



CAMPUS PREPAREDNESS TOOLKIT: IMMIGRATION ENFORCEMENT

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PRESIDENTS' ALLIANCE | ON HIGHER EDUCATION
AND IMMIGRATION

This toolkit is designed to help higher education institutions respond effectively and lawfully to immigration enforcement activities on campus. It provides general guidance for frontline staff, faculty, leadership, and legal teams to:

- Protect the legal and constitutional rights and safety of students, staff, and faculty.
- Respond lawfully to warrants, subpoenas, and immigration enforcement activity.
- Support individuals impacted by immigration enforcement actions, such as detention and deportation.
- Communicate clearly with the campus community while maintaining compliance with legal obligations.

For fundamental information on immigration enforcement on or near campuses, please review [Immigration Enforcement on Campuses: What You Need to Know](#).

This resource is intended for informational purposes only and does not constitute legal advice. It provides guidance based on the law as of the date of this writing and is not intended to serve as a substitute for institutional risk assessments. Institutions should consult their own legal counsel for legal advice and tailor sample language for their own campus. Institutions should also ensure that their policies and response protocols comply with all applicable state laws, including those governing law enforcement interactions, privacy, or access to campus.

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www.presidentsalliance.org



www.higheredimmigrationportal.org



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KEY RESOURCES

These resources guide campuses in preparing for and responding to enforcement actions. They focus on frequently asked questions and information most likely to be useful in day-to-day situations. This list highlights key resources and is not intended to serve as an exhaustive list. For additional guidance and new resources, visit the [Presidents' Alliance website](#) and the [Higher Ed Immigration Portal](#).

- [Immigration Enforcement on Campuses: What You Need to Know](#) - Provides answers to common campus questions regarding ICE visits, warrants, and student privacy. **This FAQ provides foundational knowledge regarding immigration enforcement and should be reviewed prior to using this toolkit.**
- [NILC Warrants and Subpoenas Factsheet](#) - Explains how to distinguish between administrative and judicial warrants and subpoenas and details the legal scope and authority of each.
- [Guidance for Higher Education on Immigrant Student Privacy and FERPA](#) - Explains how student privacy laws intersect with immigration enforcement.
- [ACE Immigration-Related Campus Concerns](#) - Provides answers to common questions about immigration-related concerns for institutions of higher education.
- [Understanding Recent International Student Visa Revocations and SEVIS Terminations](#) - Offers practical guidance for institutions navigating visa revocations and SEVIS terminations for international students.
- [Steps Campuses Can Take To Support Detained Or Deported Students](#) - Shares recommendations for maintaining academic continuity, connecting students with legal help, and providing mental health resources for detained or deported students.

COMMUNICATIONS

Clear, consistent messaging is critical during enforcement events. This section provides sample scripts, campus alerts, and talking points to help staff and leadership communicate effectively.

Scenario-Based Sample Scripts for Frontline Staff

Talking points for staff (e.g., student services staff, administrative staff, campus security officers) who may encounter immigration officials on campus. Please adapt the language below for your own campus. These talking points focus on common scenarios. Frontline responders may feel pressure or uncertainty during an unexpected encounter, so campuses should review protocols in advance, incorporate scenario-based training, and ensure staff have printed copies of sample scripts to reference in real time.

It's important to emphasize that while frontline staff should strive to follow internal protocols, they should **never attempt to obstruct, interfere, or impede law enforcement activities.**

If an officer approaches in person:

“Good morning/afternoon. How can I help you today?”

(Let the officer explain their purpose.)

“Okay, thank you. Before I can assist further, I’ll need to contact our campus legal counsel or designated administrator. May I please see your identification and any documentation you have?”

(If they present a document)

“Thank you. I need to contact our campus legal counsel or designated administrator to review this before proceeding. Please wait here while I contact them.”

(If they refuse to provide ID or any identifying information)

Frontline staff should not challenge or block the person’s movement, but should immediately notify the campus legal counsel and/or designated campus administrator.

(For public areas, which do not require permission to access or a judicial warrant)

“I’m a campus staff member. Per our internal protocols, I am required to notify our designated campus contact when law enforcement is present, so I’ll do that now. For

our internal log, may I ask which agency you're with?" [Do not block or impede access.]

If the officer asks to enter a private or restricted area:

"I'm not authorized to grant access without approval from campus legal counsel. Please wait here while I contact them."

