

LOGISTICS/CHECK-IN SETUP DIRECTOR



STANDARD™
REUNIFICATION METHOD

**PARENT
CHECK-IN
SETUP
DIRECTOR**



STANDARD™
REUNIFICATION METHOD

**STAGING
AREA
SETUP
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**PARENT
REUNIFY
SETUP
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

WORKER



STANDARD™
REUNIFICATION METHOD

WORKER



STANDARD™
REUNIFICATION METHOD

**PARENT
CHECK-IN
SETUP
SUPERVISOR**

LOGISTICS/CHECK-IN SETUP DIRECTOR



**STANDARD™
REUNIFICATION METHOD**

PARENT REUNIFY SETUP DIRECTOR

You are responsible for Setup of the Parent Reunification Area.

- Report to Logistics Chief
- Supervise Workers
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

STAGING AREA SETUP SUPERVISOR

You are responsible for Setup of the Responder Staging Area.

- Report to Logistics Chief
- Supervise Workers
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

PARENT CHECK- IN SETUP DIRECTOR

You are responsible for Setup of the Parent Check-In Area, the Staging Area, and the Reunification Area.

- Report to Logistics Chief.
- Supervise Staging Setup Supervisor, Parent Check-In Setup Supervisor and the Parent Reunification Setup Supervisor
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

PARENT CHECK- IN SETUP SUPERVISOR

You are responsible for Setup of the Parent Check-In Area.

- Report to Logistics Chief
- Supervise Workers
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

WORKER

You will be assigned general tasks.

- Report to assigned Supervisor
- Perform Assignment
- Upon release, return to Responder Staging area for further assignments



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LOGISTICS/PARKING & TRAFFIC/NUTRITION/IT



STANDARD™
REUNIFICATION METHOD

**PARKING
& TRAFFIC
SETUP
DIRECTOR**



STANDARD™
REUNIFICATION METHOD

**NUTRITION
SERVICES
DIRECTOR**



STANDARD™
REUNIFICATION METHOD

**PARKING
SETUP
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**DEMOBILIZATION
DIRECTOR**



STANDARD™
REUNIFICATION METHOD

**INFORMATION
TECHNOLOGY
DIRECTOR**



STANDARD™
REUNIFICATION METHOD

**TRAFFIC
SETUP
SUPERVISOR**

LOGISTICS/DIRECTORS/STAGING AREA SETUP



**STANDARD™
REUNIFICATION METHOD**

PARKING SETUP SUPERVISOR

You are responsible for supervising the the parking area Setup.

- Report to Parking & Traffic Setup Director
- Supervise Workers



**STANDARD™
REUNIFICATION METHOD**

NUTRITION SERVICES

You are responsible providing any requested food or beverage items. You may be asked to improvise based on inventory at hand. Facilitate acquisition of bottled water.

- Report to Logistics Chief
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

PARKING & TRAFFIC SETUP DIRECTOR

You are responsible for Setup of the parking area and traffic flow.

- Report to Logistics Chief.
- Supervise Parking Setup Supervisor and Traffic Setup Supervisor
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

TRAFFIC SETUP SUPERVISOR

You are responsible for supervising the preparation of the traffic flow Setup.

- Report to Parking & Traffic Setup Director
- Supervise Workers



**STANDARD™
REUNIFICATION METHOD**

INFORMATION TECHNOLOGY DIRECTOR

You are responsible for fulfilling all IT requests. Maintaining WiFi and other network access is a high priority.

- Report to Logistics Chief
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

DEMOBILIZATION DIRECTOR

You are responsible all material recovery as the process completes.

- Report to Logistics Chief.
- Supervise Workers
- Complete Job Action Sheet

WORKER



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REUNIFICATION METHOD**

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EXTERIOR OPERATIONS



STANDARD™
REUNIFICATION METHOD

**PARENT
CHECK-IN
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**GREETER
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**REUNIFY
AREA
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**TRANSPORTATION
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**BUS
CONTROLLER**



STANDARD™
REUNIFICATION METHOD

**EXIT
DIRECTOR**

EXTERIOR OPERATIONS



**STANDARD™
REUNIFICATION METHOD**

REUNIFY AREA SUPERVISOR

You are responsible for the Parent Reunification Area.

