

ICE Emergency Response Plan

Emergency Response Collective

ICE Response Plan Information

The community-led Immigration and Customs Enforcement (ICE) Response Plan was developed by the Emergency Response Collective in alignment with AP 3415: Non-Participation in Immigration Enforcement Activities. The plan is designed to support a coordinated and timely response to ICE activity occurring on or near campus.

The ICE Response Plan is a community-based initiative that promotes safe observation, documentation of ICE activity, and effective communication among community members. By strengthening coordination and information-sharing, the plan helps facilitate a rapid response while supporting the safety and well-being of our campus community.

Communication Channel

Signal Alert SDCC



Signal Alert SDCC

Member: All community members are invited to join.

- Communication channel open to the community to **report** possible ICE activity/presence on campus.
- Communication channel to send **alerts** of community-verified ICE presence on campus.

Reporting Suspicious Activity



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Responding to ICE on campus Immigration and Customs Enforcement

1.

NOTIFY one of the following offices if you become aware that immigration enforcement is happening on campus:

SDCCD Chancellor's Office: (619) 388-6957, chancellor@sdccd.edu
SDCCD General Counsel: (619) 388-6589, lkostic@sdccd.edu
SDCCD Police: (619) 388-6405

2.

ENCOURAGE students to remain in their classroom or a private office of a trusted individual (if ICE is nearby).

3.

WITNESS

Stand by as a witness, if you feel comfortable doing so. You are legally entitled to use your cellphone to record enforcement activities as long as you do not directly interfere. Share video with your college information officer.

4.

RESPOND IF ASKED

"I am not authorized to speak with you, answer your questions, or provide access to any people or facilities per SDCCD policy. Only the District Chancellor and General Counsel have authority to assist you. You may contact the Chancellor or General Counsel at: 3375 Camino del Rio South, Suite 300 or 330 San Diego, CA 92108, (619) 388-6957 or (619) 388-6589."

- Do not give consent for them to enter facilities.
- Do not physically interfere with an officer and step aside if directed to.

STAY INFORMED

Find and share additional resources and current immigration enforcement guidance.



District Policies: Administrative Procedure 3415 – Non-Participation in Immigration Enforcement Activities; Immigration Status Security
This information is current as of July 1, 2025. Changes to laws and regulations may affect the instructions provided.

Reporting Suspicious Activity

Step 1: Notify

If you become aware that immigration enforcement activity is happening on or near campus, notify **one of the following** offices immediately:

- SDCCD Chancellor's Office 619.388.6957 chancellor@sdccd.edu
- SDCCD General Counsel 619.388.6589 lkostic@sdccd.edu
- SDCCD Police 619.388.6405

AND

- San Diego City College Campus Leadership
- Your respective Dean and Building Captains

Title	Name	Phone	Email	Location
President	Ricky Shabazz	619.388.3453	rshabazz@sdccd.edu	A-322
VP, Student Services	Marciano Perez	619.388.3464	mperez@sdccd.edu	A-222
VP, Instruction	Tillie Chavez	619.388.3523	mchavez001@sdccd.edu	A-222
VP, Admin Services	Roxann Solis	619.388.3430	rsolis@sdccd.edu	T-160
Information Officer	Cesar Gumapas	619.388.3911	cgumapas@sdccd.edu	A-324

*Directly from SDCCD AP 3415 & SDCC ICE
Response Protocol*

Reporting Suspicious Activity

Campus Leadership

Title	Name	Phone	Email	Building	Location
President	Ricky Shabazz	619.388.3453	rshabazz@sdccd.edu	A	A-322
VP, Student Services	Marciano Perez	619.388.3464	mperez@sdccd.edu	A	A-222
VP, Instruction	Tillie Chavez	619.388.3523	mchavez001@sdccd.edu	A	A-222
VP, Admin Services	Roxann Solis	619.388.3430	rsolis@sdccd.edu	T	T-160
Information Officer	Cesar Gumapas	619.388.3911	cgumapas@sdccd.edu	A	A-324
Dean	Genevieve Esguerra	619.388.3924	gesguerr@sdccd.edu	A	A-222
Dean	Andy MacNeill	619.388.4360	amacneil@sdccd.edu	AH	AH-519A
Dean	Susan Murray	619.388.4005	smurray001@sdccd.edu	BT	BT-313
Dean	Jesse Lopez	619.388.3845	jlopez006@sdccd.edu	BT	BT-215C
Dean	Adan Sanchez	619.388.3981	asanchez003@sdccd.edu	M	M-200
Dean	Manuel Velez	619.388.2375	mvelez@sdccd.edu	MS	MS-551
Dean	Aaron Detty	619.388.3706	adetty@sdccd.edu	P	P-201
Dean	Claudia Diaz Carrasco	619.388.8719	cdiazcarrasco@sdccd.edu	S	S-111
Dean	Robbi Ewell	619.388.3845	rewell@sdccd.edu	T	T-231
Associate Dean	Dee Armstrong	619.388.3762	darmstro@sdccd.edu	V	V-112C
Associate Dean	Sasha Knox	619.388.4335	sknox@sdccd.edu	BT	BT-215
Director	Bernice Lorenzo	619.388.3132	blorenzo@sdccd.edu	A	A-366U
Director	Dora Meza	619.388.3475	dmeza@sdccd.edu	A	A-241
Director	Wendy Wang	619.388.3788	wwang001@sdccd.edu	A	A-270
Director	Liz Vargas	619.388.3394	evargas@sdccd.edu	A	A-213
Director	Mireya Gutierrez-Aguero	619.388.3246	mgutierrezaguero@sdccd.edu	A	A-354
Director	Clarissa Padilla	619.388.3979	cpadilla@sdccd.edu	A	A-250
Director	Erin Flanagan	619.388.8747	eflanaga@sdccd.edu	MS	MS-151
Director	Jay Pumell	619.388.4033	jpurnell@sdccd.edu	T	T-160

