

WORKPLACE PREPAREDNESS TEMPLATE



1. DEFINE ROLES

Who will be the "point person" for speaking with federal agents? _____

Workplaces can protect employees by designating a single point of contact for speaking with federal agents if they arrive. Consider who has low personal risk (for example, citizenship).

Who will alert employees that agents have arrived? How? _____

Staff have the right to notify others that agents are present and share rights information out loud. Example: "All staff: please stay calm and follow our federal agent response plan. You do not have to answer any questions or show ID." This person can also call the St. Louis Rapid Response line (314-370-7080), which is staffed from 7am-7pm by trained volunteers who can provide support.

Who has permission to evaluate a warrant?

☐ Designated employee(s) _____ ☐ Business owner (____-____-____)
☐ Lawyer: _____ (____-____-____)

If a federal agent shows a warrant to the point person, they can contact this individual, e.g.: "It's company policy to call the store owner to review warrants before granting access; I am calling now."

2. DEFINE SPACES

What private area(s) can employees go to if federal agents arrive? _____

Federal agents may not enter private areas without a judicial warrant or employer consent. Examples of private, employees-only areas: kitchens, private offices, storage areas, break rooms, meeting rooms, food processing areas, employees-only cafeteria/restrooms, etc. Federal agents may enter public areas without a warrant. Areas where the general public is allowed (store showroom, restaurant dining area, lobby) are public areas. If there are areas where clients can enter by appointment only, a business can label it accordingly.

List all entrances to the private area(s):

Room/space: _____

Entrance <i>E.g. "side door," "loading dock gate", "back door by dumpster"</i>	Door labeled? <i>Post a sign (e.g. "Employees only", "Private meeting room", "Patients and employees only") even if it seems like common sense that the public is not allowed.</i>	Door close/lock policy <i>When can the door be kept closed or locked? Who is responsible for closing or locking the door? If there is no door, can one be installed?</i>

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Room/space: _____

Entrance	Door labeled?	Door close/lock policy

Room/space: _____

Entrance	Door labeled?	Door close/lock policy

3. HOLD EMPLOYEE TRAINING

Questions? Contact MICA Project at (314) 995-6995 or aliciahernandez@mica-project.org

Training checklist for all employees:

☐ Right to restrict access 

Workers can redirect federal agents to the point person. Example: "Company policy prohibits me from opening this door or granting you entry into this private area until [designated staff person, business owner, or lawyer] reviews the warrant. Please speak with [designated point person]."

☐ Right to remain silent 

You do not have to disclose **any** information. **No one** needs to show ID, share employee records, share time cards, share an employee's country of origin, or confirm which staff are present that day. Examples: Stay silent and ask for an attorney. "I am using my 5th Amendment rights under the Constitution. I do not wish to speak with you, answer your questions, share any documents, or sign anything." **Do not ask coworkers about their immigration status** in front of officers, even in another language; information can be translated from body cam footage.

☐ Avoid running to the exit

Federal agents can claim that people who are running are likely violating immigration laws. If you are in a public area, you may choose to ask the agent if you are free to leave; if they say yes, leave calmly.

☐ The following choices could put you in legal jeopardy:

- Physically blocking agents
- Giving false information
- Helping someone flee
- Refusing entry after agents have presented valid judicial warrant

☐ Put the St. Louis Rapid Response Line number in phone contacts: 314-370-7080

Anyone can call this number to report potential ICE activity in the community.

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Training checklist for “point person”:

☐ Right to decline a search

Federal agents may enter private areas (conduct a search) in two situations:

1. Consent is given
(for example, if a staff person grants them entry into a private area. See “Right to restrict access” below. Example: “I am exercising my 4th amendment rights. I do not give you permission to enter these private areas unless you have a judicial warrant. May I see your badge, ID, and any warrant?”)
2. They present a valid judicial warrant
(see “How to recognize a valid judicial warrant” below. Example: “It is our company’s policy to call _____ to review warrants before granting access, and I am doing that now.”)

☐ Right to request counsel

You may decline to answer questions and state that company policy is for legal counsel to review any warrants before access is granted.

Training checklist for person chosen to alert others when agents arrive:

☐ Right to inform

You have the right to alert everyone that federal agents have arrived and share information about rights. Example: repeating “You do not have to answer their questions, show ID, or share your country of origin.”

☐ Right to record

You have the right to record any interaction with federal agents and release surveillance footage later.

Training checklist for whomever is allowed to review a warrant:

☐ How to recognize a valid judicial warrant

ICE agents may enter private areas if they provide a **judicial warrant**. A valid judicial warrant includes:

- “**US District Court**” at the top (NOT “Homeland Security” or “I-200”)
- **A judge’s signature** at the bottom
- Correct company name and address + description of place to be searched
- Name of specific employee + list of items or people to be seized
- Timeframe when the search must happen

ICE agents usually carry only **administrative warrants**, which do not require you to consent to a search. Administrative warrants may say “Homeland Security” at the top or be signed by an immigration officer, not a judge.

☐ What to do if no warrant or only an administrative warrant is presented

You do NOT have to say if that employee is working on that day or not. You do NOT have to take the ICE agents to the employee named on the warrant, even if he or she is at work at the time.

If a notice of an I-9 audit is given, the law gives you **three work days** to produce the I-9 forms; do not provide the documents early. Businesses may contact a lawyer, notify workers, and notify union reps.

☐ What to do if a valid judicial warrant is presented

Do NOT help agents sort people by their immigration status or the country they are from. If agents are

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searching areas not listed in the warrant, say, "That area is not listed in the warrant. I object." If any workers are arrested, ask agents where they are being taken so that their family/lawyer can find them.

Where will this plan be posted so it can be quickly found? _____

4. AFTER A RAID

- ☐ Save any surveillance footage
- ☐ Record information to share with St. Louis Rapid Response Line (314-370-7080):
 - How many ICE agents were present (inside and outside)? _____
 - How were they dressed? _____
 - Did the agents make workers believe they could not move or leave? _____
 - _____
 - Did the agents mistreat anyone? If yes, how? _____
 - _____
 - _____
- ☐ Immediately notify family members of arrested worker(s)
- ☐ Notify the employee's union
- ☐ Help each family manage immediate legal, financial, and other needs.

Legal needs: Coworkers can help find immigration attorneys through organizations like ailalawyer.com and www.immigrationadvocates.org

Financial needs: Pay wages and benefits promptly as required by federal and state labor laws. Consider separation pay or starting a donation effort for workers who cannot return to work.

Other needs: Consider offering time off while workers take care of immigration paperwork.

NOTES

Sources and resources:

For Employers

- [A Guide for Employers: What to Do if Immigration Comes to Your Workplace – NILC](#)
- [Workplace Immigration Law in 2025: What Restaurants Should Expect January 22, 2025](#)
- [ICE Worksite Raid: Employer Rights and Responsibilities](#)
- [ICE Raids on Construction Projects: Best Practices for Mitigation | Law Bulletins](#)

For Workers

- [Protecting your constitutional rights during a workplace raid – The United Food & Commercial Workers International Union](#)
- [Know Your Rights | Immigrants' Rights | ACLU](#)
- [Resource: Workplace Toolkit: Raids – UFCW United Latinos](#)
- [What you need to know if ICE agents come to your workplace – WSNA](#)
- [Workplace Raids: Workers' Rights](#)
- [Immigrant Workers' Rights – iAmerica](#)