



SOP | Remote Responders

FOR Documentation & Protection at known ICE passage streets in sensitive areas

 **FIRST | Pair volunteers into groups of 2 or more for safety purposes.**

OVERVIEW

- SOP is based on work in place at Southwest Side RR.
- WHAT IS IT? Remote workers stationed at cafes and shops to observe ICE presence within sensitive areas and businesses.
- Ideal to have 2-3 people at a space that allows remote workers.
- Work near windows to observe sensitive areas like pantries, restaurants, churches, service agencies and roads.
- This role may not involve interaction with agents but rather documentation of travel patterns. Early alert or confirmation of travel direction.

EQUIPMENT NEEDED

- Whistle
- Extra **whistles** to pass out or leave at the location
- Signal **chat app**
- **Camera**
- **Know Your Rights** Cards

TWO TOP OF MIND RESOURCES FOR PARTICIPANTS

SALUTE METHOD	ICIRR NUMBER
<ul style="list-style-type: none">→ Size How many agents are present?→ Action What are they doing? Knocking on doors? Driving?→ Location Cross streets or address if you have? Also, direction headed. (E on Devon from Clark)→ Uniforms Are they wearing vests? Masks? Hats? Plain clothes?→ Time/Date IMPORTANT - this keeps your report timestamped so info is not repeated erroneously later.→ Equipment Make/model of car, license plate, weapons, etc.	855-435-7693 or 1-855-Help-My-Family

When You Arrive on Site

Connect with a staff point of contact on site

1.  It is recommended you find a site to work that is owned by those who are part of a targeted community. These businesses are impacted economically and can use some support and safety.
2. Engage with a Staff Point of Contact (POC).
 - a. Let them know what you are doing while working.
2. You can ask them the following
 - a. Can I leave whistles and materials here?
 - b. Do you have protocols for any targeted workers and staff?
 - i. If not, would you like information on this?
 - c. What are your hours?
 - d. Do you have workers who need escorts?

Understand the location's points of access

Streets

1. Note street direction | For one ways, note the direction of the one way.
2. Note any side alleys on the streets around the location.

Doors on the building

1. Are they locked? Who has access?
2. If there's a parking lot for attendees, which door offers the safest access to cars?

Security personnel/cameras/other

1. Do they have cameras? Are they working?
2. What protocols do they have in place for the workers?

Volunteer Engagement and Assignments

This type of engagement may not be as organized, unless you are organizing. If you are organizing a few of your contacts to be at a location, notify a specific verifier group or RR admin so that they know they can call on your group when needing supports. It also helps them keep resources in place for needed verifications. Try to have people who have been trained by PRP or have completed some form of ICE Watch training. If not, here is a quick flow for those untrained

→ **SALUTE** | Describe how it is used and why it's important.

- **Whistle blows** | If ICE is confirmed, three short blows that are the same as the syllables for 'ICE-IS-HERE' or 'LA-MI-GRA' are used to alert people.
 - ◆ **! NOTE** | DO NOT BLOW WHISTLES IN THE BUSINESS YOU ARE IN.
If you verify ICE is there and there are targeted people in the area, go outside and blow the whistle.
- **ICIRR Number** | 1-855-435-7693
- **Vehicle sighting** | Follow SALUTE protocol. Make sure participants know green LY (Livery) license plates are Uber Blacks (not ICE) and FP (Fleet Plate) do not always mean ICE. Fleet plates can be ICE, but get a look at the drivers and look for masks, baseball caps, and vests.
- **Signal** | Determine which verifier or RR group is appropriate for your location.
- **Know Your Rights cards** | These could be key for targeted communities and the shop.

Role and placement assignments

If you are solo for this event:

- Be near windows of major throughway for ICE, if known.
- Keep your phone near.

If you have more than just yourself on the site, figure out placement:

- Be near windows of major throughways
- If the building you are in is on a corner, place people at each set of windows.
Depending on how long you are there, think about putting mini-shifts for the roles.
- Determine roles:
 - ◆ Cameras - if at both sets of windows on a corner assign a camera at each.
 - ◆ Chat monitor - only one needed here

During Active Support

Protocols if ICE is observed in a vehicle

!! It's important to keep calm. You need to understand a few things:

- What street and direction are they heading? N S E W
- Vehicle type(s)?
- How many agents?

Wait until you have verification that it is ICE prior to alerting staff. You do not want to set off a false alarm and create panic. We want the staff and patrons to remain calm as much as possible.

 If ICE are out of vehicles and you observe them on the streets:

1. **DO NOT APPROACH ICE AGENTS ALONE. DETERMINE ROLES PRIOR TO APPROACHING. WHO IS RECORDING? WHO IS COMMUNICATING IN CHAT? WHO IS GETTING AN ABDUCTEES INFO? ASK FOR BACKUP AS NEEDED!**
2. Talk to the Staff POC so that on site protocols can be enacted.
3. Alert the RR or verifier chat.
4. Begin recording and make sure to speak the SALUTE information into the video.

At End of Watch

- Connect with staff POC to let them know you are leaving.
- If they would like to connect for the purposes of asking for support or reporting, exchange info with them.
- Alert the verifier or RR group you are leaving.

END of Standard Operating Procedure