

Model Rapid Response Team Notebook

Rapid Response Standby Phone Tree

If the phone tree initiators have reason to believe that some kind of ICE enforcement action (i.e. raid) is underway or had occurred, the following phone tree will be initiated. Depending on the circumstances, back-ups and/or other contacts may need to be alerted as well.

The initiators are to call every person directly below them. If any person below one of them is unreachable, the initiator should go ahead and make any calls that would otherwise be made by the unreachable person. If one of the initiators is unreachable, the other initiator(s) are responsible for making or delegating that initiator's calls.

Phone Tree Initiators:

1. (Name & Number)
2. (Name & Number)
3. (Name & Number)

Initiator 1's Branch:

Core member 1 (Name & number) (Helps with legal issues). Names and numbers of backups.

Core member 2 (Name & number) (Liaison to interpreters). Names and numbers to backup.

Core member 3 (Name & number) (Liaison to Schools/Universities). Names and numbers to backup.

Core member 4 (Name & number) (Religious Outreach). Names and numbers to backup.

Initiator 2's Branch:

Core member 1 (Name & number) (liaison to community leaders). Names and numbers of backups.

Core member 2 (Name & number) (Shelter & food). Names and numbers to backup.

Core member 3 (Name & number) (Media). Names and numbers to backup.

Initiator 3's Branch:

Core member 1 (Name & number) (NGO liaison). Names and numbers of backups.

Core member 2 (Name & number) (legal). Names and numbers to backup.

Core member 3 (Name & number) (fundraising). Names and numbers to backup.

Core member 4 (Name & number) (children & Youth). Names and numbers to backups.

Leadership structure

To provide an overview of the leadership structure and phone numbers for back-up people, here is a break-down of overall responsibilities:

Coordination & Phone tree Initiation (Phone Tree Initiators):

1. (Name & Number)
2. (Name & Number)
3. (Name & Number)

Committees

Children & Youth Committee

Primary:
Backups:
Alternative contacts:

Education & Organizing Committee

Primary:
Backups:

Food/Shelter (Immediate Needs) Committee

Primary:
Backups:

Legal Committee

Primary:
Backups:

Media Committee

Primary:
Backups:

Religious Outreach Committee

Primary:
Backups:

Liaisons

Interpreter Liaison

Primary:
Backups:

ICE Liaison

Primary:
Backups:

Labor Liaison

Primary:
Backups:

Children & Youth Committee

Primary (Chair): Name & contact information

Members: Name & contact information (& name of school or univeristy they are with). Make sure to note which schools have an active ESOL program.

It is important to develop a complete contact list for the rapid response team. Here is an example:

School Name	Name	Phone	Address	Email	Notes

Education & Organizing Committee

Primary (Chair): Name & contact information

Members: Name & contact information (& name of organization they are with). Develop a contact list with possible Know Your Rights Trainers and note who of them are bilingual have attended a train-the-trainer workshop. Keep materials accessible.

Org. Name	Name	Phone	Address	Email	Notes

Food/Shelter (Immediate Needs) Committee

Primary (Chair): Name & contact information

Members: Name & contact information. Remember if you do not want to handle donations and distributions yourself, you can reach out to others with more experience or capacity.

Org. Name	Name	Phone	Address	Email	Notes

Legal Committee

Primary (Chair): Name & contact information

Members: Name & contact information. Be sure to alert national groups. Would be helpful to develop a list of local organizations, Pro-Bono/Low-Bono trustworthy private attorneys and University Clinics.

Org. Name	Name	Phone	Address	Email	Notes

Rapid Response Media Committee

Media Protocol

For Spanish language media:

- Provide them with the phone numbers that immigrant families can call who want to find out about family members who are detained or to obtain other forms of assistance.
- Provide names and contact information of media point person
- Provide time and place for community meeting or press conference
- Prepare press release
- Obtain and provide information about who will coordinate donations
- Radio stations: Determine if 1 or 2 well versed with what occurred and what the consequences the raid may participate in a call-in program immediately after the raid to answer any questions that people may have. This was done in the Tennessee raid and was seen as very

For English language media:

- Prioritize local stations – then contact others.
- Provide contact information for media point person
- Prepare press release
- Obtain and provide information about who will coordinate donations
- Provide time and place for community meeting or press conference

If the team deems it appropriate, plan a press conference

Identify within your partners who could provide a nice space that can be used for a press conference.