(If the officer refuses to wait and pushes forward)

Immediately contact campus security/police and document the interaction. Include the date, time, agency name, officer names, badge numbers, any documents presented, and a summary of what transpired. If possible, take a video recording, but do not impede or obstruct law enforcement activities.

If the officer requests records or information about a student or employee:

"Our institution has strict privacy policies under FERPA and other laws. I'm not able to release or confirm any information without prior review by legal counsel. I can contact the appropriate office right away."

(If they present a document)

"Thank you. I need to contact our campus legal counsel or designated administrator to review this before proceeding. Please wait here while I contact them."

If the officer insists on immediate access or compliance:

"I understand this may be urgent, but I'm required to follow campus protocol and confirm with our legal counsel before granting access. Someone will be here shortly to assist you."

If the officer refuses to wait or leave:

Immediately document the interaction—including the date, time, agency name, officer names, badge numbers, any documents presented, and a summary of what was requested or said—and notify campus legal counsel or the designated campus point of contact.

If an officer states that exigent circumstances apply, frontline staff should not assess or dispute that claim, and should not attempt to block or slow down access.



If you cannot reach the designated campus official:

“Our policy is that our designated campus official must review any immigration enforcement documents before access is granted to nonpublic areas. I haven’t been able to reach them yet, so I am now contacting [backup point of contact per institution’s internal protocol] for assistance.”

If an officer appears for a SEVIS audit (site visit or record review):

“Thanks for reaching out. For SEVIS audits or site visits, we follow our standard procedures. We don’t discuss individual students without going through the proper process. Our designated school officials handle all SEVIS-related communications. I can contact them right away.”

If an officer appears for an I-9 employment verification:

“Thanks for reaching out. For I-9 verification, we follow our standard procedures. HR handles I-9 verification, and I can contact the appropriate official for you.”

Tip: Provide a printed card to frontline staff with sample scripts and contact information for designated campus contacts. Additionally, to reduce confrontation, consider providing printed protocol pamphlets or cards to frontline staff that can be given directly to an approaching immigration enforcement officer.





Sample Campus Alerts and Informational Updates

Sample messages to campus community members regarding immigration enforcement activity in the area. Please adapt based on the situation and be mindful that messages regarding the presence of federal immigration officers on campus may create fear and anxiety, particularly when sent to the broader campus community.

For general immigration enforcement presence:

At 10:15 a.m. today, campus security observed federal immigration officers wearing [security/ICE/police uniforms, plain clothes, etc] near the Main Quad. No campus entry was requested at this time. If you need immediate assistance, please contact Campus Police [insert number and name].

For an enforcement action in progress:

At approximately 3:30 p.m., campus security confirmed that federal immigration officers are conducting enforcement activity near [location, e.g., Student Services Center].

The university is monitoring the situation and has activated established response protocols.

Normal campus operations continue. If you are in the area, please remain calm and follow instructions from campus security and safety personnel. [Insert campus police contact info]. Do not attempt to physically block or interfere with any law enforcement officer's actions.

The university remains committed to protecting the rights, privacy, and safety of all community members.

For assistance or information about rights and resources, contact [designated office] or visit [Know Your Rights resource links, e.g., [Rights and Protections Hub](#) of the Higher Ed Immigration Portal].

Updates will be shared as additional verified information becomes available.

For routine visits:

Federal immigration officers are on campus today for a routine compliance review related to [SEVIS certification / I-9 records / visa-sponsored employee verification]. These visits are standard and occur periodically at institutions that enroll international students or employ visa-sponsored staff.

Campus operations are continuing as usual. If you have questions about the visit, please contact [Designated School Official / International Office / Human Resources] at [contact information].

For other types of routine visits, such as events:

Federal immigration officers are on campus today for [e.g., job fair, guest lecture, etc]. They are not conducting enforcement operations, and campus operations are continuing as usual. If you have questions about the visit, please contact [Designated School Official / International Office / Human Resources] at [contact information].

Tip: Avoid language that could be interpreted as instructing individuals to hide, move, or shelter someone to avoid law enforcement contact. Such actions may raise concerns under federal “harboring” laws (8 U.S.C. § 1324).



Talking Points for Senior Leadership

The following are sample talking points regarding immigration enforcement on or near campuses. We recommend that you tailor the wording to your institution's mission, tone, and audience, and keep the language clear, inclusive, and reassuring. Avoid speculation, rumors, or promises. Ensure that the language reflects your current institutional policy, and coordinate with your institution's legal counsel to ensure statements are accurate.

