

AILA Chapter Raid Preparation Plan

*Being prepared **before** a raid occurs will maximize your chapter's ability to respond immediately and intelligently to an ICE enforcement action. Implement the following steps **now** to ensure that your chapter is prepared.*

Step 1: Appoint a Raids "Point of Contact" in Your Chapter

- When an ICE raid is underway, you will benefit from having a point of contact who can field media inquiries, coordinate pro bono efforts, provide referral information for legal and social services, as well as assist the community in sorting fact from fiction. At the chapter chair's discretion, the chapter's pro bono liaison can serve as the chapter raids point of contact (CRPOC). If the chapter does not have a pro bono liaison, you might consider appointing someone to fill that position and/or appointing an individual to serve as the CRPOC. It is also important to have an alternate CRPOC so that the chapter can respond even if the primary POC is unavailable. Share the contact information for these individuals with your chapter at large, as well as AILA National (by notifying Mike Murray). Ideally, the primary and alternate CRPOCs will be familiar with removal defense and detention issues, but this is not required.

Step 2: Recruit Members for a "Raids Rapid Response Team" (RRRT)

- Survey chapter members for interest, and create a list of members willing and able to respond to a raid. The chapter's priority should be to recruit members with removal, detention or litigation experience, but this is not required. Publish the list of volunteers within the chapter and share it with AILA National by notifying Mike Murray.
- It may be helpful to establish a separate chapter raids listserv for rapid communication.

Step 3: Review Raids Preparation Materials on InfoNet to Disseminate to Immigrant Communities and for Use by Volunteers

- A substantial amount of existing "raids response" material is available from national NGOs such as Detention Watch Network and the National Lawyers Guild Immigration Law Project. For your convenience, AILA has consolidated on InfoNet links to many of these resources (go to Media/Advocacy Tools on Homepage, click on [Workplace Enforcement Response](#)). Please bookmark these resources and become familiar with them for use as needed.
- Identify and create a list of local/regional detention centers currently used by ICE. Detention Watch Network has created a [map of numerous locations](#), which may not be complete or current; www.ice.gov has a list of the primary facilities, but it is not complete. To the extent possible, compile relevant information regarding visitation and legal access policies, as well as existing "know your rights" (KYR) programs or pro bono assistance for detainees. Note that ICE may not necessarily house detainees in the geographical area of the raid, or alternatively, may use non-traditional detention sites, such as local jails or military sites.

Step 4: Strengthen Contacts with Local ICE and EOIR Personnel

- Develop a contact person at your local ICE Field Office, preferably one with supervisory authority who will make him or herself available in the case of extreme need outside regular business hours or channels. While most raids-related activities and decisions on issues, such as detention, humanitarian release, bonds, transfers, attorney access, telephone access, and creation of an 800 number, appear to be made at the HQ level, local coordination—and on-the-ground information—may still prove useful. Another issue to address is the use of stipulated orders of removal and/or administrative voluntary return agreements without benefit of legal counsel.
- Develop a contact person at local EOIR. Find out the court's policy regarding limited EOIR-28s (e.g., for bond hearings only), and discuss any arrangements for, or coordination of, multiple bond hearings. In addition, advocate for close scrutiny of stipulated orders of removal.

Step 5: Strengthen Contacts with State and Federal Public Defenders

- ICE and local governments have broadened their efforts to criminally prosecute the targets of raids, both for issues related to unauthorized work (e.g., identity theft), as well as other unrelated criminal charges. Early intervention and education of the defense bar by immigration counsel may be key to maintaining defendants' eligibility for bond and/or relief from removal. Establish contacts in both Federal and State Public Defender offices, as well as any relevant state or federal defense bar, so that defense counsel are aware of AILA's ability to advise as to immigration consequences of any charges.

Step 6: Strengthen Contacts with Local and Regional Immigration NGOs

- Develop contacts with local/regional immigration NGOs. The American Bar Association Commission on Immigration has compiled and updates a [state-by-state immigration NGO list](#), though note that some of the organizations listed may not provide legal representation. Chapters should especially rely on their non-profit members for information, and make it the chapter's primary goal to identify NGOs that do detained removal work or which might otherwise be helpful with representation in the aftermath of a raid.
- Chapters should inform NGOs of AILA's availability to assist or coordinate community responses to a raid, including identification of possible volunteer attorneys and interpreters. Chapters might also coordinate, or urge NGOs to coordinate, with local immigrant, religious and other communities discussed below, who might have contact with persons released by ICE and families impacted by raids. Ask the NGO to identify a contact person for this purpose. In addition, develop or strengthen contacts with local law school immigration clinics for volunteers to do detention center visits and/or client screening.

