

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