

(Insert School Name Here) Federal Agent Safety Plan - Draft

**This document is meant to be a draft for you to edit as needed for your school. Click this [link](#) to make a copy that you can edit for your school!*

Situation (A) Federal Agent comes to the school with warrant naming specific student/staff:

Steps	On the hook
1. Security or person at front desk: • Do NOT open the door • Ask through the door or via intercom for them to show you a badge, state their name, agency and purpose of visit	Main desk security
2. Call for Admin to come to the front	Main desk security
3. Admin or designated personnel video record the entire situation until federal agents leave premises with no stops	Admin/security
4. Call CPS Safety and Security 773-535-3335	Admin/security
5. Security or Admin read script*	Admin
6. Admin or sanctuary team activates either a hard or soft lockdown *Email to staff should be sent with slides **Security to check outside to ensure PE classes heard and any other classes or students who are outside come in**	Admin
7. Admin call the CPS Legal Department 773-553-1700	Principal
8. Admin calls Network Chief who then calls Central Office	Principal
9. Sanctuary Team Member calls CTU Organizer, Field Rep or CTU Main Line 312-329-9100	CTU member
10. Admin or Sanctuary Team Member calls (Insert Community Org) and report the situation-- (Insert Community Org) should call ICIRR	Assistant Principal or Sanctuary Team Member
11. Admin to call the emergency contact listed for the student/staff in question. Inform family of situation and ask that a documented and trusted person come to the school	Assistant Principal
12. Lock back gates (so that there is only one entry into the building) Modify for your building based on layout of building	Security
13. Notify DREAM Team Sponsors (or similar at your school if it exists)	Security/admin
14. Deny federal agents from entering (insert school name here) or taking any records - wait for CPS Legal	All

*Script

1. What is your name? What is your badge number? What organization do you represent?
2. I do not have authorization to allow law enforcement officers to enter (school name)
3. Can I see your identification and badge?
4. This school does not consent to entry of Immigration and Customs Enforcement Agents without a judicial warrant signed by a judge.
5. I do not consent to entry and I am not authorized to review court orders.
6. As a school, we have the right to deny entry until legal counsel arrives.
7. Please wait outside while the School administration contacts CPS legal counsel.

*Email to Staff:

“Federal Agent presence has been verified outside of (insert school name here). We are commencing a ‘soft lock-down’. This means that no one will be allowed into the building, but the school day will run as scheduled. We are a sanctuary school and we will do everything possible to keep our students safe. Please [use these slides](#) to help you with messaging the situation to students.

Please make sure that students are not on their phones. We have contacted (insert community org here) so that they can work on safely engaging the community and the media. If students want to call home, please allow them to go to the Main Office. If students indicate that they are distressed or look distressed, please allow them to go to the Counseling Office.

Please try to continue the day with as much normalcy as possible, but allow for some flexibility given the delicacy of this situation.

Thank you all and please feel free to reach out should you have any questions or concerns.”

All-Call to parents notifying them of Federal Agent Presence in the community

“We have verified that there are federal agents in the community. (Insert school name here) is a Safe Haven and will not allow agents into the building. Please do not come to the school. Students are safe in the building. We will update you as we have more information to share.”

Once the situation is verified to be clear, follow up with an all-call to parents to let them know that it is clear.

“We have verified that we are all clear. Please do not come to the school. Students are safe in the building.”

AssistPrincipal1 outside in case families come to (insert school name here); once (community org) arrives, Assistant Principal re-enters.

If parents/guardians come to pick up students early, “check- out station” is created outside

- One Admin and one Security outside with radio
- Verify parent/guardian ID via radio to main office (check emergency form)
- Call student to main office and then have student go outside to the parent/guardian.

Will be posted up front:

Hate has no home at (insert school name here). We are committed to protecting the rights of ALL students and families.

Federal Agent Access to CPS Property in line with the City of Chicago’s Welcoming City Ordinance: Federal agents will not be permitted access to CPS facilities unless there is a verified, criminal warrant. If Federal agents arrive at a school and present paperwork, the Law Department will be called.

Situation (B) In case of Federal Agent presence outside of the school (in the community)

Steps	On the hook
1. Safe Passage to notify (insert school name here) admin	Safe passage
2. Call (Community Org/Community Rapid Response Team) and ICIRR and report the situation. Ask if they can confirm threat is real. ICRR’s number: 1-855-435-7693	AssistPrincipal1
3. Call the CPS Legal Department	Principal
4. Go out into the (insert school name here) community to verify that this is true. AssistPrincipal1 outside in case families come to school; once community org arrives, s/he re-enters. <i>If someone is documented and comfortable, they can approach the unmarked car and ask for the people inside to identify themselves. You can record this as a video or audio recording if you are comfortable doing so.</i> • <i>If possible, take photos of the vehicle, license plate, the people’s clothing, identification documents of the agents, etc. This will all help identify who the people/agents are.</i>	Principal and AssistPrincipal2 take walkies and go into community (Insert selected name here) to stay outside school doors

