

When doing accompaniment follow these protocols

- * Have a plan for who Todos Bienvenidos! can contact in the event that you are arrested or detained. Share that contact info with your lead or Case Manager.
- * When you agree to accompany someone, make sure you connect with them within 24 hours to let them know who you are and what time you will be at the location of their appointment or agreed pick-up. Ask them if they are willing to share the reason for their appointment, since that information may be useful for what to expect. Always try to be there at least 15 minutes before their scheduled appointment. Arriving early provides you with an opportunity to check out the area and to see if there are any vehicles or people that might be of concern.
- * If you do not speak Spanish and the person who you are accompanying does, have a plan for how to communicate - online translation app, etc. to make sure there is some basic communication between you and the person you are accompanying.
- * Once the person you are accompanying has arrived, assure them that you will be there until the appointment is over, can accompany them to their car, or if they have a ride, can wait until they get picked up. Also ask them if there is someone they want you to contact, in the event that they are detained.
- * Document what happened during the time you were accompanying, if you encounter ICE or difficulties for the person you are accompanying.
- * If at any point you need support, call the hotline 616-229-0205.
- * If ICE has detained anyone that you were accompanying, **do not** try to intervene, just document what happened and let people know on the chat so that Family Support can begin to follow up. If you have contact info for the person they want you to contact, contact them immediately. Let them know that we can try to find out where their family member or friend is being detained, by using this ICE detention locator link <https://locator.ice.gov/odls/#/search>. You can also let them know that Todos Bienvenidos! Family Support can offer connection to legal counsel, transportation, financial assistance, material assistance and sanctuary, if that person no longer feels safe.