Spokespersons are community members that may have some special authority or experience or represent in some authentic way a group or community. Spokespersons should all be able to articulate the agreed upon group message and be ready to diplomatically handle uncomfortable or even offensive questions.

These people have experience dealing with the press and have agreed to be spokespersons:

1. Name, phone number and Email (English speaker)

2. Name, phone number and Email (Spanish speaker)

3. Name, phone number and Email (Portuguese, English and Spanish speaker)

Tip: Keep list of all media contacts to be able to reach out when appropriate. Separate by type of media: online, newspapers, newsletters, magazines, radio, television channels. Identify which ones are high and medium priority.

Model Press Release:

Outline For Press Release For Day After Raid

- **Letterhead (with names of organizations and contact information)**
- **What happened? (Last night 24 of our community members were detained in an ICE raid....)**
 1. Was local police involved?
 2. Name of employer?
 3. Who was targeted and why?
 4. Were children involved? What has happened to them?
 5. Where are people being detained?
 6. Are ICE officers following procedures?
- **What is likely to happen next?**
- **Community reaction: We (who?) decry the targeted sweep by ICE against our community members and neighbors. (Why?)**
- **Action steps: We invite you to a protests on XXX, at XXX. OR We urge you to attend: workshops, community meeting. OR We are asking for your help in supporting families by donating, volunteering.**

TIP: Have accessible the official descriptions of all partner organizations participating so they may be shared with media in one document and not spend time gathering the information.

Model Talking Points

(Note: There talking points should be considered as a place to start. They are NOT vetted by the Rapid Response Team)

1. **The current focus of immigration enforcement, such as raids and the increase of ICE encounters in communities, is yet another tactic to separate families. Spouses are separated from each other, children from their parents and grandparents.**
2. **An immigration policy that does not instill fear in our communities and deter our children to attend school is one that is fair and prioritizes the well-being of its citizens.**
3. **Undocumented workers are active members in our society. They too form part of our economy and work just as hard to support their families.**
4. **We need comprehensive immigration reform that restores and respects civil rights and due process protections for immigrants, reunifies families in a timely matter and protects our community members instead of targeting them.**

Religious Outreach Committee

Primary (Chair): Name & contact information (& name of congregation or dioceses they are with)

Members: Name & contact information (& name of congregation or dioceses they are with). It is important to develop an interfaith contact list for the rapid response team. Here is an example:

Org. Name	Name	Phone	Address	Email	Notes

Labor Liaison

Name of Liaison:

Contact information:

Liaison Back-Up: name & contact information

Develop a labor contact list in event of a raid.

- Does your community have a labor council?
- Do you have any contacts with any unions in your city?
- Does SEIU or AFL-CIO have an office near you? You should develop contacts with them if there are local branches in your area.

Interpreter Liaison

Name of Liaison:

Contact information:

Liaison Back-Up(s): name & contact information

The primary liaison will be the point person to reach out to other interpreters willing and able to provide their services on a volunteer or low-bono basis. This person knows the interpreting community and will know how to find an interpreter for the dominant languages in your community.

It would be helpful to note the follow details on the contact list: the language, availability and if they are interpreters for presentations like Know Your Rights or for interviews or if they are able to assist those in ICE custody.

ICE Liaison

Name of Liaison:

Contact information:

Liaison Back-up(s): Name & contact information

Address of local ICE Field Office:

Phone number:

Contact information of point person within ICE:

An introduction meeting between the ICE liaison, a Rapid Response team representative and the local lead ICE officer would be helpful to introduce the liaison, but the team as well to Local ICE office and ask them for any relevant information they are willing to share.

Questions regarding 287(g) officers in your community would be pertinent or if they would be willing to contact the team or liaison as soon as they learn of any raid might occur.

Other Important Information

- Contact information of **foreign consulates** relevant to community members. Visit CLINIC's resource to find consulate information: https://cliniclegal.org/emergency-planning-for-immigrant-families?title_1=All
- List of **Immigration Courts in your area**: eoir.gov
- List of **detention facilities in or near your community**. If a person is detained, where is that person taken to and who can you talk to?
- Information for visitation and process would be good of the RRT to be aware of. It might make sense for your team to have a conversation about creating a liaison position for detention facilities.
- Keep contact information of all private attorneys and NGOs in the area who are willing to collaborate as well as contacts of people within National orgs you can touch base with.
- Remember to **keep additional key community contacts** who should be alerted in all cases and of people not on the phone tree who have agreed to serve as back-up helpers on particular issues in the event of committee chair or liaison is unavailable.