LOGISTICS/CHECK-IN SETUP DIRECTOR

PARENT REUNIFY SETUP DIRECTOR
You are responsible for Setup of the Parent Reunification Area.
- Report to Logistics Chief
- Supervise Workers
- Complete Job Action Sheet

STAGING AREA SETUP SUPERVISOR
You are responsible for Setup of the Responder Staging Area.
- Report to Logistics Chief
- Supervise Workers
- Complete Job Action Sheet

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

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

WORKER
You will be assigned general tasks.
- Report to assigned Supervisor
- Perform Assignment
- Upon release, return to Responder Staging area for further assignments

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/DIRECTORS/STAGING AREA SETUP

PARKING SETUP SUPERVISOR
You are responsible for supervising the parking area Setup.
- Report to Parking & Traffic Setup Director
- Supervise Workers

NUTRITION SERVICES
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

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

TRAFFIC SETUP SUPERVISOR
You are responsible for supervising the preparation of the traffic flow Setup.
- Report to Parking & Traffic Setup Director
- Supervise Workers

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

DEMOBILIZATION DIRECTOR
You are responsible for all material recovery as the process completes.
- Report to Logistics Chief.
- Supervise Workers
- Complete Job Action Sheet
WORKER

You will be assigned general tasks.
- Report to assigned supervisor
- Perform Assignment
- Upon release, return to Responder Staging area for further assignments
**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

**GREETER SUPERVISOR**
You are responsible for the Parent Greeting process.
- Report to Exterior Operations Director
- Supervise Greeters
- Complete Job Action Sheet

**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!

**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

**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
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

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

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

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 they are comfortable going home with this adult
- Initial the slip and give to Accountant
- If student is unavailable give slip to Victim Services Supervisor

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

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
**REUNIFIER**

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- Deliver top of card to Accountant
**ACCOUNTABILITY SUPERVISOR**
You are responsible for the staff and student accountability.
- Report to Interior Operations Director
- Supervise Accountant
- Complete Job Action Sheet

**STUDENT ASSEMBLY SUPERVISOR**
You are responsible for the Assembly Area.
- Report to Interior Operations Director
- Supervise Class Managers and Announcer
- Complete Job Action Sheet

**VICTIM SERVICES SUPERVISOR**
You are responsible for the Victim Advocates.
- Report to Interior Operations Director
- Supervise Victim Advocates
- Complete Job Action Sheet

**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

**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

**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
**ACCOUNTANT**
You are responsible for both student and staff roster verifications.
- Report to Accountability Supervisor
- Recover Attendance from Class Managers
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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

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- Only answer questions if you have direct knowledge and are comfortable. Otherwise direct question to Call Taker Supervisor

CALL TAKER SUPERVISOR
You are responsible for the Call Takers.
- Report to Interior Operations Director
- Supervise Victim Call Takers
- Complete Job Action Sheet