



# **RAPID RESPONSE TOOLKIT**

To help advocates prepare their  
communities for ICE raids and detentions

**By Tania Guerrero**

*Attorney, Policy and Outreach*

**Catholic Legal Immigration Network, Inc.**

***[cliniclegal.org](http://cliniclegal.org)***

# RAPID RESPONSE TOOLKIT OVERVIEW

1

## BEFORE THE RAID: GET PREPARED

Reach out to local language schools, language departments in universities and community centers to learn more about what languages are spoken in your area and who might be willing to volunteer as interpreters. Reach out to local temples, mosques and churches and learn about interfaith communities. Learn if your local law enforcement cooperates with ICE when making an arrest.

3

## AFTER THE RAID: ACT QUICKLY

After a raid or arrest act as soon as possible on the plan that you and your community have created. Everyone has a role to play.

5

## GET ORGANIZED: BUILD YOUR OWN INCLUSIVE RAPID RESPONSE TEAM

### HOW-TO GUIDE

- Step 1: Coordinate a team
- Step 2: Establish a solid leadership structure
- Step 3: Identify who could be Liaisons

2

## DURING THE RAID: KEEP CALM

Family members present might have gotten names and badge numbers of officers, and could also provide the names and birthdates of people being arrested. Learn what local and state laws apply to ICE arrests. Remember that courthouses are NOT "sensitive locations." ICE can arrest, interview and search people at and around courthouses.

4

## STAND IN SOLIDARITY: ADVOCACY ACTIONS

Raise awareness, advocate for legislative solutions and seek support from faith community.

6

## CHECKLIST: GET PREPARED

- 1) Who will the emergency contact be?
- 2) Know your alien number if you have one.
- 3) Review personal/family documentation and initiate the process of obtaining any missing paperwork.
- 4) If there are children involved, plan for their care and needs.
- 5) Get a consultation with immigration attorney or legal representative.
- 6) Save money, attend a KYR training and maintain communication with those you trust.

## ABOUT

Given the rise in enforcement activity by Immigration and Customs Enforcement, or ICE, it is necessary for community navigators and neighbors to be prepared in the event of a small- or large-scale raid. A community navigator is 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 may be 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.

Pope Francis teaches us that we have “a duty of solidarity” to our immigrant brothers and sisters and that we should “give greater attention to those who are weakest, poorest and most vulnerable.” In working for immigrant rights, advocates and communities need to have passion for it; they need to strongly desire what they seek, believe in and stand for. Preparing your team is a reflection of this; it is an act of shared care and love. Saint Francis Assisi’s teachings focus on sharing responsibility and showing love in deeds of service. This guide is an attempt to come together as one dedicated, informed and organized collective that stands by our neighbors.

This toolkit provides ideas in developing a rapid response plan to help protect vulnerable immigrants in your community. It is of utmost importance to be prepared, keep organized and stand together.



# RAPID RESPONSE TOOLKIT

## BEFORE THE RAID: GET PREPARED

Communities at large are affected in many ways with large scale raids, but also with the increase of ICE encounters. We have seen this recently in Texas, North Carolina and Tennessee. The impact has been widespread and the fear of this happening again has a grave effect on how people carry on in their daily lives, such as with children missing school. When preparing for a possible enforcement action, it is important to consider the unique characteristics of your community. This information can be useful in assisting with creating a plan for families, understanding rights, and working to build an inclusive rapid response plan.

### QUICK TIPS

1. Reach out to local language schools, language departments in universities and community centers to learn more about what languages are spoken in your area and who might be willing to volunteer as interpreters.
2. Reach out to local temples, mosques and churches, learn what they’re doing in this area and seek their collaboration.
3. Learn if your local law enforcement agencies cooperate with ICE when making an arrest.

### **Encourage the Construction of a Personal or Family Plan**

Gathering important documents is the first step to creating a plan for emergencies like this. 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. Having immigration documents handy, such as any letters or notices from USCIS or DHS, can help a detained person’s legal representative piece together their immigration history. For community members with children, now is the time to consider child care 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 while getting prepared.

