



Protocol for Rumored or Confirmed ICE Sweeps

This protocol is for rumors or knowledge of an ICE “sweep” or “raid” to a neighborhood or workplace. For a specific instance of a visit to a BUSD site, see [Protocol for Immigration-Related Law Enforcement Visit](#)

If you hear that a “raid” or “sweep” is being conducted by federal immigration agents (ICE), this is the standard operating procedure for BUSD. **Begin with contacting the District Offices.**

1. CONTACT STUDENT SERVICES: 883-5224 or 644-6316

- ☐ If unavailable, contact Superintendent’s Office: 644-6206 or 644-8764

2. SUPERINTENDENT and/or STUDENT SERVICES WILL REPORT and CONFIRM with:

- ☐ Alameda County Immigration Legal & Education Partnership ACILEP 510-241-4011
- ☐ Berkeley Police Department at 510-981-5911
- ☐ Notify Communications Team (Jessica Lopez-Tello, Charles Burrell, Natasha Beery)

3. COMMUNICATIONS TEAM: IF SWEEP CONFIRMED:

- ☐ Notify all Principals and Site Administrators and Staff that ICE presence is confirmed
- ☐ Notify Families (and High School Students) via school messenger, robo-call, and/or text
- ☐ Notify Berkeley Sanctuary Task Force and Mayor’s Office
- ☐ Connect sites to support for affected families (via OFEE, ACUDIR or other support groups)
- ☐ Contact Staff and Families with Incident report after it is resolved.

4. PRINCIPALS and SITE ADMINS: IF SWEEP REPORT is CONFIRMED

- ☐ Initiate emergency protocols following site safety plan if ICE sweep is nearby
- ☐ Provide immigrant students with support staff if needed
- ☐ Confirm emergency contact information if some students need alternative plans

5. IF SWEEP RUMOR is found to be UNTRUE:

- ☐ District will contact staff and families with incident report
- ☐ District will send reminders about Family Preparedness Plans and Emergency Contact info