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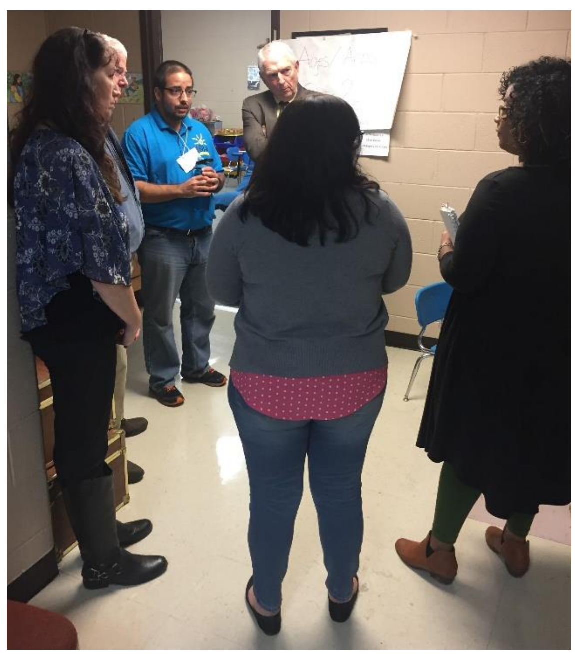
If an ICE raid happens in your community

A comprehensive response to a mass worksite raid is a long-term investment. We had intensive staffing and services in the community for two months after the raid, and we're still coordinating legal representation, organizing efforts, and other critical services in the community more than a year later.

But the moment you get news of a raid in your community, you need to act quickly. The remainder of this toolkit outlines how to organize effective teams and approach the immensity of response work. **This section is meant to serve as a guide to the first action steps you should take to organize an effective response for the long haul.**

DO THESE FIVE THINGS FIRST

1. **Designate one physical location as the central base for all response efforts** and announce it widely across the impacted community via social media, radio, schools, churches, etc. Immediately following the raid in East Tennessee, as we were gathering information and developing a plan, we identified several safe spaces for families and fearful community members and shared this with individuals who were calling us. It may take a few hours to identify the ideal location, and it also can be important to provide safe spaces immediately, but designating a single location as soon as possible and spreading the word broadly is critical.
2. **Set up a hotline number and intake system.** Immediately disseminate the phone number for family members and workers to call. The goal is to get as much information as possible about workers who were arrested, to identify witnesses, and to direct people to the central location.
3. **Designate a raid response coordinator or co-coordinators** responsible for managing team leaders, facilitating daily planning and debrief meetings, and successfully carrying out the overall plan. It's critical to have someone whose main responsibility is knowing what is happening across all elements of the response. In a response effort involving multiple organizations, it may be difficult to assign a single person to coordinate the efforts, but we found this was critical to our success. This process may be made easier be clearly defining a decision-making process for key



decisions about legal or communications strategy and deciding how information and records will be shared among organizations.

4. **Establish teams responsible for each major response area**, designate team leaders, and build out team members. It's especially critical to get the Legal Services Team moving quickly, to try to get access to individuals in detention and develop an intake process.
5. **Have a set time for a community meeting** (the first night or the morning after) at your central location. Having somewhere safe for people to go immediately, where they know they are getting trustworthy information and resources, will help keep people from fleeing or hiding. If capacity allows, consider whether holding two separate meetings would be more effective, one for impacted families and the immigrant community, the other for allies, partners, and general community stakeholders who will also need information but will engage the issues from a different standpoint. Similarly, move quickly to schedule a public event or action to harness the support and outrage of the broader community.

FOLLOWED BY THESE FIVE THINGS

1. **Decide on a communications strategy** in alignment with the local community (desired narrative, talking points, spokespersons). And notify the media about who the central response media contacts are within the first several hours after the raid.
2. **Set up internal systems and processes for effective and efficient coordination across teams**, including regular morning planning meetings and debriefing sessions. Our teams included volunteer coordination, humanitarian services, legal services, grassroots organizing, communications and media, and advocacy. If it's not possible for key responders to join an in-person meeting, schedule nightly conference calls at a standard time on a consistent conference call number.
3. **Develop a system for centralizing intakes and other information and a process for staying on top of data entry**. The intake data should be available only to a small number of individuals, and those involved should come to an agreement on editing/data entry protocols to avoid confusion. Nightly and morning planning sessions are a good time to figure out what information you need to gather that day and what information you should share with families.
4. **Engage the consulates of the countries whose nationals were detained** as soon as you're able to determine the affected workers' countries of origin. The consulates may be able to provide family members with additional information about detained loved ones or facilitate access to legal resources.
5. **Set up an online fundraising campaign to convert outrage and support from people across the country into critical funds for families**. We recommend having this campaign run through a trusted local organization or church that will be on the ground over the course of several months to easily disburse funds. To avoid confusion and to ensure broad distribution, we recommend that all the funds raised be distributed to impacted families. Funds to support organizational response efforts should be raised separately.