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

☐ Review this binder in its entirety
☐ Remove and don a vest and from the Staging Area box
☐ Contact Police Dispatch and have a Fire, EMS, Law Enforcement, Victim Services Representative respond to Reunification Site
☐ Upon arrival of a Fire Representative: Deliver the Fire Unified Command binder
☐ Upon arrival of an EMS Representative: Deliver the EMS Unified Command binder
☐ Upon arrival of Law Enforcement: Deliver the Law Enforcement Unified Command binder
☐ Establish Command Post - Needs to be secure and spacious with access to communications
☐ Assign a radio channel on school radios

FIRST 20 MINUTES COMPLETE THESE ITEMS

☐ Assign Operations Chief - Binder
☐ Provide Operations Chief with the Staging Kit
☐ Assign Logistics Chief - Binder
☐ Assign Command Post Assistant - Job Action Sheet
☐ Assign Public Information Officer - Binder

FIRST 45 MINUTES COMPLETE THESE ITEMS

☐ Assign Safety Officer - Job Action Sheet
☐ Assign Liaison Officer - Job Action Sheet
☐ Assign Planning Chief - Binder
☐ Assign Finance Chief - Job Action Sheet
☐ Designate Media Staging Area

FIRST 60 MINUTES COMPLETE THESE ITEMS

☐ Reunification Site set up
☐ Ensure Master Attendance Roster has been acquired (Command Post Assistant duty)

ONGOING TASKS AND CONSIDERATIONS

- Ensure all materials inside Command Post Kit have been deployed
- Manage Reunification Site
- Resolve Problems

DEMOBILIZATION AND TEARDOWN

☐ Verify transportation needs of any remaining students (Yes, there will be some stragglers.)
☐ Verify transportation needs of all staff
☐ Return all materials still in your possession to Staging Area

MANIFEST

☐ Reunification Operation Kit
☐ Vest
☐ Role ID Badge
☐ Radio

RADIO CHANNELS

School Radio | Law Enforcement
Fire | EMS

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Commander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department Commander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS Commander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Chief</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logistics Chief</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Command Post Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Chief</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Information Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration/Finance Chief</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REUNIFICATION UNIFIED COMMANDER
JOB DESCRIPTION

OVERVIEW
You are responsible for the executing the Reunification plan and process. Representatives from Fire, Law Enforcement, and EMS will soon be available to assist. Until then, address the items below in chronological order as listed.

- 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
- Responder Staging Area identified and staffed
- Student and staff safety and well-being
- Student and staff whereabouts and conditions
- Completing the reunification process

OBJECTIVES
- Start the Reunification process as smoothly as possible
- Assign Command Staff
- Assign General Staff
- Every student has been accounted for
- Every staff member has been accounted for
- Every student still in the school’s control is reunited with their parent or guardian
- Ensure safety of the Reunification site

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.

VISUAL

STAGING AREA REUNIFICATION BOX
The materials in the Staging Area Box will be necessary for the Staging Manager to prepare both the staff and the site for the reunification process.

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.

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.

EXAMPLE
Select person to be the Operations Chief. Remove binder marked Operations Chief from the Box. Read the Overview and Priorities from the page titled “Operations Chief Job Description” and make sure that they understand their objectives. After briefing them, you will hand them their materials needed from box.

COMMAND POST REUNIFICATION BOX
The binders in the Command Post box are all needed for setting up and preparing the reunification site. All Binders need to assigned within the first hour.
REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART

Unified Command

Unified Command Fire

Unified Command EMS

Unified Command Law Enforcement

Reunification Unified Commander - District

Operations Chief

Planning Chief

Logistics Chief

Finance Administration Chief

Public Information Officer

Laison Officer

Safety Officer

Command Post Assistant

Staging Area Manager
SAFETY OFFICER
JOB ACTION SHEET

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

1. Complete Job Action Sheet
2. Ensure all events going on at Reunification Site are in compliance with school safety practices
3. Ensure all staff has been checked in at Staging and issued a wristband and a supervisor assigned Role ID Badge
4. Read pages titled “Reunification Process” in this binder for more details on reunification

REPORTS TO
Incident Commander

SUPERVISES
None

PRIORITIES
- Student and staff safety and well-being
- Student and staff whereabouts and conditions
- Reunification Site Safety