Provide Reassurance. We recognize that recent federal immigration enforcement activity may generate fear and uncertainty among many members of our campus community. Our highest priority is the safety, well-being and educational success of every student, faculty and staff member [regardless of immigration status].

Reiterate Institutional Values & Commitment. As an institution committed to inclusive learning and scholarship, we value the dignity and legal rights of all community members. We are devoted to maintaining an environment in which all students can learn, scholars can research, and staff can contribute and thrive without fear.

Share What You Are Doing Now. We are monitoring developments carefully, consulting with legal counsel, and reviewing our campus policies and protocols to ensure they reflect legal obligations and best practices. If law enforcement officials are present or seek access on campus, we will follow our established procedures while protecting student and faculty privacy and institutional integrity as permitted by law.

Provide Information and Resources. If you are approached by federal immigration-related officers while on campus, please act calmly, identify yourself if requested, and contact [designated campus contact]. We encourage all community members to familiarize themselves with their legal rights and available resources, which are available at [institution's website or Know Your Rights resources]. We ask everyone to continue being respectful of our shared space, and to support one another. If you see something that raises concern, or if you are approached by a law enforcement officer and are unsure how to respond, please contact [designated campus contact] immediately. Do not attempt to physically block or interfere with a law enforcement officer's actions.

Closing Reaffirmation: Your safety, dignity and right to pursue your education or employment here is central to our mission.

For examples, see press statements from [Cal State LA](#) and [Washington Adventist University](#). If you have examples you'd like to share, please reach out to us at info@presidentsalliance.org.

LEGAL CONSIDERATIONS

Understanding the types of enforcement actions and legal requirements is key to compliance and protecting rights. This section provides visual guides and reference materials to clarify administrative and judicial warrants and subpoenas. For more information on legal considerations, including public versus nonpublic areas, see [Immigration Enforcement on Campuses: What You Need to Know](#).

Judicial Warrant

AO 93 (Rev. 12/09) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the
Eastern District of California

In the Matter of the Search of)
(Briefly describe the property to be searched)
or identify the person by name and address)) Case No.
)
)
Davis, California 95616)

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer **2:11-SW-0161 EFB**

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the EASTERN District of CALIFORNIA.
(Identify the person or describe the property to be searched and give its location):
SEE ATTACHMENT A, ATTACHED HERETO AND INCORPORATED BY REFERENCE

The person or property to be searched, described above, is believed to conceal (Identify the person or describe the property to be seized):
SEE ATTACHMENT B, ATTACHED HERETO AND INCORPORATED BY REFERENCE

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property.

YOU ARE COMMANDED to execute this warrant on or before 5-9-2011
(not to exceed 14 days)

in the daytime 6:00 a.m. to 10 p.m. at any time in the day or night as I find reasonable cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to United States Magistrate Judge _____
(name)

I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box) for _____ days (not to exceed 30)
 until, the facts justifying, the later specific date of _____

Date and time issued: 4-25-2011
9:10:00 AM

City and state: SACRAMENTO, CALIFORNIA

Edmund F. Brennan
EDMUND F. BRENNAN, U.S. MAGISTRATE JUDGE
Printed name and title

Callout boxes:

- Is this the right address?
- Note: only the person, property, & areas specified may be searched
- Is it still current?
- Is it actually signed by a judge?
- IF THE ANSWER TO ALL OF THESE IS YES, THEN IT IS LIKELY A VALID JUDICIAL WARRANT**



This is a judicial warrant: issued by a magistrate of a federal district court, supported by probable cause, and constitutionally sufficient to authorize entry into a nonpublic space. A judicial warrant might be a search warrant or an arrest warrant. In either case, it must sufficiently describe the

residence that is to be searched or the person to be arrested (either by name or clear description). In every instance, a judicial warrant is only effective if it is signed by a federal judge.