Reporting Suspicious Activity

Building Captains

Building	Location	Title	Name	Phone	Email
A	A-366U	Director	Bernice Lorenzo	619.388.3132	blorenzo@sdccd.edu
A	A-241	Director	Dora Meza	619.388.3470	dmeza@sdccd.edu
A	A-270	Director	Wendy Wang	619.388.3788	wwang001@sdccd.edu
A	A-213	Director	Liz Vargas	619.388.3394	evargas@sdccd.edu
A	A-354	Director	Mireya Gutierrez-Aguero	619.388.3246	mgutierrezaguero@sdccd.edu
A	A-250	Director	Clarissa Padilla	619.388.3979	cpadilla@sdccd.edu
AH	AH-519A	Dean	Andy MacNeill	619.388.4360	amacneil@sdccd.edu
BT	BT-313	Dean	Susan Murray	619.388.4005	smurray001@sdccd.edu
BT	BT-215C	Dean	Jesse Lopez	619.388.3845	jlopez006@sdccd.edu
BT	BT-215	Associate Dean	Sasha Knox	619.388.4335	sknox@sdccd.edu
D	Bookstore	Supervisor	Sol Madrid	619.388.3976	smadrid@sdccd.edu
L	L-116	URC Coordinator	Magaly Corro Flores	619.388.4595	mcorroflores@sdccd.edu
M	M-200	Dean	Adan Sanchez	619.388.3981	asanchez003@sdccd.edu
MS	MS-551	Dean	Manuel Velez	619.388.2375	mvelez@sdccd.edu
MS	MS-151	Director	Erin Flanagan	619.388.8747	eflanaga@sdccd.edu
P	P-201	Dean	Aaron Detty	619.388.3706	adetty@sdccd.edu
R	R-202D	Supervisor	Daniel Gonzalez	619.388.3322	dgonzale@sdccd.edu
S	S-111	Dean	Claudia Diaz Carrasco	619.388.8719	cdiazcarrasco@sdccd.edu
T	T-231	Dean	Robbi Ewell	619.388.3845	rewell@sdccd.edu
T	T-160	Director	Jay Purnell	619.388.4033	jpurnell@sdccd.edu
V	V-112C	Associate Dean	Dee Armstrong	619.388.3762	darmstro@sdccd.edu

Reporting Suspicious Activity

Signal Alert
SDCC Channel

If you suspect of ICE activity/presence on campus, report it to at least 3 administrators of the Alert SDCC channel using the SALUTE method.

SALUTE Method		Example
S	Size: How many officers are there?	"6 or more officers"
A	Actions/Activity: What are the officers doing?	"Getting off vehicles, and putting on gear"
L	Location: What is the address? Detailed location description.	"Corner of 16 th and C" "1 st floor of S Building"
U	Uniform/Clothes: What are they wearing? Provide detailed description.	"Plain black clothes, masked"
T	Time/Date: Share both date and time of sighting.	"11:11am, 11/11/2025"
E	Equipment/Weapons: What are they driving? What are they carrying?	"4 people with zip ties on belts, 2 people armed"

Community Verified ICE Activity

Signal Alert SDCC Channel Message

Sample Message from Signal Administrators:

"ICE activity/presence has been reported at [**detailed information with location**]. We believe this report is accurate. The District and Campus leadership have been informed per District's Protocol. Until official communication is sent through the District's emergency notification system, please:

ENCOURAGE students to remain in their classroom or private office of a trusted individual. If you feel comfortable, stand as a **WITNESS**. You are legally entitled to use your cellphone to record enforcement activities as long as you **DO NOT** directly interfere.