- Report to Exterior Operations Director
- Supervise Reunifiers
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

GREETER SUPERVISOR

You are responsible for the Parent Greeting process.

- Report to Exterior Operations Director
- Supervise Greeters
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

CHECK-IN AREA SUPERVISOR

You are responsible for the Parent Check-in process.

- Report to Exterior Operations Director
- Supervise Greeters
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

EXIT DIRECTOR

As a familiar face from the Impacted School, your job is to reassure students and parents as they are leaving the reunification.

- Report to Reunification Area Supervisor
- Answer questions
- Hug and Go! Hug and Go!



**STANDARD™
REUNIFICATION METHOD**

BUS CONTROLLER

You are responsible for the keeping track of buses and other transportation needs at the Reunification Site.

- Report to Transportation Supervisor
- Assist with Bus Driver tracking
- Prepare for transport of any remaining students
- Prepare for transport of any staff from the impacted school



**STANDARD™
REUNIFICATION METHOD**

TRANSPORTATION SUPERVISOR

You are responsible for any and all of the Transportation needs at the Reunification Site during and after the Reunification process.

- Report to Exterior Operations Director
- Supervise Bus Controller and Bus Drivers
- Complete Job Action Sheet

EXTERIOR OPERATIONS



STANDARD™
REUNIFICATION METHOD

ANNOUNCER



STANDARD™
REUNIFICATION METHOD

INTERPRETER



STANDARD™
REUNIFICATION METHOD

**DISTRICT
REPRESENTATIVE**



STANDARD™
REUNIFICATION METHOD

CHECKER



STANDARD™
REUNIFICATION METHOD

GREETER



STANDARD™
REUNIFICATION METHOD

REUNIFIER

EXTERIOR OPERATIONS



STANDARD™ REUNIFICATION METHOD

DISTRICT REPRESENTATIVE

Your job at Parent check-in is to answer any questions that are presented and ensure district policy is being followed.

- Report to Parent Check-in Supervisor



STANDARD™ REUNIFICATION METHOD

INTERPRETER

Your job is to assist and translate for non-english speaking parents or students.

- Report to Parent Check-in Area Supervisor
- Have alternative language Reunification Cards available
- Provide translation



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ANNOUNCER

Your job is to relay information to parents as they are awaiting check in.

- Report to Parent Check-in Area Supervisor
- Remember Bull-Horn etiquette



STANDARD™ REUNIFICATION METHOD

REUNIFIER

Your job is reunify students with parents.

- Report to Reunify Area Supervisor
- Take the reunification slip from the Parent and then bring the student named on the slip to the parent.
- Ask student if the are comfortable going home with this adult
- Initial the slip and give to Accountant
- If student is unavailable give slip to Victim Services Supervisor



STANDARD™ REUNIFICATION METHOD

GREETER

As a familiar face, your job is to greet parents as they enter the Check-in Area.

- Report to Greeter Supervisor
- Distribute cards and pens to parents as they arrive and instruct on use
- Direct parents to check-in table with Identification in hand
- Establish any interventions
- Only answer questions if you have direct knowledge and are comfortable. Otherwise direct question to Greeter Supervisor



STANDARD™ REUNIFICATION METHOD

CHECKER

Your job is to verify ID of the parent or guardian.

