



KNOW YOUR RIGHTS

CHECKLIST

WHAT TO DO IF ICE AGENTS ARRIVE AT YOUR SCHOOL

Use this checklist to ensure your school responds effectively, legally, and compassionately if US Immigration and Customs Enforcement (ICE) agents – or law enforcement officers who may work with ICE – arrive. Train administration and staff on these steps so everyone is prepared.

While this information is about legal issues, it is not intended as legal advice and cannot substitute specific advice from your own legal counsel.

PREPARE BEFORE ICE ARRIVES

- Establish a response team** with assigned roles (e.g., spokesperson, legal counsel, recorder).
- Train all staff and volunteers** on legal rights, protocols, and de-escalation techniques.
- Learn the difference** between an administrative and judicial warrant.
- Partner with legal counsel** and immigrant advocacy organizations for support.
- Designate public and private areas** in the building and clearly communicate the boundaries to staff.
- Do not collect any personal information** that you do not need, including immigration status of students and/or their parents.
- Limit student information** from public view, and require all visitors to check in.

WHEN ICE AGENTS ARRIVE

- Your trained spokesperson** should approach the agents respectfully to de-escalate tensions.
- Ask for identification** (name, badge number, and agency affiliation).
- Request a warrant** and verify it is signed by a judge (not only an ICE official) and specifies the name(s) of the people and area(s) to be searched. Have any judicial warrant reviewed by legal counsel.
- Verbally deny access** to private areas – politely but firmly – unless a judicial warrant explicitly permits entry.
- Do not permit immigration officials** to access or question a student without parental consent.

KEY CONSIDERATIONS

Do not obstruct agents
Avoid actions that could be interpreted as interfering. Never provide false information.

Ensure privacy
Health care providers are required to protect patient privacy, including immigration status.

Document everything
Log all communications and actions taken during the incident.

Maintain composure
Respond with compassion and dignity, reflecting your community's values.

WARRANT TYPES

Judicial Warrant
VALID – If the warrant is signed by a judge or magistrate judge, review it carefully and consult legal counsel before granting access.

Administrative Warrant
NOT VALID – If the warrant is signed by an officer, director, or anyone else other than a judge, politely explain that ICE cannot enter private areas without a judicial warrant.



EMERGENCY CONTACTS

Legal counsel:

Immigrant advocacy partner:

Local media contact:

Response team leader:

Spokesperson:

Recorder:

MORE RESOURCES



See our full library of Know Your Rights resources, videos, and information in other languages at [ACLUMaine.org/KnowYourRights](https://www.aclu.org/know-your-rights).

✓ DURING THE ENCOUNTER

- Remain calm** and try to de-escalate despite being harassed or intimidated. Do not run or resist.
- Inform affected individuals of their rights** to remain silent, to decline to answer questions without a lawyer, and to sign nothing without legal advice.
- Contact your legal counsel** immediately for guidance.
- Activate your response team** to coordinate, inform senior leadership, and alert local organizations and community networks.
- Protect student privacy and avoid providing any information** to ICE about individuals unless legally required.
- Document details of the interaction** including date, time, and location, names and badge numbers of agents, and any documents presented or actions taken.

✓ AFTER ICE LEAVES

- Support affected individuals** by offering emotional and legal support to anyone targeted.
- Connect immigration attorneys** or legal aid organizations with affected individuals.
- Provide a safe space** for those impacted to recover and regroup.
- Debrief with staff and volunteers** to review the incident and identify areas for improvement.
- Update the response plan** based on lessons learned.
- Share the incident** (with consent) with trusted media to raise awareness.
- Mobilize advocacy efforts** for immigrant rights and policy change.

PREPARE FOR POSSIBLE ARREST

People at risk of arrest should **memorize the phone numbers** of their family and lawyer. They should also share their **immigration number** (“A Number”) with their family to help them find each other. It’s important to **make emergency plans** if they have children or take medication.