Send the video to cgumapas@sdccd.edu"

Official Communication Information

RAVE Message

SDCCD Alerts are sent by email and text to individuals with current contact information in the District's emergency notification system.

If immigration enforcement activity is confirmed, individuals will receive a message stating:

"SDCCD Alert: Immigration enforcement activity is occurring at San Diego City College. Follow recommended steps at sdccd.edu/immigration-resources."

When activity concludes, a follow-up message will state:

"SDCCD Alert: UPDATE: Immigration enforcement agents are no longer on campus. Visit sdccd.edu/immigration-resources for support."

RAVE is the official and primary communication tool. Ensure your information on how you would like to receive emergency information is current in the mySDCCD Portal.

Building Captains

Best Practices

Step 1: Join the Signal Alert SDCC Communication Channel & SDCCD Safe & RAVE



Step 2: Prepare and Organize

Building Directory

- Create a phone-tree with department supervisors/coordinators for easier communication

Map the Building & Work-Space

- Map all entries and exits
- Designate private offices/classrooms and post signs

Organize your Team

- Ensure your team understands District's Protocol
- Do trainings with your team based on your building, work-spaces, and schedules
- Practice different scenario situations

Building Captains

Best Practices

Step 3: Act!

If there is ICE activity/presence reported on campus: Use the LASER Method.

LASER Method

L	Lock: If time allows, lock the building. If not, lock your space and the first floor of your building.
A	Alert: This is where the phone-tree comes in handy. Let others know within your building about possible ICE presence on campus. Encourage them to follow District's Protocol and act as witnesses, if they feel comfortable.
S	Spaces: If there are private offices nearby and students feel unsafe, walk them to the location of these offices. If available, have an employee of the institution be there with them.
E	Exits: If the building is locked, designate an exit. If available, have a staff member stand at the exit door to ensure it stays closed and to allow people to exit the building.
R	Remain in Shelter: If you are not acting as a witness, make sure you stay in shelter with the students until official communication goes out letting you know ICE is no longer on campus.

Interacting with an ICE Officer as a SDCC Employee

White Card Information

DO NOT:

- Give them consent to enter facilities.
- Release student or employee records.
- Confirm whether a student is enrolled.
- Physically interfere with officers and step aside if directed to.

Respond if asked:

"I am not authorized to speak with you, answer your questions, or provide access to any people or facilities per SDCCD policy. Only the District Chancellor and General Counsel have authority to assist you. You may contact the Chancellor or General Counsel at: 3375 Camino del Rio South, Suite 300 or 330 San Diego, CA 92108, (619) 388-6957 or (619) 388-6589."

If presented with a warrant or subpoena:

- Do not act independently.
- Await legal review.
- Keep on repeating the phrase above.
- Avoid obstructing officers or escalate the situation.

Directly from SDCCD AP 3415 & SDCC ICE Response Protocol.

Witnessing & Documenting

If you feel comfortable:

- You may stand by as a witness.

**Keep a safe distance- recommended 10 feet or more.*

- You are legally entitled to record enforcement activity on your cellphone as long as you do not directly interfere.
- Share any recordings or documentation with the Public Information Officer at cgumapas@sdccd.edu
- Avoid obstructing officers or escalate the situation.
- Film horizontal, try to keep phone still.
- Record all the way through.
- Focus on the agent, not the person being detained.
- Verbally repeat agents' orders.
- Actively document yourself and others complying.
- Write down any details you can remember after the incident.
- Do not edit the video.

****Documentation is for loved ones, legal aid, and the Public Information Officer, Not for social media****

**Developed with guidance from local community organizations and aligned with the SDCC ICE Response Protocol.*

Witnessing & Documenting

Things you can say:

"You have the right to remain silent."

"Do not sign anything without a lawyer present."

"What is your name?"

"Who can we call?"

"I am exercising my first amendment right to observe from a public space."

"I am ensuring no one's rights are violated."

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If Stopped or Detained

- You have the right to ask why.
- Ask if you are free to go. If they say yes, calmly leave.
- You have the right to remain silent and request a lawyer, regardless of immigration status.
- You have the right to refuse consent to a search without probable cause or reasonable suspicion. Clearly say “I do not consent to a search.”

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After an ICE Encounter

- Write down everything you remember, including what the officers' uniform looked like, badge and patrol car numbers, behavior, and the name of the agency they work for.
- Get witnesses contact information.
- Take photographs of any injuries or damages.
- Contact Public Information Officer to share documentation,.
- Refer students to appropriate campus resources, such as the Undocumented Resource Center, Mental Health Counseling, Basic Needs, and related support services.

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Questions?