5. Notify DREAM Team Sponsors (or similar at your school if it exists)	Security
6. If it is verified to be true, use the Soft Lock-Down drill procedure for school. *Email to staff should be sent with slides **Security to check outside to ensure PE classes heard and any other students outside come in**	AssistPrincipal2
7. Notify Team Counseling & College (or similar) of verified outdoor threat	Principal
8. Email teachers and announce for teachers to check their emails to share information.* Teachers asked to share with students in their class.	AssistPrincipal1
9. Notify neighboring schools: (insert neighboring school names here)	Principal
10. All-Call to parents notifying them of Lock-Down and that they should NOT come to the school as no one will be allowed in or out until this is cleared. Note: Students are allowed to come to the office to call family.	Principal
11. Lock back gates (so that there is only one entry into the building) Modify for your building based on layout of building	Security

*Email to Teachers:

"Federal presence has been verified outside of (insert school name here). We are commencing a 'soft lock-down'. This means that no one will be allowed into the building, but the school day will run as scheduled. We are a sanctuary school and we will do everything possible to keep our students safe. Please [use these slides](#) to help you with messaging the situation to students.

Please make sure that students are not on their phones. We have contacted (insert community org here) so that they can work on safely engaging the community and the media. If students want to call home, please allow them to go to the Main Office. If students indicate that they are distressed or look distressed, please allow them to go to the Counseling Office.

Please try to continue the day with as much normalcy as possible, but allow for some flexibility given the delicacy of this situation.

Thank you all and please feel free to reach out should you have any questions or concerns."

All-Call to parents notifying them of Federal Agent Presence in the community

"We have verified that there are ICE agents in the community. (insert school name here) is a Safe Haven and will not allow agents into the building. Please do not come to the school. Students are safe in the building. We will update you as we have more information to share."

Once the situation is verified to be clear, follow up with an all-call to parents to let them know that it is clear.

"We have verified that we are all clear. Please do not come to the school. Students are safe in the building."

AssistPrincipal1 outside in case families come to (insert school name here); once (community org) arrives, she re-enters.

If parents/guardians come to pick up students, "check-out station" is created outside
One Admin and one Security outside with radio
Verify parent/guardian ID via radio to main office (check emergency form)
Call student out to the parent/guardian

Situation (C) A student or family member of a student has been detained:

- Follow typical Crisis protocol (Per CPS & (insert school name here))
- Contact (community org) to try to:
 - Connect the family with a lawyer
 - Decide on next steps with the family (what they are comfortable with)

Situation (D) Federal Agent was accidentally allowed in the building (This protocol has not been fully developed)

Steps	On the hook
1. Call for Admin to come to the front	Main desk security
2. Admin or designated personnel video record the entire situation until Federal agents leave premises with no stops	Admin/security
3. Call CPS Safety and Security 773-535-3335	Admin/security
4. Admin call the CPS Legal Department 773-553-1700	Principal
5. Admin calls Network Chief who then calls Central Office	Principal
6. Sanctuary Team Member calls CTU Organizer , Field Rep or CTU Main Line 312-329-9100	CTU member
7. Admin or Sanctuary Team Member calls (Insert Community Org) and report the situation-- (Insert Community Org) should call ICIRR	Assistant Principal or Sanctuary Team Member
8. Admin to call the emergency contact listed for the student/staff in question. Inform family of situation and ask that a documented and trusted person come to the school	Assistant Principal

- Request to see identification and document the name of the supervising Federal Agent officer.
 - Demand that Federal Agent produce a judicial warrant authorizing agents to search the premises.
 - Request a copy of any warrant.
- Do not consent to Federal Agent entering any location or taking any records.
- If Federal Agent conducts a search, whether with or without a judicial warrant, staff should not attempt to physically interfere with the search.
- Staff should accompany Federal Agent officers during the search. Take notes and video record all ICE's actions and request that they provide a list of any items seized.
- Staff and visitors on the property will be advised that they are not required to speak to Federal Agent, provide identification, or share other documents. They may consult with a lawyer if needed.
- If Federal Agent provides an administrative warrant identifying a CPS employee, staff is not required to inform Federal Agent whether the employee is working that day or to take Federal Agent to the employee.

Start videotaping interaction (+ any narration)

- Strategies when filming police
 - Distance: grabbing distance plus a step away (8-10 feet)
 - If you can help it, do not be alone (one filming another one person closer filming)
 - When filming or dictating audio, film it to the end with no stops
 - Narrate what you are seeing, say date, time, location (like an intersection)
 - Any identifying info (badge numbers, license plates)
 - Cops are supposed to say their badge number
 - You don't need to stop narrating - repeat it

- Try to keep the camera focused on law enforcement more on the person they are detaining
 - All evidence can be used against all parties involved (witnesses, victims, cops)
- Document everything
 - Officer information (Name, Badge number)
 - Write down or record everything that happens during the interaction
 - Important to record if they enter even when told not to.
 - Write down any additional witnesses. Include contact info. Encourage witness to document what happened as well