**LOGISTICS CHIEF CHECKLIST**

### INITIAL ASSIGNMENTS
When assigning roles, three different types of materials may be available to the assignee:

1. **Binders** - Located in the Kit or delivered to assignee
2. **Job Action Sheets** - Located in the back of Binders
3. **Role ID Badges** - Clipped in Binder rings

In all cases, deliver the appropriate Role ID Badge, read the Job Description to the assignee, confirm understanding, and deliver either the appropriate Binder or Job Action Sheet. Instruct assignee to complete their checklist. Confirm their name has been added to the Incident Command Organization Chart.

### FIRST 10 MINUTES
COMPLETE THESE ITEMS
- Complete briefing with Incident Commander
- Review this binder in its entirety
- Verify you have all items in Manifest
- Remove and don a vest and from the Staging Area box
- Assign and brief Staging Manager

### FIRST 30 MINUTES
COMPLETE THESE ITEMS
- Assign and brief Parent Check-In Setup Director - Job Action Sheet
- Assign and brief Nutrition Services Director - Job Action Sheet
- Assign and brief Parking and Traffic Setup Director - Job Action Sheet

### FIRST 60 MINUTES
COMPLETE THESE ITEMS
- Entire Reunification Site set up
- All positions filled

### ONGOING TASKS AND CONSIDERATIONS
- Direct timely setup of reunification site.
- Brief teams on operations and performance expectations.
- Provide briefing to all operations staff prior to bus arrival.
- Ensure team members have necessary supplies and materials.
- Ensure adequate staffing for reunification operations.
- Quickly identify and resolve any bottlenecks.
- Direct requests for additional materials, staff to Incident Commander.
- Provide regular reports to Incident Commander.
- Expand and contract personnel as needed to complete objectives.

### DEMOBILIZATION AND TEARDOWN
- Return all materials still in your possession to Staging Area
- Check out MANIFEST

- Parent Check-In Setup Director Binder
- Parking Setup Director Binder
- Vest
- Role ID Badge
- Radio

### RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
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</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
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</table>
## SUPervisor TEAM List

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
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<tbody>
<tr>
<td>Supervisor: Incident Command</td>
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<tr>
<td>Staging Area Manager</td>
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<tr>
<td>Exterior Operations Director</td>
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<td>Interior Operations Director</td>
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</table>
OVERVIEW
Your job is to ensure that all aspects of the reunification process is completed and running smoothly. Site setup is your responsibility. Make changes as needed to make the process work.

- Assign staff to positions listed in the checklist
- You and your staff must be checked in by the Staging Manager prior to receiving your ID wristband. Read through the Reunification Process before briefing your subordinates.

PRIORITIES
- Signage deployed for Parking, Traffic, and Responder Staging
- Signage deployed for Parent Check-in area and Reunify Area
- Check-in Area deployed

OBJECTIVES:
- Fulfill logistical demands of site
- Assign Logistics Staff
- Demobilize and recover all materials

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

THE REUNIFICATION OPERATION KIT
There are two boxes in the Reunification Operation Kit. One is marked for the Command Post and the other for the Staging Area.

BINDERS
Binders are for top level supervisory roles and include an overview of what each position entails and a process to briefly explain where their position fits into Reunification. Binders also contain materials for subordinates.

Supervisors must read their designated binder first, understand what is being asked of them, request needed staff from staging, and then conduct briefings of their own subordinates.

JOB ACTION SHEET
Binders contain Job Action Sheets for subordinates. The Job Action Sheets contain the Job Description and Checklist for the task and are located in the back of the binder in a pocket page.

ROLE ID BADGES
Role ID Badges display the role of the staff member on the front and contain a summary of job duties on the back. Some staff may only receive a Role ID Badge. For example: Greeters can be verbally briefed and can refer to their job duties on the back of the ID.

WRISTBANDS
Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.

Pink bands are used at the Reunification Site, Green bands are issued to the adults at the impacted site.
Your job is to provide snacks and beverages to students, staff and all reunification personnel, taking into consideration the time of day and anticipated duration of the reunification event.

1. Complete Job Action Sheet

REPORTS TO
Logistics Chief

SUPERVISES
None

PRIORITIES
• Receive initial briefing from Logistics Chief
• Designate food supplies arrival and distribution areas
• Order and re-order food supplies as needed

OBJECTIVES
• Support Reunification Site’s Nutritional service needs

STRATEGIES
• Standard Reunification Method

TACTICS
• See Checklist

FIRST 15 MINUTES
COMPLETE THESE ITEMS

☐ Obtain initial briefing from Logistics Chief
☐ Review this Job Action Sheet in its entirety
☐ Designate a central area for food supplies to arrive, and multiple areas for distribution.

FIRST 60 MINUTES
COMPLETE THESE ITEMS

☐ Coordinate with Unified Commander-District to determine refreshment staging locations
☐ Order all material not already on site to be delivered to reunification site
☐ Once task is complete, monitor ongoing needs

ONGOING TASKS AND CONSIDERATIONS
• Stay in communication with Logistics Chief
• Request personnel from Staging if needed
• If a security issue arises, contact the nearest Law Enforcement Officer

DEMOBILIZATION
AND TEARDOWN

☐ Return all materials still in your possession to Staging Area
☐ Sign-out

MANIFEST
☐ Wristband
☐ Reunification Team Vest
☐ Role ID Badge
CHECK-IN SETUP DIRECTOR
JOB ACTION SHEET

Overview
Your job is to oversee set-up of three Areas: Staging, Parent Check-In and Parent Reunification, taking into consideration all site and weather conditions.

