

Employers: Preparing for ICE

• PUT SIGNS ON DOORS OF PRIVATE AREAS.

ICE is **allowed** to enter **public areas** of a workplace. Public areas include the dining area of a restaurant or an office lobby. ICE is **NOT allowed** to enter **private areas**. Private areas include a restaurant kitchen or a private office — any place the public does not enter.



• DESIGNATE AN ICE LIAISON

This can be you or a staff member —the person who will talk directly to ICE if they arrive. There should **always** be an ICE Liaison on premises.



• TRAIN YOUR ICE LIAISON

The ICE Liaison should know how to get employees at risk to safety, deal with ICE, inspect warrants, etc. See **ICE Liaison** flyer.

• TRAIN YOUR STAFF

Post the flyer “If ICE Comes to Your Workplace” in a prominent place. Go over the items on the flyer with your staff. Practice test runs of procedures to follow if ICE arrives. Everyone who feels at risk should calmly get into a private area and close the door.



• HELP YOUR STAFF GET AN IMMIGRATION LAWYER

Find a lawyer **BEFORE** a situation happens.



HANG POSTER FOR YOUR EMPLOYEES

NOTE: This document is for general use only and is not a formal legal guide. Immigrants, their families, and community members should consult with legal counsel if they need advice or representation in specific cases or circumstances.

EMERGENCY NUMBERS: Lawyer

Name _____ Phone _____

Immigration Organization

Name _____ Phone _____

To find an immigration lawyer, scan the QR code or go to <https://www.immigrationadvocates.org/legaldirectory/>