### QUICK TIPS

1. Extra copies of documents should be with someone the family trusts BUT who does not live in the same household.
2. Consider connecting parents in your community with legal representatives who can help them appoint a legal guardian for their children.
3. Seek an initial consultation with an immigration attorney and ask if obtaining your complete immigration record through the Freedom of Information Act (FOIA) would be helpful to you and if they can assist you.

## Empower your Community Members through Know Your Rights (KYR) Trainings

A key part to being prepared is knowing our rights as a community and as individuals. Regardless of immigration status, knowing your rights enables people to understand particular situations and their consequences and helps people make informed decisions. As advocates, one option is to ask faith communities and other organizations to learn how to train their members in how to present know-your-rights information for immigrants. KYR trainings are a positive way to get involved in your community. Reach out to unions, places of worship, libraries and community groups and distribute know-your-rights training dates and materials like this one. CLINIC developed a KYR guide to help you help your community: <https://cliniclegal.org/resources/know-your-rights-law-enforcement>

### QUICK TIPS

1. KYR trainings should: Educate people about their rights; Empower people to defend themselves against unlawful law enforcement actions; and inform people on what they can do when they encounter law enforcement.
1. Hold a KYR workshop for school staff, business owners, and homeowners on how they can stand with their community.
2. Be creative and incorporate role-playing, skits, and family-friendly venues to make difficult conversations less intimidating and more accessible.

## Work with your Community to Build an inclusive Rapid Response Team

A well-organized rapid response team should include people from media, social services, community leaders, attorneys, legislative advocates and faith leaders who can provide a coordinated response to any ICE action. The step by step guide below will give you a basic layout to create a phone tree and overall leadership structure for the team. A phone tree is a pyramid system that allows for a group of people to be activated by telephone.

A rapid response team in your area is one way to maximize the resources on the ground and effectively support those directly affected by raids and arrests. Time is important and a strong and inclusive rapid response team will allow for a multi-disciplinary approach to detention and strategic ICE actions. 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

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

## DURING THE RAID: KEEP CALM

Be ready to document all the facts about what is happening, including all actions taken by ICE that seem unlawful, as well as license plates and other identifying features of vehicles used by the enforcement agency. Raids and encounters with ICE or local law enforcement are usually when least expected and can be intimidating. Your team must have already identified a few people who are willing and able to be present at the neighborhood or workplace where the raid is occurring. Be mindful of the high stress situation that your team will be walking into, remember to keep in contact with each other and follow a plan.

Your team should have a 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, it would be important to note that people will be held at local jails as well. Team or allied attorneys and DOJ accredited representatives should be informed and connect the family member or friend of anyone detained to them. 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.

There are "sensitive locations" where ICE and law enforcement should not arrest or search people. Some sensitive locations are hospitals, schools, and places of worship. If any action does occur it should be under special circumstances, such as: ICE officers must avoid alarming people and should be discreet and limit their time at the sensitive location. <https://cliniclegal.org/resources/dhs-sensitive-locations-memo>.

### QUICK TIPS

1. Remember that courthouses are NOT sensitive locations. ICE can arrest, interview and search people at and around courthouses.
2. Learn what our local and state laws apply to ICE arrests.
3. Family members present might have gotten names and badge numbers of officers, and could also provide the names and dates of birth of people being arrested.

Raids are usually very fast and targeted actions. If you are alerted to an ongoing raid activate your rapid response team by calling your phone tree initiator. Community members may be approached by immigration for many reasons, however, some communities have seen ICE use abusive tactics such as coercion, intimidation and surveillance while making arrests. One deceptive tactic used in Maryland was ICE officers who gained a person's trust by behaving as if they were local police.

When determining how your rapid response team should prioritize assistance in emergency situations, keep in mind that people at greater risk of removal should have or quickly obtain legal representation. Those at greater risk:

- Have a final order of removal
- Have been deported previously and have returned
- Have criminal charges, convictions or have committed acts that constitute a chargeable criminal offense

Your rapid response team should consider local law enforcement agencies may be participating in the 287(g) program. Help your team build the necessary structure to support each other and react accordingly.

#### QUICK TIPS

1. To verify if your local law enforcement is participating in the 287(g) program go to: <https://www.ice.gov/287g>. Keep in mind that the 287(g) programs are slated to end on June 30, 2019.
2. Keep record of any concerning law enforcement behavior such as threats or use of excessive force. This information could be used for future advocacy actions.