Administrative Warrants

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. _____
Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)
on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

Form I-205 (Rev. 09/16)

**DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION**

File No: _____
Date: _____

To any immigration officer of the United States Department of Homeland Security:

_____ (Full name of alien)
who entered the United States at _____ (Place of entry) on _____ (Date of entry)

is subject to removal/deportation from the United States based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

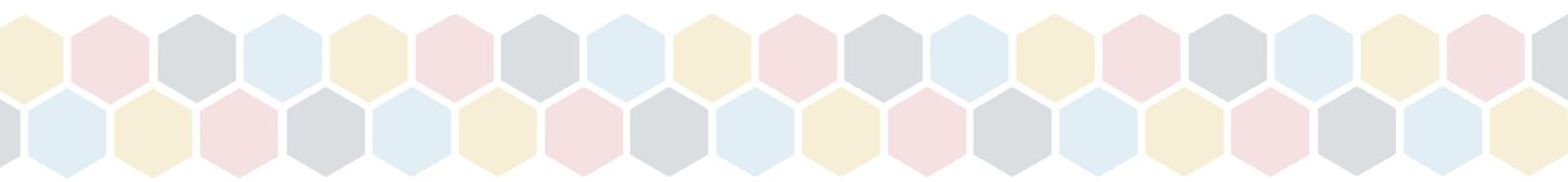
I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)

(Title of immigration officer)

THESE ARE VISUAL CUES THAT THIS IS AN IMMIGRATION WARRANT

Above are administrative warrants of removal/deportation and arrest, which are signed only by a DHS officer. These do not authorize entry into nonpublic areas without consent, and institutions should be clear on that distinction. An administrative warrant might allow an officer to arrest the person described in the warrant, if that person is in a public space.



Judicial Subpoenas

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT
for the _____

Plaintiff

v. _____
Defendant

Civil Action No. _____

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION**

To: _____
(Name of person to whom this subpoena is directed)

Production: YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place: _____ Date and Time: _____

Inspection of Premises: YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place: _____ Date and Time: _____

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: _____

CLERK OF COURT

OR

Attorney's signature

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* _____, who issues or requests this subpoena, are:

person who issues or requests this subpoena
of documents, electronically stored information, or tangible things or the
and a copy of the subpoena must be served on each party in this case before
cted. Fed. R. Civ. P. 45(a)(4).

Is this directed to you?

Does it specify what documents are being sought?

Is it signed by a clerk of court?



IF THE ANSWER TO THESE IS YES, THEN IT IS LIKELY A VALID JUDICIAL SUBPOENA

This is a judicial subpoena - it will always bear the name of a federal or state court (not an immigration court), and it will be signed by either a judge or a court clerk.

DHS Subpoena

1. To (Name, Address, City, State, Zip Code) Manager: [REDACTED]@ebaldc.org [REDACTED] Oakland, California 94601		DEPARTMENT OF HOMELAND SECURITY IMMIGRATION ENFORCEMENT SUBPOENA to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4	
Subpoena Number USCIS-SFR-17-115			
2. In Reference To Immigration filing on behalf of [REDACTED]		[REDACTED] (File Number, if Applicable)	
By the service of this subpoena upon you, YOU ARE HEREBY SUMMONED AND REQUIRED TO:			
(A) <input type="checkbox"/> APPEAR before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.			
(B) <input checked="" type="checkbox"/> PRODUCE the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.			
Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).			
3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name [REDACTED] Title Immigration Officer Address USCIS 630 Sansome Street, Rm. 1220 San Francisco, California 94111 Telephone Number 415-248-8619		(B) Date 04/28/2017 (C) Time 0900 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
4. Records required to be produced for inspection Please provide a copy of the lease for [REDACTED] Street, # [REDACTED] in Oakland, California. The lease should include the names of the current occupants. If there are no current occupants, please provide a copy of the lease for the previous occupants.			
		5. Authorized Official [REDACTED] (Signature) [REDACTED] (Printed Name) Supervisory Immigration Officer (Title) 04/18/2017 (Date)	
If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.			

DHS Form I-138 (6/09)

THESE ARE VISUAL CUES THAT THIS IS AN IMMIGRATION SUBPOENA

This is a DHS subpoena. These are issued directly by the agency and signed by DHS officers. They do not create a FERPA exception on their own. **Without a federal court order, they cannot compel release of protected education records.**

For additional background, [Guidance for Higher Education on Immigrant Students Privacy and FERPA](#).

EVENT PROTOCOLS

Advance planning is critical for in-person campus events that could involve immigration enforcement. This section provides checklists, sample protocols, and signage templates to ensure staff can respond safely and consistently.

