

Preparing for an ICE Visit

Updated 2/6/2025

1



Develop and Practice a Plan

- Create** a preparedness plan and **practice** with staff
- Decide who will be the **ICE Liaison**
- Practice** implementing the plan
- Update **employee emergency contact information**
- Consult your attorney.**

2



Establish and Label Restricted / Private Areas

- Label restricted and private areas** not open to the public.
- DO NOT give permission** for ICE to enter private areas.
- Train staff** to go to restricted areas if ICE visits.

3



Know your Rights

- If ICE arrives, everyone should **remain calm.**
- Immediately notify** the ICE Liaison.
- Any employee approached by ICE should say, "I will get someone who can help you." or "You will need to speak to my employer."
- Keep ICE officers in public areas.

4



Understand Judicial and Administrative Warrants

- DO NOT** grant ICE permission to enter restricted areas.
- Review documents** to ID type and scope of warrant.
- Look for the **date, warrant scope and a judge's signature.**
- Contact attorney** to review documents immediately.

5



Know What is Required During an I-9 Audit

- If you receive a Notice of Inspection, **immediately contact your immigration attorney and notify your employees**
- You have **three days** to respond. Take all three.

This resource is for informational purposes only. It is not legal advice. If you have questions about your situation, speak with your attorney.



Everyone Has a Role During an ICE Visit

Updated 2/6/2025

EMPLOYEES WHO ARE APPROACHED BY ICE

Stay calm. Do NOT answer ANY questions, and say “I will get someone who can help.” or “You will need to talk to my employer.” **Contact Designated ICE Liaison Immediately!**

Have ICE agents stay in public areas. Do NOT give them permission to enter employee/ restricted areas.

ICE LIAISONS FOR THIS ESTABLISHMENT

1. _____
2. _____

DESIGNATED ICE LIAISON

Immediately call your attorney!

Attorney Contact Info: _____

Examine paperwork closely, looking for type of warrant, date issued/signed and who signed it. Judicial warrants must be signed by a judge.

Document officer names, badges, demands, behavior & interactions. Copy all paperwork.

EVERYONE

Stay Calm. Do NOT run.
Exercise your right to remain silent.
Go to labeled private area if you are uncomfortable.



For more information or plan examples,
click QR Code or visit
www.basicberkshires.org/ice-preparedness