#### **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 ICE 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 ICE officials to show a valid warrant from a judge to gain access to your home. Lawful access to your home can be granted either by your consent or with a signed warrant. Everyone in the family should have assigned and clear roles in case ICE attempts to enter the home.

#### QUICK TIPS

1. Use CLINIC's Know Your Right resource, pages 4 & 5, to learn how to read a warrant. <https://cliniclegal.org/resources/know-your-rights-law-enforcement>.
2. Help families create an action plan for themselves, identify the documents that should start to be gathered, and invite them to a KYR training.
3. During a house raid people within the home should know they may ask for the officer's name and badge number.

#### **Raids in the Workplace**

ICE officials may come onto job sites with the permission of the employer or a warrant. The first step for you as the advocate or rapid response member to being prepared is to learn about the employer's policy regarding law enforcement actions on the job. Some employers do not allow law enforcement officers, including ICE, into their facilities unless they have a warrant. Preparedness is crucial in delivering a well-coordinated response. Developing trusted contacts and strengthening bonds with workers, union leaders and employers is helpful in providing a know-your-rights training and involving people in your rapid response team. Hold trainings at local businesses, factories and other workplaces, use our Know-your-rights resource and distribute our workplace checklist on page 18, <https://cliniclegal.org/resources/know-your-rights-law-enforcement>.

#### QUICK TIPS

1. Does your human resources department have policies for front desk staff when ICE or law enforcement inquires about employees?
2. If not, who would contact your company's management about setting a policy in case of raids.
3. Union leaders can help support workers in generating change in workplace policies on cooperating with ICE.

#### **One-on-One Encounters**

If an ICE or law enforcement officer approaches someone in a public area, it is important for them to remember to not run, remain silent and not fight back. These encounters can be very confusing if the person doesn't understand the reason for an officer to approach. A traffic violation may be the initial interaction. It is more difficult for the rapid response team to find out about single arrests because the affected family might not know anyone who can help and they fear drawing attention to themselves. For the rapid response team to be effective, the first challenge is to establish and maintain contacts within the community. People must know about the rapid response team and be assured the team is trustworthy.

#### QUICK TIPS

1. Be aware that some states require everyone to say their name when asked by law enforcement.
2. Hold community or town hall meetings to present what the rapid response team is about, how to participate or who people can reach out to in case of emergency.
3. If a local organization is participating or leading the rapid response team; it might be easier to contact someone in the organization that can activate the rapid response team.

## AFTER THE RAID: ACT QUICKLY

After a raid or arrest occurs it is time to act on the plan that you have carefully created. Everyone has a role to play in helping those arrested. Here are a few things you should be thinking about doing after a raid or ICE action:

- 1. Activate Rapid Response Team:** Maintain communication channels; call an emergency meeting as soon as it is apparent a raid has taken place. Immigration attorneys and DOJ accredited representatives who are part of the rapid response team should start coordinating with families and friends of those detained and should immediately determine where the person was taken.
- 2. Contact immigration attorney/legal representative:** If the person has one, and update the legal representative on what has occurred.
- 3. Have guardianship information and children's location available:** Assist community members in activating their rights as standby guardians by locating the children.
- 4. Is this a raid, strategic operation or single encounter?** The rapid response team should be able to consider if an action is a single one or is part of a larger strategic operation in the area. This will help the team determine how to provide support and decide what advocacy actions are relevant.
- 5. Keep the communication flowing:** Maintain communication between your rapid response team, affected families, friends and parishes.
- 6. Activate the labor liaison when a workplace raid occurs:** The rapid response team liaison may support local labor leaders to contact their national organizations, local ICE offices, local law enforcement, local and state elected officials.
- 7. Suggest a corporate statement:** If the rapid response team liaison has contact with the affected worksite, consider suggesting a statement from the company's management, reassuring employees about steps being taken on behalf of their coworkers.

