UNIFIED COMMAND AND COMMAND STAFF

FIRE UNIFIED COMMANDER

SAFETY OFFICER

EMS UNIFIED COMMANDER

LIAISON OFFICER

DISTRICT UNIFIED COMMANDER
**FIRE UNIFIED COMMANDER**

You are responsible for the efficiency of the Reunification plan. Support District Unified Commander.

- Read through the Reunification process before briefing your subordinates.
- Assign staff to report to the Operations Chief
- Complete Checklist

**LE UNIFIED COMMANDER**

You are responsible for the efficiency of the Reunification plan. Support District Unified Commander.

- Read through the Reunification process before briefing your subordinates.
- Assign officers to report to the Operations Chief
- Complete Checklist

**DISTRICT UNIFIED COMMANDER**

You are responsible for the efficiency of the Reunification plan. Work with Commanders from Fire, Law Enforcement, and EMS.

- Read through the Reunification process before briefing subordinates.
- Assign staff to positions listed in the checklist
- Complete Checklist

**SAFETY OFFICER**

Your job is to ensure safety of Reunification site. Should an issue occur, fill out designated safety incident report for liability purposes.

- Read through and understand the Reunification process
- Complete Job Action Sheet

**LIAISON OFFICER**

You are responsible for establishing ongoing communications with all first responders and dispatch centers.

- Report to Unified Commander
- Read through and understand the Reunification process
- Verify Radio Channels
- Obtain School Radio
- Complete Job Action Sheet

**EMS UNIFIED COMMANDER**

You are responsible for the efficiency of the Reunification plan. Support District Unified Commander.

- Read through the Reunification process before briefing your subordinates.
- Assign staff to report to the Operations Chief
- Complete Checklist
UNIFIED COMMAND AND COMMAND STAFF

LOGISTICS
Your job is to ensure that all aspects of the reunification process are complete and running smoothly. Site setup is your responsibility. Make changes as needed to make the process work.

OPERATIONS
Ensure all aspects of the reunification process are complete and running smoothly. Site setup is your responsibility. Make changes as needed.

PIO
Your job is to provide information to the public on the issues involving the incident. Report to Unified Commander. Coordinate with Incident Commander and the Joint Information Center on what information is going out to the parents. Coordinate with other PIO's.

FINANCE
You are responsible for any financial accounting or obligations. Your job is to track and record all financial aspects of the reunification event. Complete Job Action Sheet.

PLANNING CHIEF
Solve long and short term problems that are created by the event. Prepare a plan for Students, Teachers, Food, Shelter and Entertainment. Complete Job Action Sheet.

COMMAND POST ASSISTANT
Support Unified Commander at the Command Post. Deploy site maps, org charts and any other materials necessary on org chart. Indicate filled positions on org chart. Complete Job Action Sheet.

PLANNING
Your job is to ensure that all aspects of the reunification process are complete and running smoothly. Site setup is your responsibility. Make changes as needed.

COMMAND POST
Support Unified Commander at the Command Post. Deploy site maps, org charts and any other materials necessary on org chart. Indicate filled positions on org chart. Complete Job Action Sheet.
STAFF SUBORDINATES AND STAGING MANAGER