OBJECTIVES
- Every student has been accounted for
- Every staff member has been accounted for
- Ensure safety of the Reunification site

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

FIRST 15 MINUTES
COMPLETE THESE ITEMS

☐ Obtain initial briefing from Incident Commander
☐ Review this Job Action Sheet in its entirety
☐ Read pages titled “Reunification Process” in the back of the Unified Commander's binder for more details on reunification
☐ Assess immediate needs for notification
☐ Prepare an initial safety summary as soon as possible

ONGOING TASKS AND CONSIDERATIONS
- Determine safety risks of the incident to personnel, and the environment. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations.
- Communicate with the Logistics Chief to procure and post non-entry signs around unsafe areas.
- Ensure the following activities are initiated as indicated by the incident/situation.
- Evaluate building or incident hazards and identify vulnerabilities.
- Specify type and level of personal protective equipment to be utilized by staff to ensure their protection, based upon the incident or hazardous condition.
- Ensure that Safety staff identify and report all hazards and unsafe conditions to the Operations Section Chief.
- Ensure implementation of all safety practices and procedures.
- Attend all command briefings and Incident Action Planning meetings to gather and share incident safety requirements.

DEMOBILIZATION AND TEARDOWN

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

MANIFEST
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Job Action Sheet
☐ Radio

RADIO CHANNELS

School Radio | Law Enforcement

Fire | EMS
OVERVIEW
Your job is to communicate with the impacted site, Fire, EMS, and LE dispatch to relay relevant information.

1. Complete Job Action Sheet
2. Read pages titled “Reunification Process” in the Unified Commander’s binder for more details on reunification
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Incident Commander

SUPERVISES
None

PRIORITIES
- Obtaining Rosters from Impacted School
- Establishing communications with impacted school
- Establishing estimated time of arrival from the impacted school

OBJECTIVES
- Identify and communicate with cooperating agencies

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

FIRST 15 MINUTES COMPLETE THESE ITEMS

☐ Obtain initial briefing from Incident Commander
☐ Review this Job Action Sheet in its entirety
☐ Read pages titled “Reunification Process” in the Unified Commander’s binder for more details on reunification
☐ Establish communication with impacted site
☐ Identify assisting and cooperating agency representatives and establish a mechanism for liaison with incident management team.
☐ Assess immediate needs of responding agencies.
☐ Prepare an initial information summary

ONGOING TASKS AND CONSIDERATIONS
- Provide updates on estimated arrival time of students and staff from the impacted site.
- Obtain student and staff rosters from the impacted school. Immediately notify Incident Command when rosters are available
- Contact Public information officer to arrange a public notice to affected stakeholders of the appropriate means to liaise with the response team.
- Work with Logistics Chief to arrange for required communications, meeting room and services to facilitate inter-organizational information exchange and dialogue.
- Direct agencies supporting the incident, as well as concerned local government and environmental groups where and how to obtain incident status.
- Monitor incident planning and operations to identify inter-organizational problems.
  - Maintain a log of contacts, agreements and issues.

DEMOBILIZATION AND TEARDOWN

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

MANIFEST
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Job Action Sheet
☐ Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>
OVERVIEW
Your job is to communicate with the impacted site, Fire, EMS, and LE dispatch to relay relevant information.

1. Complete Job Action Sheet
2. Ensure all events going on at Reunification Site are in compliance with school spending practices
3. Read pages titled “Reunification Process” in the Unified Commander’s binder for more details on reunification

REPORTS TO
Incident Commander

SUPERVISES
None

PRIORITIES
- Oversee spending activities

OBJECTIVES
- Account for all costs associated with the Reunification

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

FIRST 15 MINUTES
COMPLETE THESE ITEMS

☐ Obtain initial briefing from Incident Commander
☐ Review this Job Action Sheet in its entirety
☐ Read pages titled “Reunification Process” in the Unified Commander’s binder for more details on reunification
☐ Prepare an initial cost summary as soon as possible after activation of the Reunification Incident Team.