## STAND IN SOLIDARITY: ADVOCACY ACTIONS

### Raising 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 respect their culture and address the specific needs
- Hold a meeting to educate community members
- Have a collective presence in social media, create a Facebook page or a common hashtag
- Explore advocacy and messaging strategies if someone is interested in publicly speaking out
- Report any possible illegal or abusive practices by ICE or any law enforcement agency to national organizations that lead efforts in this area or create an advocacy action around it
- Create a family bond fund: Fundraise to help members of your community who are in ICE custody
- Partner with local officials to condemn ICE actions or to review safety procedures for the community in the face of an immigration raid

### Advocating for legislative solutions

- Write to your members of Congress and inform them of 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 ideas or help, contact the advocacy team at CLINIC.

### Support from faith community

- Hold an interfaith 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.

# GET ORGANIZED: BUILD YOUR OWN INCLUSIVE RAPID RESPONSE TEAM

## HOW-TO GUIDE

### Step 1: Coordinate a Team

- Identify reliable people to form part of a phone tree: Phone tree Initiators (primary points of contact), they are expected to initiate the phone tree if it is believed that action by immigration authorities is happening or has occurred. Initiators are to call every person directly below them. If unreachable, the initiator should call those below the unreachable person.
- Make branches: Each initiator (example: 3 branches) is a leader within a branch. Each branch includes a person from a committee or is a liaison.
- Some rapid response teams have specific goals to work on and are active despite not having a raid to react to. Decide if that is something you are interested in doing. Some goal ideas are: raising funds for bonds, legal support and food; push back against a specific state bill that will harm your community; prayer circles for affected community members; or hold regular community meetings.
- Agree upon possible headquarters in the event of an emergency.

### Step 2: Establish a Solid Leadership Structure

- Decide on coordination and phone tree initiation. Create clear channels of communication.
- Think of committees relevant to your local needs (i.e. children & youth, education & organizing (events/trainers), immediate needs (food/shelter/transportation), legal, media (press releases/press conferences), religious outreach (interfaith presence), fundraising
- Organize committees and have names, phone numbers, emails and area of focus
- Start to draft an action plan for when raids or arrests occur in your community. Be as specific as possible. Put it in writing and share with everyone in your team.

### Step 3: Identify who could be Liaisons

- The responsibility of a liaison is to develop or strengthen a working relationship with local law enforcement, ICE, state and federal public defenders, local nonprofits, and public schools. These relationships will help obtain accurate information and help those detained quicker.
- Areas of focus: ICE, interpreters, labor unions, public schools, local pro-bono/low-bono immigration, criminal and family attorneys, contact with national organization

### Step 4: Resources & Materials

- Identify materials useful to your team.
- Keep copies accessible at headquarters or with an initiator.

### Step 5: Important Contacts

- Decide you would like to organize yourselves. Consider keeping material in physical binders or in Google docs available to the whole team. Either way it is important to share and update information regularly to avoid miscommunication and duplicating work that has already been done.
- Important contacts to obtain, share and archive are: local and regional detention centers, consulates, 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, where their experience and knowledge would be best used. This information will be helpful when trying locate those detained and help them obtain representation.

### Step 6: Be Prepared to Take Immediate Action when a Raid Occurs

If a raid does occur in your area, do not panic - you and your team have a plan and know what 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.

## CHECKLIST: GET PREPARED

### 1) Who will the emergency contact be?

Think of someone reliable. It is important for people at risk of detention to memorize this phone number. This call will activate your family and network.

### 2) Know your alien number (A012 345 678) if you have one.

Memorize it. Keep it with your important documents and tell someone where to find it.

### 3) Review personal/family documentation and initiate the process of obtaining any missing paperwork.

When all original documentation is gathered, remember to translate all documents into English, make copies and keep them with a trusted person outside of home. Original documents to obtain:

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

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

- Consider existing protective orders before making any decisions on children's care.
- Are the parents thinking about stand-by guardianship? Please refer to: [https://clinicalegal.org/emergency-planning-for-immigrant-families?title\\_1=All](https://clinicalegal.org/emergency-planning-for-immigrant-families?title_1=All)
- Who may be authorized as a third party for school pick-up?
- Is there ongoing medical care/treatment that should be considered?
- Does the child have a valid passport and identification?

### 5) Get a consultation with an immigration attorney or 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) Save money, attend a KYR training and maintain communication with those you trust.

## NOTES





CATHOLIC LEGAL  
IMMIGRATION  
NETWORK, INC.