Sample Response Protocol Checklist

- Designate staff contacts for handling response protocols, including legal response, internal and external communications, and decision-making authority.
- Contact campus security to inform them of the event and clarify the institution's protocol for responding to immigration enforcement presence.
- Designate institutional points of contact for any immigration enforcement activities, including campus security and legal counsel.
- Consider setting up an encrypted chat (e.g., Signal) to share information privately with event staff without causing panic among participants. Consult legal counsel about what types of communications may be subject to public information requests or discovery in a lawsuit or investigation.
- Arrange for on-call local immigration attorneys to help in the event of an immigration enforcement action.
 - Ask local counsel what they need to jump into action and gather this information from participants in advance--this often includes the participant's emergency contact and a copy of their passport/ID. The first 24-48 hours following an immigration arrest is often the most crucial time to advocate for release.
- Share protocols and sample scripts with any staff working at the event, especially staff handling registration and check-in.
- Post signage in multiple locations indicating the event is private.
- Set up a log or system for tracking incidents, such as a private spreadsheet or other tracking mechanism.
- Depending on the location, consider connecting with relevant state and local authorities, such as police, social services, and elected officials, regarding the event.

Sample Staff & Participant Protocol Card

This double-sided card is an example of a quick-reference guide used at the 2025 SUCCESS convening at the University of Chicago-Illinois (UIC). The cards were printed and available to all participants during registration to ensure a shared understanding of protocols and other important information for the event. Campuses can review and adapt the concept for their own events based on their policies and needs.



PARTICIPANT SAFETY

Entrances & Exits

- There is **one main entrance** to the UIC Dorin Forum. Attendees must pass through object detectors and security every time they enter and exit the building.
- There are multiple exits in Main Hall AB. Staff will review evacuation process if needed.

Additional Reminders

- **Make sure your nametag is visible and carry an ID at all times**. Staff and volunteers will check for nametags throughout the event. *Participants without nametags must go to registration to check-in or will be asked to leave.*
- Refrain from posting about the Convening on social media until the event has concluded Friday night.
- Please download the Signal Group Chat, which will be used to share timely and important updates.
- Public transportation should be used with discretion. A free shuttle service to hotels is available.
- Consider not wearing your convening name badge or any immigration-related t-shirts or clothing outside of the event premises to avoid calling attention to yourself or the Convening.

If you see any suspicious persons or activities or wish to bring any concerns to the attention of all participants, please see a Presidents' Alliance staff member or send us a private message through Signal first. Please do not speak with other participants - out of an overabundance of caution and not wanting to cause alarm or rumors.

UIC Emergency Protocols

If a non-UIC law enforcement officer makes inquiries regarding any student, staff, faculty, patient, or visitor on campus or requests access to any campus building, **immediately refer the officer to UIC Police** (943 W. Maxwell St., Chicago, IL, 60608) and **call UIC Police directly** (312-996-2830) to inform them of the presence of non-UIC law enforcement.

- This includes any federal immigration officer who makes inquiries about the immigration or citizenship status of any student, staff, faculty, patient, or visitor on campus.
- **If any documents are presented, please do not accept them.** Direct the officers to UIC Police. Again, call UIC Police directly (312-996-2830) to inform them of the situation.

Sample Response Plan Outline

- **Purpose of Event**
- **Roles and Responsibilities**
- **Key Contacts**
 - Campus Legal Counsel
 - Designated Administrator
 - Campus Safety Lead
 - Communications/Media Contact
 - Local Immigration Attorney or Legal Aid Partner
- **Media Safety/Declining Sensitive Questions**
- **Crisis Scenarios**
- **Tactics & Action Steps**
 - Pre-Event
 - Internal Communications
 - Pre- and Real-time Event Communication to Attendees
 - Real-Time Response (if immigration enforcement authorities appear)
 - Post-Crisis Communications and Debrief Meetings
- **Emergency Legal Response**
- **Key Materials to Prepare**
 - Press Release
 - Talking Points
 - Key Framing
 - Organizational Values
 - Safety Message
 - If Asked About the Event Itself
 - Media Safety/Declining Sensitive Questions
- **Internal FAQ**
- **Reporting Suspicious Encounters**
- **External FAQ**
- **Resources**



Signage Templates for Private Campus Events

Immigration and other law enforcement agencies generally may not enter private, nonpublic areas without authorized consent or a valid judicial warrant. For campus events that are closed to the public, such as student organization meetings, trainings, or invitation-only gatherings, clear signage helps establish the event's private status. Adapt the following signage templates depending on the event's audience and setting. These signage templates can also be adapted and utilized more broadly to designate non-public spaces on campus.

Private Event – Authorized Guests Only

This is a private campus event. Entry is limited to invited guests, registered participants, and authorized staff. Check-in required. No unauthorized entry.

