DISTRICT OPERATIONS

INTERIOR OPS DIRECTOR
You are responsible for the Student Assembly Area.
- Read through the Transport process before briefing your subordinates
- Assign Accountability Supervisor
- Assign Student Assembly Supervisors
- Complete Checklist

ACCOUNTABILITY SUPERVISOR
You are responsible for generating a complete student and staff roster.
- Read through the Transport process before briefing your subordinates
- Assign Interior Operations Director
- Assign Student Assembly Supervisors
- Complete Checklist

TRANSPORTATION SUPERVISOR
You are responsible for getting students and staff from the impacted school to the Reunification Site.
- Read through the Transport process before briefing your subordinates
- Assign staff to report to the Operations Chief
- Complete Job Action Sheet

OPERATIONS CHIEF
You are responsible for the efficiency of the Student and Staff Transport plan.
- Read through the Transport process before briefing your subordinates
- Assign Interior Operations Director
- Assign Exterior Operations Director
- Complete Checklist

DISTRICT COMMANDER
You are responsible for the efficiency of the Student and Staff Transport plan.
- Read through the Transport process before briefing your subordinates
- Assign Interior Operations Director
- Assign Exterior Operations Director
- Determine Reunification Site
- Mobilize District Reunification Team
- Mobilize Transportation
- Complete Checklist

EXTERIOR OPS DIRECTOR
You are responsible for the efficiency of the Student and Staff Transport plan.
- Read through the Reunification process before briefing your subordinates
- Assign staff to report to the Operations Chief
- Complete Job Action Sheet

ACCOUNTABILITY METHOD
- Reunification Method
- Standard Method

DISTRICT OPERATIONS
You are responsible for up to 7 Class Leaders. Ideally, Class Leaders are teachers.

- Have Class Leaders assemble and stay with their students
- Have Class Leaders take Attendance and use the Red Card/Green Card to indicate status
- Report missing or extra students or staff to Accountability Supervisor
- Provide Class Leader with Role ID badge and wristbands for Class Leader and all students
CLASS LEADER
You are responsible for your students.

Remain with your students throughout the entire Transport and Reunification Process.

Take Attendance every time students are moved. (For instance, after transport to the Reunification site, take attendance upon arrival)

Use the Red Card/Green Card to indicate status

Report missing or extra students or staff to Student Assembly Supervisor

INTERIOR OPERATIONS
ACCOUNTANT

You are responsible for assisting in generating a master student and staff roster.
- Identify missing or extra students when information is provided by Accountability Supervisor
- As rosters are completed provide them to Accountability Supervisor

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ANNOUNCER

You are responsible for public address in the Student Assembly Area.
- Remain vigilant while waiting for any needed public address
- Remember Bullhorn Etiquette
- Provide public address when directed by the Accountability Supervisor

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