

# Operational Support: Employee & Community Preparedness

## Prepare Your Business & Employees for Unexpected Immigration Challenges

Ensuring your business and employees are prepared for potential immigration-related disruptions is crucial. By implementing proactive strategies, you can maintain business operations, safeguard your workforce, and minimize risks associated with enforcement actions.

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### 1. Be Ready for Government Audits & Raids

Understanding labor laws and enforcement procedures can help your business navigate unexpected challenges with confidence.

#### ✓ Know Your Rights & Responsibilities

- Gain access to **guides on I-9 audits, workplace compliance, and employee rights** during ICE enforcement actions.
- Train your staff to recognize lawful vs. unlawful enforcement requests and how to respond appropriately.
- Ensure that all employee documentation is **accurate, updated, and securely stored** to comply with legal standards.

#### ✓ Develop a Workplace Raid Response Plan

- Designate **key personnel** to manage interactions with law enforcement.
  - Post clear instructions for employees on how to respond during workplace enforcement actions.
  - Keep contact information for **immigration attorneys and community resources** readily available.
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### 2. Develop an Emergency Contact Plan

Having a well-structured emergency contact plan ensures that your business operations continue smoothly, even in challenging situations.

#### ✓ Identify a Legal Representative

- Appoint a trusted **legal or business representative** who can take charge of critical business decisions if you are detained.
- Ensure that this individual has **legal authority** to manage financial, operational, and legal matters on your behalf.

#### ✔ **Prepare Essential Business Documents**

- Use our **business continuity plan templates** to organize and store critical documents, including:
    - **Emergency contact list** for legal and business representatives.
    - **Key financial and operational access credentials** to maintain business operations.
    - **Legal documents for banks, vendors, and other financial institutions** to avoid disruptions.
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### **3. Protect Your Employees & Business**

Being prepared ensures that your employees know their rights and your business remains functional under any circumstances.

#### ✔ **Implement Employee Preparedness Training**

- Educate your workforce on their **rights during ICE enforcement actions** and how to respond effectively.
- Provide staff with **clear communication guidelines** in case of legal inquiries.