Private Student Event

This event is not open to the public. Attendance is limited to invited guests and members of the [student group name].

Restricted Access – Campus Staff and Registered Participants Only

This meeting is not open to the public.

Tip: Post signage at multiple locations, including each entrance to the event space and at the check-in area, and if possible, accompanied by physical barriers (e.g., rope, sign-in table, etc). Ensure all event organizers and front-line staff understand the protocol if an unregistered/unauthorized individual attempts to enter.

RAPID RESPONSE

When immigration enforcement occurs on or near campus, whether as a planned action, an unexpected visit, or an incident involving questionable legality, campuses have an important role to play in protecting rights, ensuring accountability, and supporting affected students and community members. This section outlines how institutions can lawfully document incidents, coordinate support, and preserve key information for potential legal or policy follow-up.

Rapid Response Checklist

This checklist outlines immediate actions campus staff should take to ensure safety and support affected community members. It should be kept accessible to campus security, student affairs, international student services, and legal counsel.

Within the First 10 Minutes

1. Ensure Safety and Calm

- Do not interfere with officers or obstruct enforcement actions.
- Stay calm and avoid escalating the situation.

2. Identify and Notify Key Personnel

- Contact the designated point of contact.
- Notify campus legal counsel immediately.
- If appropriate, alert the President's or Chancellor's Office and communications lead.

3. Observe and Record

- Note the time, location, and agency involved (ICE, CBP, etc.).
- Identify and record officer names, badge numbers, and vehicle information.
- If safe, record video or take photos of the interaction.
- Make copies and preserve any documents presented (e.g., warrant, subpoena, detainer).
- For additional information on recording, see [Preparing for ICE Encounters: Know Your Rights, Responses, and Recourses](#), page 33 (“Reporting ICE Activity”).

Within the First Hour

4. Support Affected Students and Staff

- Contact the student or staff member affected (or their emergency contact) and connect to legal resources.
- Offer confidential space for debriefing or immediate support.
- Contact trusted legal service providers or local rapid response networks for assistance, if needed.

5. Document the Incident

- Complete an Incident Documentation Form (date, time, location, officer details, summary).
- Secure any recordings or photographs in an institutional folder, not personal devices.
- Maintain confidentiality; do not post or share footage publicly before legal review.

6. Coordinate Institutional Response

- Communications lead prepares an internal message (if needed) affirming institutional commitment to student privacy and safety.

Within 24 Hours

7. Convene a Debrief

- Bring together campus legal counsel, safety, student affairs, and leadership to review what occurred.
- Identify any follow-up needs (student legal support, academic accommodations and notification of instructors, media guidance).

8. Preserve and Secure All Documentation

- Centralize notes, forms, and media in a secure institutional folder.
- Record lessons learned for internal training and preparedness updates.

9. Engage in Follow-Up Support

- Ensure ongoing contact with affected students or families.
- Connect them with longer-term legal and counseling resources.
- Monitor for any additional enforcement activity.



Next Steps After Documentation

Once an enforcement action has been documented and immediate safety concerns are addressed, the institution should coordinate a lawful follow-up response. The goals are to support the affected student or community member and preserve institutional integrity.

1. Connect with the Student's Legal Counsel (If Known)

- If the student or their family has identified an attorney, the institution should *not* communicate directly with DHS about the student but may coordinate with the student's legal representative to provide non-confidential institutional information (e.g., enrollment verification, contact information for housing or registrar).
- Obtain a written release or FERPA authorization from the student (or their power of attorney) before sharing any records or details.
- The student's legal counsel can help assess whether officers acted outside their authority and advise on next steps, including FOIA requests or complaints.

2. Coordinate Internally

- Relevant legal staff should review the incident report and any accompanying documentation to identify potential policy, compliance, or legal concerns (e.g., privacy violations, improper search and seizure, or due process concerns).
- Leadership, student affairs, and instructors should collaborate to provide academic, housing, and counseling accommodations as needed to preserve the student's enrollment status, academic standing, financial aid, and/or housing, if applicable.
- Discuss how requests for case support (see below) should be routed, including who is authorized to act on behalf of an institution.

3. Refer or Report When Appropriate

- If there are indications of unlawful enforcement activity (e.g., entry to a nonpublic area of campus without a judicial warrant, targeting based on protected status), counsel should share information with the student's legal counsel and may consider contacting local government officials, the state Attorney General's office, and trusted advocacy organizations that track and escalate enforcement abuses.

