

Workplace Protection & Response Plan

For Immigration, ICE, or Law Enforcement Visits

Business Name: [Insert Business Name]

Effective Date: [Insert Date]

I. PURPOSE

This Workplace Protection & Response Plan (WPRP) establishes protocols to ensure the safety, rights, and dignity of all workers in the event of an immigration enforcement action (e.g., ICE audits, raids, or arrests) or visit by federal agents. The plan is rooted in our commitment to a safe and respectful workplace.

II. SCOPE

This plan applies to all employees, contractors, supervisors, and managers at [Business Name]. It outlines procedures for responding to:

- I-9 audits
- Worksite raids
- Arrests or questioning of specific individuals
- Any contact with ICE or federal agents at or near the workplace

III. PREVENTION & PREPAREDNESS

A. Designation of Response Team

- Point of Contact (POC): [Name, Title, Phone]
- Back-Up Contact(s): [Name(s), Title(s)]

These individuals are the only ones authorized to communicate with ICE/federal agents.

B. Training

- All staff will receive Know Your Rights training annually.
- Staff will be trained on how to respond to ICE or law enforcement presence, including:
 - Refusing access to non-public areas without a judicial warrant
 - Exercising the right to remain silent
 - Directing agents to the designated POC

C. Signage & Space Control

- 'Private Area' signs will be posted on non-public spaces.
- Access to non-public areas is restricted to authorized personnel.
- Doors to private areas remain closed or locked.

IV. RESPONSE DURING AN INCIDENT

A. If ICE or Federal Agents Arrive

1. Stay calm and do not panic or run.
2. Direct the agents to the designated POC.
3. Do not provide any documents, information, or access without review.
4. If presented with a warrant:
 - Request a copy and verify if it is a judicial warrant (signed by a judge).
 - If it is an administrative warrant (I-200 or I-205), deny access to private areas.
5. Record or document agent actions, if safe to do so.

B. Communication

- Notify legal counsel and union representatives (if applicable).
- Inform workers and management with verified information only.
- Contact family members of impacted workers if needed.

V. POST-INCIDENT ACTIONS

A. Worker Support

- Offer leave to workers while they secure legal support.
- Pay owed wages and benefits promptly.
- Allow return with full seniority once authorized.

B. Legal & Community Response

- Connect workers to immigration legal aid and rapid response networks.
- Support legal defense fundraising.
- Provide job references as needed.

VI. RESOURCES

- Legal Aid Contact: [Name / Organization / Phone / Email]
- Local Rapid Response Network: [Contact Info]
- Know Your Rights Materials: [Location or Link]

VII. REVIEW & UPDATES

This plan will be reviewed and updated annually or following any incident involving law enforcement. Employees are encouraged to provide feedback for improvement.

Approved By:

[Name]

[Title]

[Signature]

[Date]