- Runner
- SMC Social Media Coordinator
- SMC Social Media Coordinator
- Responder Check-In
- Staging Area Manager
- Scribe
<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
<th>Report To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runner</td>
<td>Available when items or messages need to be moved around the Reunification Site.</td>
<td>Logistics Chief</td>
</tr>
<tr>
<td>Social Media Coordinator</td>
<td>Provide information to PIO regarding social media events and when instructed, post information on relevant social media outlets.</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>Staging Area Manager</td>
<td>Manage the staging area. Supervise Responder Check-in, Assignments, Communication, and Responder Check-out.</td>
<td>Operations Chief</td>
</tr>
<tr>
<td>Social Media Coordinator</td>
<td>Provide information to PIO regarding social media events and when instructed, post information on relevant social media outlets.</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>Scribe</td>
<td>Document time and event or decision, or other notable activities on the Reunification Activity Log.</td>
<td>Logistics Chief</td>
</tr>
<tr>
<td>Responder Check-In</td>
<td>Check in responders as they arrive at the reunification site. Log responder name, time in, and information on Responder Check-In Sheet. Issue responder vest, wristband, and ID. Instruct responder to proceed to Assignments.</td>
<td>Staging Area Manager</td>
</tr>
</tbody>
</table>
ASSIGNMENTS
INTERIOR OPERATIONS DIRECTOR
STAGING MANAGER / OPERATIONS SUBORDINATES
INTERIOR OPERATIONS DIRECTOR
COMMUNICATIONS
RESPONDER CHECK-OUT
LAW ENFORCEMENT SUPERVISOR
EXTERIOR OPERATIONS DIRECTOR
ASSIGNMENTS
COMMUNICATIONS
RESPONDER CHECK-OUT
Your job is to check out responders as they are demobilized.
- Report to Staging Area Manager
- Log responder time out on Responder Check-in Sheet
- Recover responder vest
- Recover responder wristband

COMMUNICATIONS
Your job is to maintain communication with Command, Command Staff, General Staff and other supervisors regarding Staging Area requests.
- Report to Staging Area Manager
- Relate requests to Staging Area Manager or Assignments

ASSIGNMENTS
Your job is to allocate responders to appropriate area when requested.
- Report to Staging Area Manager
- Work with Responder Check-in and Communications
- Maintain Reunification Organization Chart
- Maintain Manifest

LE SUPERVISOR
You are responsible for Site Security.
- Report to Operations Chief
- Supervise Traffic Control, Perimeter Control, Interior Control, Parent Control, No I.D. Officer, Rovers
- Verify all unescorted adults outside of parent areas have wristband
- Complete Checklist

INTERIOR OPS DIRECTOR
You are responsible for the student assembly area and movement of students and staff within the interior.
- Report to Operations Chief
- Supervise Victim Services Supervisor, Student Assembly Supervisor, Accountability Supervisor, and Call Center Supervisor
- Complete Checklist

EXTERIOR OPS DIRECTOR
You are responsible for the Parent Check-in and Reunification area and the movement of parents and students.
- Report to Operations Chief
- Supervise Parent Check-in Supervisor, Greeter Supervisor, Reunification Area Supervisor, and Transportations Supervisor
- Complete Checklist
**INTERIOR CONTROL LEADER**

Your job is to maintain control and order within the reunification building.
- Report to Law Enforcement Supervisor
- Lead Interior Control Officers
- Verify all unescorted adults outside of parent areas have wristband
- Complete Job Action Sheet

**PERIMETER CONTROL LEADER**

Your job is to supervise officers assigned outside of the campus buildings.
- Report to Law Enforcement Supervisor
- Lead Perimeter Control Officers
- Verify all unescorted adults outside of parent areas have wristband
- Complete Job Action Sheet

**TRAFFIC CONTROL LEADER**

Your job is to facilitate traffic flow in, out, and around the reunification site.
- Report to Law Enforcement Supervisor
- Lead Traffic Control Officers
- Verify all unescorted adults outside of parent areas have wristband
- Complete Job Action Sheet

**ROVER LEADER**

Your job is to supervise officers on site without a designated post.
- Report to Law Enforcement Supervisor
- Lead Rover Officers
- Verify all unescorted adults outside of parent areas have wristband
- Complete Job Action Sheet

**NO I.D. OFFICER**

Your job is to assist in the Parent Check-in Area and verify identity of people with no identification.
- Report to Law Enforcement Supervisor
- Verify all unescorted adults outside of parent areas have wristband
- Complete Job Action Sheet

**PARENT CONTROL LEADER**

Your job is to oversee officers in parent waiting areas.
- Report to Law Enforcement Supervisor
- Lead Parent Control Officers
- Verify all unescorted adults outside of parent areas have wristband
- Complete Job Action Sheet