



Brighton Park Neighborhood Council

4477 S. Archer Avenue * Chicago, IL 60632 * (773) 523-7110 * fax: (773) 523-7023

Situation A: ICE IS INSIDE SCHOOL BUILDING

1. First Contact with ICE agents (Security Guard/ whoever is in the front desk)

- Request to see Identification
- Call Resource Coordinator and RCA- code word on walkie-talkie- “ Code Orange *insert name of school*”
- If ICE agents attempt to enter the building, Do NOT allow the ICE agent into the building. Immediately inform the ICE agent that you will contact the principal or administrator in charge.
- Start videotaping interaction (+ any narration)
 - Strategies when filming with cops
 - Distance: grabbing distance plus a step away (8-10 feet)
 - If you can help it, do not be alone (one filming another one person closer filming)
 - When filming or dictating audio, film it to the end. Do not Live Stream on social media platforms.
 - Narrate what you are saying, say date, time, location (like an intersection)
 - Any identifying info (badge numbers, license plates)
 - Cops are supposed to say their badge number
 - You don't need to stop narrating - repeat it
 - Try to keep the camera focused on law enforcement more on the person they are detaining
 - All evidence can be used against all parties involved (witnesses, victims, cops)
- **Script**
 - What is your name? Who are you? Or What organization do you represent? What is your badge number?
 - I do not have a uthorization to allow law enforcement officers to enter *insert name of school*
 - This school does not consent to the entry of Immigration and Customs Enforcement Agents without a court order signed by a judge.
 - I do not consent to entry and I am not authorized to review court orders.
 - As a school, we have the right to deny entry until legal counsel arrives.
 - Please wait outside while we contact CPS legal counsel.



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2. For Resource Coordinator/RCA/PC

- Read script above if it hasn't been done
- Use code word to let everyone know ICE is at the school
 - Call your immediate supervisor and school principal
 - Call CPS LEGAL - 773- 553-1700 (Verma Ruchi or Gabi Brizuela)--Victor
 - Contact Family: Inform the student's family and advise them to have a trusted individual come to the school to meet with legal counsel Message will read “ ... “
 - Initiate a soft lock down
 - Once ICE has left fill out report below

3. For Instructors/ Mentors/ all after school staff once code word is heard

- **Maintain Calm:** Your primary responsibility is to ensure that students remain calm and feel safe. Reassure them that the school will protect their rights.
- **Reassure Students:** Let students know of the situation IF NEEDED
 - “There is a report of ICE agents outside the building. We are in a safe space, and we are following our school's procedures to protect everyone. Please stay calm and remain inside the classroom.”
 - Explain to students that the school is a **Sanctuary School** and that no ICE agents will be allowed into the building without a valid court order.
 - **Example:**“I want to let you all know that*insert school name*is a Sanctuary School. We do not allow ICE to enter without a legal order, and we will keep everyone safe.”
 - All transitions and/or dismissal are immediately canceled.
 - Soft lockdown begins-Stay in your room and lock the doors
 - Continue with activities until “All clear “ is given
 - Ensure students are not using their phones to post on social media

4. Record and Document the Situation:

- Take note of officers' badge numbers and names, any conversations, and whether the officers attempt to enter the school despite being told not to.



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- Keep detailed notes of the situation and contact information of witnesses, encouraging them to document as well.

Situation B: ICE Presence Outside the School

1. Immediate Notification

- Safe Passage Notifies Resource Coordinator:
 - If Safe Passage staff receives information that ICE agents are outside the school, they must immediately call the School Administrator.
 - Admin verifies: The administrator should leave their office and immediately check the situation in the community to confirm the presence of ICE agents. Take a radio to stay in communication with the school.
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2. Initiate Soft Lock-Down Procedure

- Verification:
 - If ICE presence is verified outside of the school, the Soft Lock-Down procedure should be initiated
 - Soft Lock-Down Actions:
 - Security: Direct security to close all external doors and monitor for anyone attempting to enter the building.
 - Staff Communication: Send out a message to the entire school letting them know to initiate soft lock down use code word “code orange outside”
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3. Internal Communication and Documentation

- RC/RCA Actions
 - Call immediate supervisor make them aware of the situation
 - Document Everything: Admin should keep written records of the situation as it develops (time, officers involved, actions taken).
 - All-Call to Parents/Guardians:
Once ICE presence is verified, the RCA, RC, and/or PC should send out an All-Call Message to parents and guardians:
“We have verified that ICE agents are in the community.*insert school name* is a Safe Haven and will not allow ICE agents into the building. Please do not come to the school. Students are safe inside the building. We are notifying you of this



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situation to ensure you are aware of our actions. We will provide further updates as we have more information.”

- Follow-up Communication:
After the situation has been cleared, the school should send a follow-up All-Call to inform families that the threat has been resolved:
“The situation involving ICE agents outside of *insert school name* has been resolved. The school is safe, and we will continue with normal programming and dismissal”
- Once ICE has left fill out report below

4. Staff Instructions and Communication

- Email to staff prior to any incidents so they know what to do when they hear or read “Code Orange *insert name of school*” (have typed ready to go in email draft or word doc “ICE lockdown email”)
 - **All staff including principal, supervisor, mentors, counselors, LOT**
Subject: ICE Presence Verified Outside of *insert school name* – Soft Lock-Down Protocol
Message:
“It has been verified that ICE agents are present outside of *insert school name*. We are commencing a Soft Lock-Down, which means that no one will be allowed to enter the building. Programming will continue as scheduled. “Insert School Name* is a sanctuary school, and we are doing everything possible to ensure the safety and security of all students. Please read carefully and take the following actions:
 - Remain calm and reassure students: Explain that the school is a Safe Haven and that no one will be allowed in. Emphasize that the school will not allow ICE agents into the building.
 - Do not allow cell phones: Students should not use their cell phones to contact families or post on social media. If students need to contact family, they should come to the main office where they can use the school phone..
 - Stay off social media: To prevent misinformation, please do not allow students to use their phones for social media purposes. The school is already informing families of the situation.
 - If students are distressed: Direct them to the Resource Coordinator.
- Instructors Role:
 - Instructors are to relay the message to their students calmly and without panic, explaining the soft lockdown procedures.
 - Initiate soft lock down



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Immigration Enforcement Action Report

Date:

Time:

Completed by:

Officers Involved:

- Number of Officers: _____
- Names/Badge Numbers: _____
- Uniform Identification: _____

Agents' Purpose & Identification:

- Who did they say they were and why? _____
- Did you ask to see a warrant? YES / NO
- Was a warrant presented? YES / NO
- Did they react to consent denial? _____

Warrant Details:

- Was a supervisor alerted? YES / NO (Who: _____)
- Type of Warrant: Administrative / Judicial / Unsure
- Warrant signed by: _____
- Did you allow entry based on warrant? YES / NO
- Did agents stay within authorized areas? YES / NO

Actions Taken:

- Were any arrests made? YES / NO (Who: _____)
- Items seized? YES / NO (Specify: _____)
- Pictures taken of documents? YES / NO (Whose? _____)

Other Observations:

- Were children present? YES / NO (Who: _____)
- Any yelling by agents? YES / NO (Who & why: _____)
- Guns drawn or touched? YES / NO