

Emergency contact notification script:

Supervisor/Manager: Hello, [emergency contact name]

I am calling from XXXX [Unit Name] at the University of California, Santa Cruz. I am calling to inform you that an Immigration Enforcement agency entered the campus and [employee name] may have been detained by an immigration officer while on University Property.

I do not have any information regarding Immigration Enforcement actions. I encourage you to contact the Immigrations and Customs Enforcement Department. You may reach them at:

Detainee-Related Information

[ICE ERO Detention Reporting and Information Line >](https://www.ice.gov/contact/detention-information-line)

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Live, trained operators are available Monday through Friday (excluding holidays) from 8:00 a.m. to 8:00 p.m. (Eastern Time)

1-888-351-4024

[Detainee Locator >](https://locator.ice.gov/odls/homePage.do)

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You can locate detainees in ICE custody by using the Online Detainee Locator System.

[Detention Facility Locator >](https://www.ice.gov/detention-facilities)

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If you confirm that [EMPLOYEE NAME] has been detained, please contact {DEPT NAME's} Employee Relations Analyst/[Academic Personnel Coordinator](#) as soon as possible to inform them of the status, to assess and, if possible, avoid possible employment disruptions. For questions about Leave of Absence, please contact your department's Leave of Absence coordinator.