4. Communications

- Consult with the student’s legal counsel and/or loved ones about types of support that the institution can provide, such as writing a letter of support for an immigration court case, putting out a [public statement](#), uplifting advocacy [via social media](#) or other networks, etc.

For additional information, see [Steps Campuses Can Take To Support Detained Or Deported Students](#).



KNOW YOUR RIGHTS (KYR) & EMERGENCY PREPAREDNESS

This section lists pocket guides and online resources designed to empower campus community members with actionable knowledge about their legal and constitutional rights and to help them plan for emergencies, such as arrest or detention.

- [Rights and Protections Hub – Know Your Rights](#) (Higher Ed Immigration Portal)
- [Red Cards](#) (Immigrant Legal Resource Center)
- [Preparing for ICE Encounters: Know Your Rights, Responses, and Recourses](#)
- [Emergency Preparedness for Immigrant Families: A 50 State Resource](#) (CLINIC)
- [Step-by-Step Family Preparedness Plan](#) (Immigrant Legal Resource Center)
- [ReadyNow!](#) Mobile App (Innovation Lab at Human Rights First)

FINDING LEGAL HELP

Quick access to qualified immigration attorneys is critical during enforcement actions. This section provides guidance on types of attorneys, search tools, and key considerations in supporting campus community members seeking legal counsel.

Guidance on Finding and Working with Legal Counsel

When a student or community member is detained or faces immigration enforcement, campuses can play an important role in helping connect them to qualified legal assistance, but must also respect attorney-client confidentiality and student privacy rights.

1. Contact Loved Ones and Emergency Contacts

The first outreach after a detention or enforcement incident should be to the student's designated emergency contact or loved ones. Families and trusted contacts should take the lead in:

- Identifying or retaining an attorney;
- Authorizing the release of information; and
- Coordinating directly with the attorney on the student's behalf.

Campuses can support these efforts by:

- Sharing referrals for reputable immigration attorneys (see below);
- Providing contact information for local legal aid organizations, rapid response networks, or immigrant rights coalitions;
- Standing up emergency legal defense funds to assist with legal fees; and
- Assisting loved ones with practical information, such as how to locate a detained student using the [ICE Online Detainee Locator System](#).

2. Supporting Students Without Local Contacts

When a detained student has no loved ones or emergency contacts in the U.S., the institution may want to provide limited, temporary coordination support. This should be done in consultation with legal counsel and in accordance with student privacy laws. The campus can:

- Coordinate with nonprofit legal aid partners or rapid response teams to help locate the student and connect them to qualified counsel; and

- Ensure the student's housing, financial aid, or enrollment status is protected while they are detained.

3. Helping Identify Qualified Legal Counsel

Because detention cases move quickly, it is important to connect with qualified immigration counsel as soon as possible, ideally within the first 24-48 hours. Look for attorneys with experience in removal/deportation defense, ICE detention and bond hearings, federal court litigation/[habeas](#) petitions, and for international student cases, student visa (F-1, J-1) compliance. Because enforcement situations can create urgency, be especially cautious of [notario fraud](#) and unauthorized practitioners. Only licensed attorneys or DOJ-accredited representatives can provide immigration legal services, so avoid anyone who guarantees outcomes or is not clearly credentialed. Trusted immigration legal service directories include:

- [American Immigration Lawyers Association \(AILA\) Lawyer Search Tool](#) for private immigration attorneys.
- [National Immigration Project of the National Lawyers Guild \(NIPNLG\) Member Directory](#) for private immigration attorneys.
- [National Immigration Legal Services Directory](#) for nonprofit immigration legal service providers. Nonprofit organizations often have income requirements to qualify for legal services and may have greater capacity constraints than private attorneys.

Each directory allows you to filter your search by location, type of case/immigration issue, language needs, and more. Some firms can provide remote legal services.

4. Clarify Roles and Lines of Communication

Finally, campuses should ground their response in a clear understanding of roles, confidentiality, and ethical limits:

- The detained individual is always the client if an attorney becomes involved.
- Even if the campus facilitates or helps fund legal assistance, the campus itself is not the client and does not have an automatic right to case information. The campus should not pressure attorneys to share privileged information.
- Attorneys represent the student's individual legal interests, not the institution's. If the campus contributes to legal fees (e.g., via an emergency fund), it should do so without expectation of access or control.