

# Immediate Action Steps If ICE Shows Up

## *Emergency Raid Response Checklist*

### Audit Response

- Contact legal team immediately
- Gather and verify key documentation
- Review ICE's findings and correct minor errors
- Work with legal counsel to handle serious issues

### Legal First Steps

- Call Fisher Phillips Rapid Response Team (877-483-7781)
- Send warrant or subpoena to legal counsel immediately
- Do not delay or obstruct—but monitor everything

### Warrant Protocol

- Ask to see the warrant (must be signed by a judge for a search)
- Confirm name, location, scope, and date
- Take a photo or make a copy
- Provide a copy to legal counsel ASAP

### On-Site Protocol

- Designate liaison to follow ICE throughout site (no interference)
- Do not hide workers, destroy documents, or give false info
- Inform employees of their rights (they may speak or remain silent)

### Documentation

- Track what ICE agents access or seize
- Create an inventory list of all documents, files, or devices taken
- Preserve internal communication (texts, emails, chat logs)

### Communications

- Prepare a public statement strategy with legal/PR
- Inform key stakeholders as needed (owners, board, department heads)
- Monitor social media and press coverage