ONGOING TASKS AND CONSIDERATIONS
- Gather financial and cost analysis information as needed.
- Receive receipts from Setup Chief for expenditures.
- Contact Staging for personnel counts.
- Contact Transportation for mileage, fuel and personnel usage.
- Contact all remaining Chiefs, Directors and Supervisors to confirm data as needed.
- Stay in communication with the Reunification Unified Commander.
- Collect time sheets at the end of the day to properly disperse compensation to staff.
- Prepare to authorize transportation for staff from impacted site who may not be able to recover their vehicles.

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

MANIFEST
- Wristband
- Vest
- Role ID Badge
- Job Action Sheet
- Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
OVERVIEW
Your job is to support Unified Command at the Command Post

REPORTS TO
Incident Commander

SUPERVISES
None

PRIORITIES
- Maintaining Command Post organization

OBJECTIVES
- Deploying relevant materials within the Command Post

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

FIRST 15 MINUTES COMPLETE THESE ITEMS
☐ Obtain initial briefing from Incident Commander
☐ Review this Job Action Sheet in its entirety
☐ Read pages titled “Reunification Process” in the Unified Commander’s binder for more details on reunification
☐ Deploy site maps and Reunification Incident Command Organization Chart.
☐ Ensure all staff has been checked-in at Staging and issued a wristband and Role ID Badge.

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with the Unified Commander
- Verify and maintain Reunification Incident Command Organizational Chart
- Assist with any needs of the Unified Commanders

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

MANIFEST
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Job Action Sheet
☐ Inside Site Maps
☐ Outside Site Maps
☐ Reunification Incident Command Organizational Chart
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

☐ Obtain 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 Exterior Operations Director - Binder
☐ Assign and brief Interior Operations Director - Binder
☐ Request Law Enforcement Supervisor - Binder
☐ Request Fire Supervisor - Binder
☐ Request EMS Supervisor - Binder

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.

DEMOBILIZATION AND TEARDOWN

☐ Return all materials still in your possession to Staging Area

MANIFEST

☐ Operation Chief Binder
☐ Staging Area Manager Binder
☐ Exterior Operations Director Binder
☐ Interior Operations Director Binder
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>

SRM-ROK | Reunification Operation Kit - Hays Implementation | The "I Love U Guys" Foundation | Version 0.2.0 - Beta | 2017/04/05
<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor: Incident Command</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Operations Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Operations Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staging Area Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW
Your job is to ensure that all aspects of the reunification process is completed and running smoothly. Site setup and the actual reunification process 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.

REPORTS TO
Incident Commander

PRIORITY
- Responder Staging Area Staffed
- Operation Directors Staffed

OBJECTIVES
- Establish the operational side of the Reunification process as smoothly as possible
- Assign Operations Staff
- Request Law Enforcement, Fire and EMS Supervisors

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

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.

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.
Process Section

**THE PROCESS**

Resources Section

**RESOURCES**

Manifest

Clipped to interior

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
STAGING MANAGER CHECKLIST

INITIAL ASSIGNMENTS
When assigning roles, the Role ID Badge provides the Job Description and tasks to the assignee.

In all cases, deliver the Role ID Badge, read the job description on the badge to the assignee, and confirm understanding. Confirm their name has been added to the Incident Command Organization Chart.

FIRST 5 MINUTES COMPLETE THESE ITEMS

☐ Obtain briefing from Incident Commander or Operations Chief
☐ Obtain Staging Area Manager Binder
☐ Obtain Staging Area Reunification Box
☐ Review Binder in its entirety
☐ Remove Check-in Clipboard and 3 vests and 3 pink wristbands from Staging Area Reunification Box and check yourself in.
☐ Check in the Operations Chief and the Incident Commander and provide them pink wristbands and vests
☐ Proceed to Staging Area

FIRST 10 MINUTES COMPLETE THESE ITEMS

☐ Assist Setup Supervisor with Responder Staging Area setup
☐ Assign, check in, and brief Responder Check-in
  ☐ Role ID Badge, Wristband, Vest
  ☐ Check-in Clipboard
☐ Assign check in, and brief Communication
  ☐ Role ID Badge, Wristband, Vest
  ☐ Radio
☐ Request notification when student emergency contact information is available from the impacted school
☐ Assign and brief Assignments
  ☐ Role ID Card, Wristband, Vest

