Partner Toolkit

Resources to prepare for immigration enforcement activity

Message to our partners

The Blue Ridge Area Food Bank is staunchly committed to ensuring that every neighbor who seeks food assistance receives it, regardless of immigration status, and to supporting our partner organizations who provide that assistance. As this important hunger-relief work continues, we aim to offer strong support and reliable communication as we navigate a rapidly changing legal and political environment together.

It is important that we equip ourselves with the most up-to-date information and useful tools available. The Food Bank is committed to providing information that will enable our partners to operate as confidently and smoothly as possible, including guidance for nonprofits, information on the constitutional rights of individuals, and resources for emergency preparedness. Our goal is not to instill fear or uncertainty, but to ensure that our network is informed and prepared.

The most important thing the Food Bank and our partners can do is continue to provide nutritious food for all our neighbors while protecting the rights and the dignity of every person who walks through our doors.

If you have questions or resource recommendations

Please reach out to your Partner Engagement Manager or your program contact at the Food Bank if you have questions or resources that would be useful to us or the network. Our staff will be regularly updating our list of recommended resources, which will be posted on the Food Bank’s website in the partner resources section.

**Important note:** This document is a resource for information purposes. It is not intended to be legal advice and is not a substitute for legal consultation with your organization’s lawyer.

What’s in this toolkit

* **Removal of Sensitive Locations Policy - Advisory for Non-Profits**

This document advises organizations on responding to the removal of the Sensitive Locations Policy, which previously limited immigration enforcement in places like schools, churches, and hospitals.

* **Rapid Response Toolkit**

This guide helps individuals and families create a plan in case of an immigration-related emergency. It includes instructions on how to designate caregivers for children, gather important documents, and establish legal support contacts.

* **Red Cards (available in multiple languages)**

These wallet-sized cards provide a pre-written statement that individuals can hand to enforcement officers, asserting the right to remain silent and request legal representation. Making these available at your organization can help guests feel safer and more prepared, even if there are language barriers.

* **Immigration Rapid Response Hotline (Virginia Network)**

This hotline provides real-time assistance by phone during U.S. Immigration and Customs Enforcement (ICE) enforcement actions, including home raids and street encounters. Ensuring that individuals know where to turn for immediate support can make a significant difference.

What you can do

Here are some initial steps that our food distribution partners can take:

* Review this toolkit and identify the protocols and tools that best fit the needs and circumstances of your organization and your guests.
* Make printed resources available to guests in multiple languages.
* Share this information with your staff and volunteers to prepare them for potential situations involving immigration enforcement; consider holding an onsite training session to reinforce the information.
* Share the Immigration Rapid Response Hotline number with your guests, staff, and/or volunteers so that those who need it can access emergency assistance.

Resources

**Informational resource for nonprofits**

**Click🡆** [**Removal of Sensitive Locations Policy - Advisory for Non-Profits**](https://www.justice4all.org/wp-content/uploads/2025/02/2025.01.24_Immi-Update-Removal-of-Sensitive-Locations-Advice-for-Churches-Schools-Local-Orgs.-Hospitals.pdf)

This document from the **Legal Aid Justice Center** advises organizations on how to respond to the removal of the Sensitive Locations Policy, which previously limited immigration enforcement in places like schools, churches, and hospitals. It emphasizes understanding legal rights, distinguishing between public and private spaces, and developing plans to manage potential encounters with immigration authorities.

**Key Points:**

1. **Understanding ICE Authority & Access**
* The document explains when and under what circumstances nonprofits are required to grant access and when they are not required to grant access to ICE (what counts as a public vs. a private space, what judicial vs. administrative warrants mean, etc.).
1. **Developing an Organizational Policy**
* Establish protocols for handling ICE visits, including designating a point person to respond.
* Train staff on how to interact with ICE while protecting clients’ rights.
1. **Staff & Client Rights**
* All people, regardless of immigration status, have Constitutional rights.
* This includes the Constitutional right to remain silent. This means that no one—clients, staff, volunteers—has to answer any questions from law enforcement officials, including ICE agents.
* Nonprofits can refuse ICE entry into private spaces if agents do not have a judicial warrant. (Please note there are clear legal definitions of what defines a public versus a private space.)
1. **Emergency Preparedness**
* Maintain confidential client records to prevent unauthorized data sharing.
* Create rapid response plans in case of ICE enforcement actions.

