An immigration enforcement response plan does three things:

1. Ensures the safety of food bank clients, volunteers, and staff
2. Reinforces efforts to make the food bank a welcoming place to all in need of assistance
3. Assures compliance with legally authorized law enforcement searches within the parameters that have been authorized by a court of law

Development of an immigration enforcement response plan should include consultations with the following:

- Your board, staff, and volunteers
- Entities with which you share property, including but not limited to churches or religious organizations, local government, and businesses or other nonprofit organizations
- An experienced immigration attorney

A response plan should include the following essential elements:

- A directive to staff and volunteers to move all visitors, staff, and volunteers at your food bank to a designated, non-public area of the food bank
- Require immigration enforcement to show a signed judicial warrant (signed by a judge or magistrate within the past 14 days) before allowing entry onto the property
- Thoughtful preparation to ensure whoever is most likely to interact with officials first is aware of and comfortable to assert their civil rights. You may want to do a training
- If a search commences, limit the search to only the areas listed on a valid, signed judicial warrant or if an administrative warrant (signed by an immigration officer) is produced, deny entry to the non-public spaces of the property
- Notify an experienced immigration attorney to come to the food bank and provide assistance with observing a search and to help anyone requesting legal assistance
- Assign the following roles to staff or volunteers:
  - Liaison: assumes lead decision making authority and is the main contact for Immigration and Customs Enforcement and legal assistance
  - Media relations: assumes responsibility for being a spokesperson in the event of media inquiries
  - Notetaker: all staff and volunteers should take down names and badge numbers of officers and document observed interactions and conversations in writing or with photos or video