FIRST 15 MINUTES COMPLETE THESE ITEMS

☐ Prepare for Parent Check-in Setup Director:
  ☐ Impacted school emergency contact information
  ☐ Reunification Cards and Clipboards
  ☐ Pens
  ☐ Bullhorn
  ☐ Signage
☐ Prepare for Parking Setup Director:
  ☐ Cones
  ☐ Signage

FIRST 60 MINUTES COMPLETE THESE ITEMS

☐ Assign and brief Responder Check-out (This may be the person originally assigned to Responder Check-in)

ONGOING TASKS AND CONSIDERATIONS

- Identify and track resources assigned to and from Staging
- Respond to requests for resources
- Maintain Staging Area in orderly condition

DEMOBILIZATION AND TEARDOWN

☐ Inventory all materials, note shrinkage

MANIFEST
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Staging Area Manager Binder
☐ Staging Area Reunification Box
☐ Radio

RADIO CHANNELS

School Radio Law Enforcement

Fire EMS

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Chief</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check-in</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check-out</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STAGING MANAGER
JOB DESCRIPTION

OVERVIEW
Your job is to ensure that all aspects the Staging Area are completed and running smoothly. This includes verifying that all responders checked in or out, assigning responders vests and wristbands.
- Assign staff to positions listed in the checklist
- Read through the Reunification Process before briefing your subordinates.

REPORTS TO
Operations Chief

PRIORITIES
- Responder Check-in position should be immediately filled
- Ensure everyone receives wristband and vest upon checking in. (Role ID Badges are assigned by supervisors.)
- On demobilization return all items to Reunification Operation Kit Boxes.

OBJECTIVES
- Establish the responder staging of the Reunification process as smoothly as possible
- Assign Staging Staff
- Ensure safety of the Staging Area

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

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.

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.
MANIFEST
OPERATIONS CHIEF BINDER

THE PROCESS

RESOURCES

Manifest

Clipped to interior
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>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Name</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Supervisor: Incident Command</td>
<td></td>
</tr>
<tr>
<td>Staging Area Manager</td>
<td></td>
</tr>
<tr>
<td>Exterior Operations Director</td>
<td></td>
</tr>
<tr>
<td>Interior Operations Director</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Supervisor</td>
<td></td>
</tr>
<tr>
<td>Fire Supervisor</td>
<td></td>
</tr>
<tr>
<td>EMS Supervisor</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
**LOGISTICS CHIEF**

**JOB DESCRIPTION**

**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

**RADIO CHANNELS**

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>
Check-in Setup Director

Rescue Chief

Rescue

Unified Command

Fire

Unified Command

EMS

Unified Command

Law Enforcement

Unified Command

Reunification Commander - District

Parent Check-In Setup Supervisor

Parent Reunification Area Setup Supervisor

Responder Staging Setup Supervisor
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
- 

**RADIO CHANNELS**

- School Radio
- Law Enforcement
- Fire
- EMS
REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART
PARKING SETUP DIRECTOR

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

Logistics Chief

Parking Setup Director
- Parking Setup Supervisor
- Traffic Setup Supervisor
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
Every Reunification Staff member should be verbally briefed and can refer to their job roles and responsibilities in the Job Action Sheets. The Job Action Sheets help prioritize the work and expectations. There are two boxes in the Reunification Operation Organization Chart.

1. Staging Setup Supervisor
2. Parent Check-In Setup Supervisor
3. Parent Reunification Area Supervisor
4. Parking Setup Supervisor
5. Traffic Setup Supervisor
6. Support Reunification Site's Nutritional service

The Reunification Site includes the parking area and traffic flow setup. If a security issue arises, contact the nearest Law Enforcement (Police Dispatch). The Fundamentals of Technology includes

- Basic computer knowledge
- Need to identify and resolve any bottlenecks
- Ensure adequate staffing for reunification
- Provide regular reports to Incident Commander.
- Obtain First 15 Minutes
- Complete objectives
- Request additional radios from other campuses
- A radio channel on school radios
- To the nearest Law Enforcement, Victim Services Representative
- Media Staging - Briefing Note
- The Job Action Sheets are for the Staging Area.
- The Incident Command Organization Chart is for top level supervisory personnel.
MANIFEST LOGISTICS CHIEF BINDER