1. Complete Job Action Sheet
2. Supervise Setup Supervisors
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge
4. Read pages titled “Reunification Process” in this binder for more details on reunification

REPORTS TO
Logistics Chief

SUPERVISES
Staging Setup Supervisor, Parent Check-In Setup Supervisor, and Parent Reunification Area Supervisor

PRIORITIES
- Responder Staging Area Deployed
- Parent Check-In Area Deployed
- Signage Deployed

OBJECTIVES
- Prepare the site for Reunification using

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

FIRST 15 MINUTES COMPLETE THESE ITEMS

☐ Obtain initial briefing from Logistics Chief
☐ Review this Job Action Sheet in its entirety
☐ Request 3 people from Staging to fill the positions:
  1. Staging Setup Supervisor
  2. Parent Check-In Setup Supervisor
  3. Parent Reunification Area Supervisor
☐ Designate a specific location for your officers to meet you. Review responsibilities and site maps with them.

FIRST 60 MINUTES COMPLETE THESE ITEMS
☐ Coordinate with Unified Commander-District to determine Staging location
☐ Order all material not already on site to be delivered to reunification site
☐ Once setup task is complete, help other teams execute their tasks

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with Operations Chief and Logistics staff
- Request personnel from Staging when your staff asks for them
- Resolve any issue that arise with Parent Check-in Setup Supervisors
- If a security issue arises, contact the nearest Law Enforcement Officer
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work

DEMOBILIZATION AND TEARDOWN
☐ Return all materials still in your possession to Staging Area
☐ Sign-out

MANIFEST
☐ Wristband
☐ Role ID Badge
☐ Reunification Team Vest
☐ Radio
☐ Reunification Materials Box

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SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05 |
REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART
PARENT CHECK-IN SETUP DIRECTOR

Unified Command
- Reunification Unified Commander - District
- Unified Command Law Enforcement
- Unified Command EMS
- Unified Command Fire

Logistics Chief

Check-in Setup Director

Responder Staging Setup Supervisor
Parent Check-In Setup Supervisor
Parent Reunification Area Setup Supervisor
Overview

Your job is to oversee set-up of the parking area and traffic flow through the reunification site, taking into consideration the resources and environment.

1. Complete Job Action Sheet
2. Supervise Setup Supervisors
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Logistics Chief

SUPERVISES
Parking Setup Supervisor, Traffic Setup Supervisor

PRIORITIES
- Receive initial briefing from the Logistics Chief
- Request and assign staff
- Coordinate with Logistics Chief
- Manage parking and traffic supervisors

OBJECTIVES
- Traffic flow setup complete
- Parking and signage complete

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

FIRST 15 MINUTES
COMPLETE THESE ITEMS

☐ Obtain initial briefing from Logistics Chief
☐ Review this Job Action Sheet in its entirety
☐ Request 6 people from Staging to fill the positions:
  1. Parking Setup Supervisor
  2. Traffic Setup Supervisor
  3. Workers (2 for each Supervisor)
☐ Designate a specific location for your workers to meet you. Review responsibilities and site maps with them.

FIRST 60 MINUTES
COMPLETE THESE ITEMS

☐ Coordinate with Logistics Chief to ensure all equipment is delivered to site
☐ Coordinate with Logistics Chief for route planning and traffic flow
☐ Order all material not already on site to be delivered to reunification site
☐ Once setup task is complete, help other teams execute their tasks

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with Logistics Chief and your personnel
- Request personnel from Staging when your staff asks for them
- Resolve any issue that arise with Supervisors
- If a security issue arises, contact the nearest Law Enforcement Officer
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work

DEMOBILIZATION
AND TEARDOWN

☐ Return all materials still in your possession to Staging Area
☐ Sign-out

MANIFEST
☐ Wristband
☐ Reunification Team Vest
☐ Role ID Badge
☐ Radio
☐

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Overview
Your job is to support the technology demands of the Reunification Process.

1. Complete Job Action Sheet

REPORTS TO
Logistics Chief

SUPERVISES
None

PRIORITIES
• Student Information System online and available
• Social Media Team Internet connectivity

OBJECTIVES
• Fulfill technology needs at the Reunification Site

STRATEGIES
• Standard Reunification Method

TACTICS
• See Checklist

FIRST 15 MINUTES
COMPLETE THESE ITEMS

☐ Obtain initial briefing from Logistics Chief
☐ Review this Job Action Sheet in its entirety
☐ Confirm with Unified command change of WiFi Credentials
☐ Restrict WiFi access at the Reunification Site to only needed responders
☐ Forward new WiFi credentials to Unified Command
☐ Establish data communications with Student Information System

ONGOING TASKS AND CONSIDERATIONS
• Stay in communication with Logistics Chief

DEMOBILIZATION AND TEARDOWN
☐ Return all materials still in your possession to Staging Area
☐ Sign-out

MANIFEST
☐ Wristband
☐ Reunification Team Vest
☐ Role ID Badge