



## 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 **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.

### Disclaimer:

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