THE PROCESS

RESOURCES

Manifest

Manifest
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
☐ Establish communications with Impacted School Joint Information Center
☐ Assign and brief Social Media Coordinators

FIRST 30 MINUTES COMPLETE THESE ITEMS

☐ Establish a Media Staging area off of Reunification Site grounds
☐ Request No-Fly Zone for potential of air ambulance at the Reunification Site
☐ Request No-Drone Zone
☐ Request VOST assistance if necessary

ONGOING TASKS AND CONSIDERATIONS

- Submit public information products to the Incident Commander for approval.
- Disseminate reunification information from the Command Team to parents, media and stakeholders.
- Establish and maintain a media staging area and schedule for news briefings.
- Monitor social media or assign Social Media Coordinator(s).
- Prepare website/page(s) in case of an emergency.
- Coordinate use of mass call or text messages for parent notifications.
- Assess strategies to support notification of populations with access and functional needs including the hearing impaired and non-English speakers.
- Participate in a Joint Information Center, if activated.
- Record all interviews and copy all news releases.
- Contact media to correct erroneous or misleading information being provided to the public.

DEMOBILIZATION AND TEARDOWN

☐ Return all materials still in your possession to Staging Area

MANIFEST

☐ Public Information Binder
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio

RADIO CHANNELS

School Radio

Law Enforcement

Fire

EMS
<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Incident Command</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW
Manage the dissemination of public information regarding reunification operations with parents, the press, and response partners.

- 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.

REPORTS TO
Incident Commander

PRIORITIES
- Be briefed by Incident Command
- Communicate with Impacted School
- Assign Social Media positions
- Maintaining communication with Joint Information Center at Impacted Site

OBJECTIVES:
- Notification to parents
- Request no fly and no drone zones
- Establish Media staging
- Create messaging for media and public
- Manage social media

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

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.
REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART

Unified Command

Unified Command Fire

Unified Command EMS

Unified Command Law Enforcement

Unified Command Unification Commander - District

Public Information Officer

Social Media Coordinator

Social Media Coordinator
INITIAL ASSIGNMENTS

When assigning roles, the Role ID Badge provides the Job Description and tasks to the assignee.

In all cases, deliver the Role ID Badge, read the job description on the badge to the assignee, and confirm understanding. Confirm their name has been added to the Incident Command Organization Chart.

FIRST 10 MINUTES COMPLETE THESE ITEMS

☐ Review this binder in its entirety
☐ If not checked in, check in and request a vest and pink wristband from the Staging Area
☐ Request 2 persons from staging to fill the positions of:
  1. Runner
  2. Scribe

FIRST 30 MINUTES COMPLETE THESE ITEMS

☐ Assign and brief Runner - Role ID Badge
☐ Assign and brief Scribe - Role ID Badge, Scribe Clipboard from Command Post Reunification Box
☐ Contact Nutrition Services. Provide food, snacks and water as necessary.

FIRST 60 MINUTES COMPLETE THESE ITEMS

Delegate the following items, and determine future issues to be resolved:

☐ If the Reunification site is a school that is still in session, provide a plan for students on reunification site when the first bus arrives from the incident site. Keep student populations separated.
☐ Teacher Debriefing - Contact Victim Services for the School District to debrief or counsel teachers after reunification is over.
☐ Provide transportation of teachers and staff.
☐ Determine if long-term or overnight shelter will be needed. Provide a plan if this is necessary.
☐ Entertainment - Contact an IT or school teacher to obtain entertainment supplies, if needed

ONGOING TASKS AND CONSIDERATIONS

- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Make a list of key issues to be addressed by the Planning Section.

DEMOBILIZATION AND TEARDOWN

☐ Return all materials still in your possession to Staging Area

MANIFEST

☐ Wristband
☐ Vest
☐ Role ID Badge
  ☐ Scribe Role ID Badge
  ☐ Runner Role ID Badge
☐ Radio
☐ Scribe Clipboard and Pen

RADIO CHANNELS

School Radio
Law Enforcement

Fire
EMS
<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Command</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scribe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Runner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW
Your job is to solve long and short term problems that are created by the event. Your list will expand and contract as the event unfolds. Request competent and/or specific people to help you.