Step 7: Develop or Strengthen Contacts Within the Larger Community

- Coordinate your efforts with local community/social service groups, churches, and labor unions to prepare for action *after* raids occur, as well as to explore ways in which your local chapter can provide valuable information *before* a raid takes place. Inquire as to what efforts they can make to address housing and child care needs, to work with impacted families and communities to seek and provide information on raid developments (legal and social service-oriented), to establish a meeting place for the families, to help set up community meetings and to provide interpreters for jail visits, etc. Ask groups to designate a contact person. Consider placing relevant contacts on the chapter's internal raids

response listserv, or creating a separate raids information listserv geared toward providing updates and advice to non-immigration or non-legal personnel.

- Establish or strengthen local media contacts. In other large raids, media serving immigrant communities, especially Spanish-language radio stations, have been good sources of information for helping establish the identity of persons apprehended and for disseminating information, since they often are trusted by the communities. Mainstream media also can be important as a source of information. All such information has proven to be invaluable in the first 24 hours after a raid, when there is lack of accurate information on raid-related developments, identities, etc. In addition, media attention is useful as a potential pressure point on ICE actions, such as detainee transfers and humanitarian releases. AILA has prepared a [sample op-ed](#) and a [sample press release](#)—these will be updated periodically.
- Establish or strengthen contacts with congressional officials and state and local lawmakers. Solicit a commitment from them to press ICE directly for information and to speak to the media in the aftermath of a raid, should one occur.
- Establish connections with other relevant agencies and NGOs. State departments of social services have been effective in other raids in getting lists of detainees, in being able to meet with detainees, and helping to bring pressure on ICE for humanitarian release. Consulates should be able to gain access to detention centers, as well as to provide information and comfort to their nationals, according to their rights under the Vienna Convention. Domestic violence organizations have been successful in gaining access to female detainees for specialized intake; this has had the additional advantage of slowing down the process of transfer of all detainees to remote locations.

Step 8: Take Immediate Action when a Raid Occurs

- If a raid does occur in your area, refer to the [AILA Raids Action Plan](#) on InfoNet for an hour-by-hour suggested response. The Action Plan is a comprehensive resource that is intended for use when a raid is in progress. Don't panic—and don't waste your time reinventing the wheel. If you are unsure as to how to proceed—or just need a shoulder to lean on--consider referring to the list of [raids “veterans”](#) for mentorship.

Additional Resources

These resources have been created by community and legal advocates for use during the planning and implementation stages of workplace raid response.

Pre-Raid [Community Safety Plan](#): Building Capacity for the Safety of the Immigrant Community

A flyer on how organizations can prepare for raids. (Provided courtesy of Detention Watch Network, Families for Freedom, and National Immigration Project)

From Raids to Deportation: A [Community Resource Kit](#)

A booklet with advice on responding to workplace enforcement actions. (Provided courtesy of Detention Watch Network and National Immigration Project)

[Training on ICE Enforcement, Detention, and Deportation](#)

Overview of ICE detention and removal system and legal and community strategies to respond. (Provided courtesy of Detention Watch Network, National Immigration Project, Immigrant Legal Resource Center, and Families for Freedom)

[Deportation 101: Detention, Deportation, and the Criminal Justice System](#)

Booklet providing description of ICE detention and removal system, legal and community strategies to respond, sample intake question forms. (Provided courtesy of NYSDA Immigration Defense Project and Families for Freedom)

Lessons Learned from New Bedford, MA (Raid): [How to Prepare Communities](#) for Immigration Raids. Short list of tips for implementing responses to raids.

Community Rapid [Preparedness Checklist](#): Lessons Learned from New Bedford, MA and Marshalltown, IA. Checklist of action items in the areas of Legal, Services, and Organizing & Media. (Provided courtesy of Fair Immigration Reform Movement).

[Link to Raids Preparedness Checklist document](#)

[What Happens to Children Caught up in Immigration Enforcement Activities.](#) Memo prepared by Julianne Duncan, Ph.D., of United States Conference of Catholic Bishops.

AILF [Practice Advisory on Voluntary Departure](#) Procedures and Consequences of Failure to Depart.