

ICE Presence Response – [Insert Institution Name] Event Edition

We value you and thank you for joining [Insert Institution Name] for our event. Outlined below are some guidelines to support you if ICE agents arrive during the programming.

If you notice ICE agents on-site or in the periphery, please:

- Notify any [Insert Institution Name] staff member or security guard.
- Alert staff member or security guard that “[Insert Code Word Here] ” is at [location].”
- Staff and Security are tasked to alert everyone via radio with the same statement.
- Check the FYI section below for more details on what “[Insert Code Word Here] ” triggers.

If confronted or addressed by ICE agents, please refer them to [Insert Institution Name] staff or security guard.

- As a vendor, guest, or community partner, you are not expected to respond to ICE agents. Please refer them to the [Insert Institution Name] team.

If there is no [Insert Institution Name] staff member or security guard near you, please contact:

- Security: [Insert Security Main Number Here]
- Security Operations Manager: [Insert Security Operations Manager or Director Here]
- [Insert Institution Name] contact for the event

FYI

Designated Area: If in the [location], ICE agents are to remain in the [location] until Authorized Contact Person(s) arrive. If already indoors, ICE agents are to stay in (museum entrance) and wait there until Authorized Contact Person(s) arrive.

“[Insert Code Word Here]”: Stating “[Insert Code Word Here] ” will set in motion a series of responses that [Insert Institution Name] staff and security are trained to perform, including contacting our Authorized Contact Persons, identifying a Monitor, and preparing Checklists.

Helpful Phrases

- “Per [Insert Institution Name] ’s policy, we are not authorized to speak with you.”
- “I do not want to answer any of your questions; I will notify [Insert Institution Name] staff and security of your presence.”
- “We ask that you remain [in the designated area] until a [Insert Institution Name] staff member or security guard speaks with you.”