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

REPORTS TO
Unified Command

PRIORITIES
- Planning area deployed
- Identify key issues
- Transportation of Staff from Impacted School after Reunification operations are completed

OBJECTIVES
- Support the Reunification process
- Ensure events are documented

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

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.
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 the appropriate Job Action Sheet. Instruct assignee to complete their checklist. Confirm their name has been added to the Incident Command Organization Chart.

**FIRST 15 MINUTES COMPLETE THESE ITEMS**

- Review this binder in its entirety
- Remove and don a vest and from the Staging Area box
- Request 4 persons from Staging to fill the positions of:
  1. Parent Check-In Supervisor
  2. Greeter Supervisor
  3. Reunification Area Supervisor
  4. Transportation Supervisor
- Designate a specific location for your supervisors to meet you
- Hand them Job Action Sheets from the back of this binder and review responsibilities with them
- Transportation Supervisor will report to you. However, their position may be assigned by Unified Command
- Meet with Transportation Supervisor, review needs, review bus route and discuss responsibilities of transportation subordinates

**FIRST 60 MINUTES COMPLETE THESE ITEMS**

- All Exterior Operations should be set up.
- If not, make changes as needed

**ONGOING TASKS AND CONSIDERATIONS**

- Stay in communication with Operations Chief, Interior Operations Director, and all Exterior Operations Supervisors
- Resolve issues 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**

- Exterior Operations Director Binder
- Wristband
- Vest
- Role ID Badge
- Radio

**RADIO CHANNELS**

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Name</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Parent Check-In Supervisor</td>
<td></td>
</tr>
<tr>
<td>Greeter Supervisor</td>
<td></td>
</tr>
<tr>
<td>Reunification Area Supervisor</td>
<td></td>
</tr>
<tr>
<td>Parent Control Leader</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW

Your job is to facilitate all aspects of operations on outside campus structures. You will coordinate with Exterior Setup Director for setup, Perimeter Control Leader for security, and Traffic Control Leader for traffic flow. Make adjustment as needed. Your main function is to ensure parents and students are guided to the correct entry points.

1. Execute checklist
2. Supervise the exterior operations with your assigned supervisors
3. Understand each exterior supervisor’s responsibilities
4. Ensure all staff has been checked in at Staging and issued a pink reunification ID pass
5. Read pages titled “Reunification Process” in the back of this folder for more details on reunification
6. Law Enforcement is an external function but Law Enforcement is not a part of your supervising structure. If a difficult problem arises report to Operations Chief who may escalate it.

REPORTS TO
Operations Chief

SUPERVISES
Parent Check-In Supervisor, Greeter Supervisor, Reunification Area Supervisor, Transportation Supervisor

PRIORITY
- Staff positions
- Designate reunification location

OBJECTIVES
- Communication
- Conflict resolution

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

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.

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.
OVERVIEW
Your job is to supervise Parent Checkers to ensure the person requesting to pick up a student is a confirmed emergency contact. Resolve any issues as they arise. Make adjustments as needed.

1. Execute checklist
2. Supervise Checkers and No I.D. Leader
3. Ensure all staff has been checked in at Staging and issued a wristband

REPORTS TO
Exterior Operations Director

SUPERVISES
Checkers, School District Representative, Announcer

PRIORITIES
- Get initial briefing
- Staff Parent Check-In Area
- Equip, and brief Parent Checkers
- Communication and conflict resolution

OBJECTIVES
- Students are matched with custodial parent or emergency contact appropriately
- Ensure safety of the Reunification site

STRATEGIES
- Standard Reunification Method

FIRST 15 MINUTES
COMPLETE THESE ITEMS
☐ Obtain initial briefing from Exterior Operations Director
☐ Review this Job Action Sheet in its entirety
☐ Request people from your supervisor to fill the position of:
  1. Checkers (up to 8 depending on the number of students you’re reuniting)
  2. No I.D. Leader (1) and District representative
  3. Announcer
☐ Designate a specific location for personnel to meet you
☐ Review responsibilities with the personnel
☐ Review site maps for their designated work areas

