silent** and request legal representation.

## 8. Documentation and Evidence Collection

Keep detailed records of all interactions, searches, and seizures.

Request a copy of the warrant and any inventory of seized items.

## 9. Handling Arrested or Detained Employees

Gather details on where detained employees are being taken.

Notify legal counsel or an immigration attorney for assistance..

## 10. Protecting Business-Critical and Confidential Documents

If agents attempt to seize confidential or critical business documents, request an accommodation to retain or copy them.

Consult legal counsel immediately for guidance.

## 11. Post-Raid Review and Next Steps

Conduct a debriefing with key personnel to document the event.

Consult an immigration attorney to assess the situation and respond appropriately.

Coordinate with crisis communications team to manage post-raid internal and external communications and to limit risk and minimize exposure.

Provide necessary support to affected employees.

Revise and update this action plan based on new developments or legal requirements.

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