

Staff ICE Response

Guidance for TRI staff in Oregon child care programs if ICE enters a facility

If the Facility has an ICE related Emergency Response Plan:

1. Follow the Child Care Facility's Emergency Response Plan
2. Stay calm and support child care staff in following their plan and caring for children
3. After the immigration officials have left the facility
 - a. ERS Assessors may reschedule or complete the assessment if the program requests it.
 - b. Substitute educators, continue caring for children until you are appropriately relieved by the facility staff.
4. Notify your supervisor of the incident

If the Facility does not have an ICE related Emergency Response Plan:

1. Be polite and do not take any action that could be perceived as interfering with an officer's official duties.
2. Say: "I understand you are here to enforce immigration law. However, I'm required to check in with the Director/Owner before you proceed."
 - a. Contact the child care facility owner or director if they are not on the premises.
3. Inform your supervisor. Interrupt your supervisor if they are in a meeting or on a call. If your supervisor is not in the office, alert any other supervisor, Director, etc. That person will provide guidance and support as needed.

If the ICE officials DO NOT have a warrant, subpoena, or other legal document:

1. **Tell the ICE officials:**
 - a. You are required to contact your supervisor
 - i. Contact your supervisor immediately
 - ii. If your supervisor isn't available, call the Center Director, or TRI Director
 - b. You are not permitted to provide access or information without a warrant, subpoena, or other legal document;
 - c. DO NOT permit access to the child care facility.
 - d. Your supervisor may give you further instructions.

If the ICE officials DO have a warrant, subpoena, or other legal document:

2. **Tell the ICE officials:**
 - a. You are required to contact your supervisor.
 - i. Contact your supervisor immediately.
 - ii. If your supervisor isn't available, call the Center Director **503-751-4027**, or TRI Director **503-838-8479**.
 - b. Take pictures of the warrant, subpoena, or legal document presented by ICE.
 - c. Follow ICE instructions while keeping your supervisor on the phone.