FIRST 30 MINUTES
COMPLETE THESE ITEMS
☐ Assign a Checker by sitting one person at each alphabet break at the Parent Check-In table
☐ Assign No I.D. Leader and District representative to the section that has the “No I.D.” sign
☐ Receive the emergency contact cards and roster from Interior Operations Director
☐ Distribute the alphabetized attendance roster to each checker by their designated letters

FIRST 60 MINUTES
COMPLETE THESE ITEMS
☐ Parent Check-In should be set up.
☐ If Checkers need to be replaced or given a break, request for more Checkers from Staging

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with the Interior Operations Director and Checkers
- Resolve any issues that arise
- 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
☐ Exterior Operations Director Binder
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Bullhorn for Announcer
OVERVIEW
Your job is to supervise greeters. Greeters job is to guide parents from the parking lot to the Parent Check-In entrance and hand out reunification cards to parents, assist filling them out, answer questions pertaining to cards and ensure card is completely filled out prior to parent entering Parent Check-In area.

1. Complete Job Action Sheet
2. Supervise 6 Greeters
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Exterior Operations Director

SUPERVISES
Greeters; Bilingual as needed

PRIORITIES
- Get initial briefing
- Staff Greeter positions
- Manage Greeters
- Communication and conflict resolution

OBJECTIVES
- Smooth people flow
- Minimum wait time for parents and students

STRATEGIES
- Standard Reunification Method

FIRST 15 MINUTES COMPLETE THESE ITEMS
- Obtain initial briefing from Exterior Operations Director
- Review this Job Action Sheet in its entirety
- Request 6 persons from Staging to fill the position of:
  1. Greeters (6)
  2. Clipboards with pens
- Designate a specific location for your officers to meet you
- Review responsibilities with Greeters, and distribute clipboards with Reunification Cards
- Review site maps for their designated work areas

FIRST 30 MINUTES COMPLETE THESE ITEMS
- Spread Greeters throughout designated area
- Place at least one Greeter at the entrance of Parent Check-In; It is their responsibility to ensure all reunification cards are filled out properly before parent enters Parent Check-In. If parent does not have ID with them at this point, direct them to the “No I.D.” Line.

FIRST 60 MINUTES COMPLETE THESE ITEMS
- All greeters should be set up
- If more Reunification cards are needed contact Exterior Operations Director
- If Greeters need to be replaced or given a break, request for more Greeters from Staging

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with the Exterior Operations Director and Greeters
- Resolve any issues that arise
- 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
- Vest
- Role ID Badge
- Greeter Role ID Badges
- Clipboards with pens (Note shrinkage)

RADIO CHANNELS
- School Radio
- Law Enforcement
- Fire
- EMS
OVERVIEW

Your job is to oversee overall effectiveness of Parent Waiting areas. Work closely with Victim Services, Law Enforcement assigned in your area, and staff assigned to you. Ensure parents are informed; that they remain calm and are made as comfortable as possible while they wait for the child. If excess amount of parents fill the Parent Waiting Area, employ the Parent Overflow Area by expanding staff.

1. Complete Job Action Sheet
2. Ensure all staff has been checked in at Staging and issued a wrist band.

REPORTS TO
Exterior Operations Director

SUPERVISES
Principal from Impacted School, Parent Control Officer, Reunifiers (4+ depending on student population)

PRIORITIES
- Get initial briefing
- Request, brief, assign staff to Reunification area
- Assign a School Principal or other district official to Reunification Site

OBJECTIVES
- Parents are informed, calmed and comforted
- Ensure orderly flow of parents by expanding staff or opening a Parent Overflow Area

STRATEGIES
- Standard Reunification Method

FIRST 15 MINUTES
COMPLETE THESE ITEMS

☐ Obtain initial briefing from Exterior Operations Director
☐ Review this Job Action Sheet in its entirety
☐ Request persons from Staging for:
  1. Reunifiers (4+ depending on student population)
  2. Parent Control Officer
  3. Principal (or known official) from Impacted Site
☐ Designate a specific location for your subordinates to meet you
☐ Review responsibilities with personnel
☐ Review site maps for their designated work areas

FIRST 30 MINUTES
COMPLETE THESE ITEMS

☐ Create a script for the Parent Control Officer in order to inform them of the situation and process
☐ Coordinate script with Victim Advocate and Public Information Officer
☐ Parent reunification area should be set up