- Report to Checker Supervisor
- Confirm all information is provided on Reunification Card
- Indicate on card if ID is confirmed and parent or guardian is authorized for student release
- Separate the card on the perforation returning bottom of card to parent
- Deliver top of card to Accountant

EXTERIOR OPERATIONS



**STANDARD™
REUNIFICATION METHOD**

CHECKER



**STANDARD™
REUNIFICATION METHOD**

GREETER



**STANDARD™
REUNIFICATION METHOD**

REUNIFIER



**STANDARD™
REUNIFICATION METHOD**

CHECKER



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EXTERIOR OPERATIONS



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CHECKER



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GREETER



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EXTERIOR OPERATIONS



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INTERIOR OPERATIONS



STANDARD™
REUNIFICATION METHOD

**VICTIM
SERVICES
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**STUDENT
ASSEMBLY
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**ACCOUNTABILITY
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

ADVOCATE



STANDARD™
REUNIFICATION METHOD

**CLASS
MANAGER**



STANDARD™
REUNIFICATION METHOD

ACCOUNTANT

INTERIOR OPERATIONS



**STANDARD™
REUNIFICATION METHOD**

ACCOUNTABILITY SUPERVISOR

You are responsible for the staff and student accountability.

- Report to Interior Operations Director
- Supervise Accountant
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

STUDENT ASSEMBLY SUPERVISOR

You are responsible for the Assembly Area.

- Report to Interior Operations Director
- Supervise Class Managers and Announcer
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

VICTIM SERVICES SUPERVISOR

You are responsible for the Victim Advocates.

- Report to Interior Operations Director
- Supervise Victim Advocates
- Complete Job Action Sheet



**STANDARD™
REUNIFICATION METHOD**

ACCOUNTANT

You are responsible for both student and staff roster verifications.

- Report to Accountability Supervisor
- Recover Attendance from Class Managers
- Assemble student rosters
- Assemble staff rosters
- Alert supervisor when students or staff are known missing



**STANDARD™
REUNIFICATION METHOD**

CLASS LEADER

You are responsible for keeping track of your students. You will repeat these actions if students are transported to another assembly area.

- Report to Student Assembly Director
- Verify attendance and provide roster to Accountant when asked
- If missing or extra students alert Student Assembly Director
- Stay with your students until all are reunified



**STANDARD™
REUNIFICATION METHOD**

ADVOCATE

You are responsible for crisis intervention and Psychological First Aid with impacted parents.

- Report to Victim Advocate Supervisor
- When needed, supervisor will instruct you to bring an impacted parent from the reunification area to a crisis counseling area within the building
- Keep impacted parents out of general sight and sound

INTERIOR OPERATIONS



**STANDARD™
REUNIFICATION METHOD**

ADVOCATE



**STANDARD™
REUNIFICATION METHOD**

CLASS LEADER



**STANDARD™
REUNIFICATION METHOD**

ACCOUNTANT



**STANDARD™
REUNIFICATION METHOD**

ADVOCATE



**STANDARD™
REUNIFICATION METHOD**

CLASS LEADER



**STANDARD™
REUNIFICATION METHOD**

ACCOUNTANT

INTERIOR OPERATIONS



STANDARD™ REUNIFICATION METHOD

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CALL CENTER



STANDARD™
REUNIFICATION METHOD

**CALL
TAKER
SUPERVISOR**



STANDARD™
REUNIFICATION METHOD

**CALL
TAKER**



STANDARD™
REUNIFICATION METHOD

**CALL
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STANDARD™
REUNIFICATION METHOD

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STANDARD™
REUNIFICATION METHOD

**CALL
TAKER**



STANDARD™
REUNIFICATION METHOD

**CALL
TAKER**

CALL CENTER



STANDARD™ REUNIFICATION METHOD

CALL TAKER

You are responsible for the fielding calls in the call center.

- Report to Call Taker Supervisor
- Answer calls, provide approved known information
- Only answer questions if you have direct knowledge and are comfortable. Otherwise direct question to Call Taker Supervisor



STANDARD™ REUNIFICATION METHOD

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STANDARD™ REUNIFICATION METHOD

CALL TAKER SUPERVISOR

You are responsible for the Call Takers.

- Report to Interior Operations Director
- Supervise Victim Call Takers
- Complete Job Action Sheet



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