**Educational resource for neighbors and guests**

**Click🡆** [**Rapid Response Toolkit**](https://www.justice4all.org/rapid-response-toolkit/#CHURCH)

This educational resource from the **Legal Aid Justice Center** provides a step-by-step guide—with links to additional resources—to help immigrants plan, protect their families, and understand their rights in case of ICE enforcement actions. Having a plan can make a huge difference in staying safe and protecting legal options.

**Information tool for citizens and non-citizens**

**Red Cards [links below]**

All people in the United States—regardless of immigration status—have certain rights and protections under the U.S. Constitution. [The Red Card](https://www.ilrc.org/red-cards-tarjetas-rojas) resources, provided by the Immigrant Legal Resource Center, are designed to help people understand their rights, assert their rights, and better protect themselves if they encounter federal immigration agents or other law enforcement at workplaces, at home, or in community spaces.

The cards inform individuals of their constitutional rights (such as the right to remain silent) and provide pre-printed, prepared statements. An individual can then hand the card to an agent, which will help them avoid potential self-incrimination during the encounter. They are meant to help people remain as calm and confident as possible during an encounter with law enforcement.

The links below will take you to a one-page printable template with four identical two-sided cards that look like this:



[Red Card printable template – **Spanish**](https://www.ilrc.org/sites/default/files/2025-01/Artwork%20for%20Printing%20Your%20Own%20Red%20Cards%20-%20Spanish.pdf)

[Red Card printable template – **Arabic**](https://www.ilrc.org/sites/default/files/documents/red_card-self_srv-arabic.pdf)

[Red Card printable template – **Farsi**](https://www.ilrc.org/sites/default/files/2024-12/Artwork%20for%20Printing%20Your%20Own%20Red%20Cards%20-%20Farsi.pdf)

[Red Card printable template – **French**](https://www.ilrc.org/sites/default/files/documents/red_card-self_srv-french-20190603.pdf)

[Red Card printable template – **Pashto**](https://www.ilrc.org/sites/default/files/2024-12/Artwork%20for%20Printing%20Your%20Own%20Red%20Cards%20-%20Pashto.pdf)

[Red Card printable template – **Russian**](https://www.ilrc.org/sites/default/files/documents/artwork_for_printing_your_own_red_cards_-_russian.pdf)

[Red Card printable template – **Ukrainian**](https://www.ilrc.org/sites/default/files/documents/artwork_for_printing_your_own_red_cards_-_ukrainian.pdf)

[Red Card printable template – **Vietnamese**](https://www.ilrc.org/sites/default/files/documents/red_card-self_srv-vietnamese-20191003.pdf)

[Red Card printable template – **English**](https://www.ilrc.org/sites/default/files/documents/red_card-self_srv-english.pdf)

Please click [here](https://www.ilrc.org/sites/default/files/resources/for_organizations_-_using_your_red_cards.pdf) for information regarding using these cards at your organization to raise awareness.

**Hotline resource**

**Immigration Rapid Response Hotline - Virginia Network**

This Virginia-based staffed hotline provides emergency assistance by phone to individuals encountering Immigration and Customs Enforcement (ICE) officials in Virginia.

The hotline provides emergency support in the event of a residential raid, arrests, or any encounter on the street. Note that they advise individuals:

* to NOT open the door to their home and call the hotline immediately for assistance
* to maintain distance from agents if out in public and to call the hotline immediately for assistance
* to remain silent if questioned
* to NOT sign any documents without the presence of their own legal counsel

The hotline is staffed to provide immediate and urgent assistance—and not to provide information or answer questions in a non-emergency situation.

**Yellow Cards:** You can print the cards below and make them available to guests, staff, volunteers, and community members:



