



REVERE.ICU

Protecting Our Neighbors & Businesses

An Emergency Preparedness Guide for New Jersey Small Businesses

Who We Are & Why This Guide Exists

This guide was created by Revere, a New Jersey-based coalition of concerned residents, small business owners, community organizations, and legal advocates.

Our shared goal is simple: to help employers and employees understand their due process rights, so that no one is caught off guard, intimidated, or pressured into giving up protections guaranteed by law.

Knowing your rights does not mean resisting the law. It means being prepared, calm, and confident, no matter the circumstances.

This guide is intended for workplace preparedness only and does not constitute legal advice.

Preparing Your Workplace (Before Anything Happens)

Clearly define public vs. private areas

- Agents may enter public areas (lobbies, storefronts, dining rooms) without permission.
- Private areas (offices, kitchens, stockrooms, back rooms) should be clearly marked “Authorized Personnel Only.”

Designate a single point of contact

- Choose one owner or manager to interact with any agents.
- Train staff to calmly say: “I am not authorized to give permission. Please speak with our designated representative.”

Organize employment records

- Store I-9 forms separately from general personnel files.
- Conduct regular internal audits to ensure accuracy.

Optional: Additional Workplace Preparedness Measures

Some businesses have chosen to take additional, voluntary steps to create calmer, more controlled environments for employees and customers.

These measures are not required, do not guarantee legal protection, and should be considered carefully based on your business type, customer needs, and legal guidance.

Examples include controlled entry practices, clear interior signage, staff training and scripts, and customer communication focused on safety and privacy.

These steps do not override lawful authority or valid judicial warrants. Laws and enforcement practices vary. Businesses should consider consulting legal counsel before making operational changes.

If Agents Arrive: Guidance for Business Owners & Managers

Stay calm. Be respectful. Do not consent beyond what the law requires.

- Request names, agency, and badge numbers.
- Ask to see a warrant and review it carefully.
- Judicial warrants are required to enter private areas.
- Administrative ICE/DHS warrants do not authorize entry into private areas.
- State non-consent clearly if appropriate.
- If served a Notice of Inspection (NOI), you generally have three business days to respond.

Employee Rights & Safety

These rights apply regardless of immigration status.

- Right to remain silent
- Right to speak with a lawyer
- Stay calm and do not run
- Do not interfere physically

After an Encounter: Documentation & Support

Document names and badge numbers of agents, areas entered or searched, and any items taken. Take photos or video if safe and lawful. Request an inventory receipt. If someone is detained, request location information so emergency contacts can be notified.

Additional Community Resources

Revere – Local updates and preparedness resources www.revere.icu/
State of New Jersey – Worker and employer rights information
<https://www.nj.gov/labor/myworkrights>

Final Note

Preparedness protects everyone, business owners, employees, customers, and families. Understanding due process rights creates safer workplaces and calmer outcomes for all.

Disclaimer: This material is provided for general informational purposes only and does not constitute legal advice. We are not attorneys. Laws and enforcement practices may vary. Businesses and individuals are encouraged to consult their own legal counsel regarding specific situations.