

Supporting Staff When Your Community Is Being Targeted: Crisis Cheat Sheet

This page is for moments when something is happening in your community and you're trying to figure out how to respond with care and speed.

Take what's useful. Skip what isn't. Come back later if you need to.

RIGHT NOW (Next 15 Minutes)

If protests or enforcement activity are happening this week:

- Message your team:
“Remote work is available today/this week. Your safety matters more than anything else.
If you need schedule changes, transportation support, or accommodations, let us know.”
- Share one resource:
[ACLU Know Your Rights](#) information
- Push back deadlines:
Anything non-urgent gets at least 48 hours.

Done. Pause. Breathe.

THIS WEEK (When You Have a Little More Space)

Say this clearly to your team:

“Whether you participate in protests or civic action is completely up to you. We are not tracking it, and it will not affect your job.”

Then:

- Make remote work and schedule flexibility available without requiring explanation
- Cancel or postpone non-essential meetings
- Tell managers not to ask where people were or what they did
- Lower expectations, and mean it

THIS MONTH (When You Can Plan Ahead)

One policy to add or clarify:

“Staff may use paid civic leave for voting, protests, organizing, or recovering from community trauma. Requests should be made with as much notice as possible, but same-day requests are acceptable when situations arise quickly.”

One resource folder to create (and share without tracking):

- Know-your-rights information
- Local legal support and bail fund contacts
- Mental health resources and crisis lines

Do not track who opens it. Do not ask who uses it.

If your organization has a physical workspace, consider sharing basic [know-your-rights](#) information about law enforcement entry, including what to do if officers enter the building or pursue someone into the space. Keep this focused on safety and clarity, not fear.

WHAT NOT TO DO

Even with good intentions:

- Don't ask staff where they were or if they participated
- Don't require disclosure to offer flexibility or support
- Don't expect normal productivity during crisis
- Don't hold mandatory "processing" meetings
- Don't ask staff from marginalized communities to educate others
- Don't post public statements before communicating internally

IF YOU CAN ONLY DO ONE THING

Say this out loud:

"Your participation in protests or civic action is your choice.

We are not tracking it.

It will not affect your job."

Mean it.

Questions about public statements, lobbying, or electoral activity deserve thoughtful legal guidance. This resource focuses on staff care and immediate harm reduction. For longer-term policy and systems work, see the Implementation Toolkit.