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with the Exterior Operations Director and Parent Waiting Area staff
- Resolve any issues that arise with Parent Waiting Area
- 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
☐ Vest
☐ Role ID Badge
☐ Reunification Area Supervisor ID Tag
☐ Megaphone

RADIO CHANNELS

- School Radio
- Law Enforcement
- Fire
- EMS

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
REUNIFICATION AREA SUPERVISOR

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

Operations Chief

Exterior Operations Director

Reunification Area Supervisor

Reunifier

Reunifier

Reunifier

Reunifier

Parent Control Officer

Exit Director - Impacted School Principal
OVERVIEW

Your job is to activate the busing plan to receive students and staff from Impacted Site.

1. You may be working with drivers from other districts
2. Develop bus routes
3. Mobilize buses and drivers
4. Assign off-site Staging Area for buses
5. Set up and deliver briefings to Bus Drivers and Bus Controllers
6. Complete Job Action Sheet

REPORTS TO

Exterior Operations Director

SUPERVISES

Bus Drivers and Controllers

PRIORITIES

- Get initial briefing
- Staff, equip, and brief Controllers and Bus Drivers
- Transportation of reunification personnel to reunification site.
- Communication and conflict resolution

OBJECTIVES

- Transportation of students and staff is done smoothly with minimum wait time

STRATEGIES

- Standard Reunification Method

FIRST 15 MINUTES

COMPLETE THESE ITEMS

☐ Obtain initial briefing from Exterior Operations Director
☐ Review this Job Action Sheet in its entirety
☐ Request 2 persons from Staging for:
  1. Bus Controller 1 (at Impacted Site)
  2. Bus Controller 2 (at Reunification Site)
☐ Review responsibilities with Drivers and Controllers
☐ Provide transportation for Reunification Personnel to Reunification Site if parking area is limited

FIRST 30 MINUTES

COMPLETE THESE ITEMS

- Brief Bus Drivers on the location of Reunification Site, Off-Site Staging (if needed) bus routes, and any other concerns
- Retrieve copies of Red/Green Roster Assembly cards from the Command Post and give to Bus Controller 1 to bring to Impacted Site

FIRST 60 MINUTES

COMPLETE THESE ITEMS

- All transportation needs should be addressed and plans implemented.
- Buses should be Staging off-site until summoned by Bus Controller 1 to approach impacted site

ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with Exterior Operations Director and Transportation staff
- Resolve any issues that arise with Bus Drivers, Bus Controller 1, Bus Controller 2
- Have a contingency plan in place for breakdowns, blocked route and rotating drivers as 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
☐ Vest
☐ Role ID Badge

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
</tbody>
</table>

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
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 the appropriate Job Action Sheet. Instruct assignee to complete their checklist. Confirm their name has been added to the Incident Command Organization Chart.

FIRST 15 MINUTES COMPLETE THESE ITEMS

☐ Review this binder in its entirety
☐ Remove and don a vest and from the Staging Area box
☐ Request 4 persons from Staging to fill the positions of:
  1. Victim Services Supervisor
  2. Student Assembly Supervisor
  3. Accountability Supervisor
  4. Call Center Supervisor (This may be offsite)
☐ Designate a specific location for your supervisors to meet you
☐ Hand them Job Action Sheets from the back of this binder and review responsibilities with them
☐ Call Center Supervisor will probably be located off-site. Communicate with them, review needs, logistics, and script for callers.

FIRST 30 MINUTES COMPLETE THESE ITEMS

☐ Ensure all Interior Operations are setup with the needed supplies. If an area has missing items, contact Operations Chief

FIRST 60 MINUTES COMPLETE THESE ITEMS

☐ Obtain full Student Roster from Unified Command. Divide roster into the alpha splits
☐ Ensure all Interior Operations are setup with the needed supplies. If an area has missing items, contact Interior Setup Chief

ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with the Operations Chief, Exterior Operations Director, and all Interior Operations supervisors
- Request personnel from Staging when your staff asks for them
- Resolve any issues 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
☐ Vest
☐ Role ID Badge
☐ Binder
☐ Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim Services Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Assembly Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountability Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Center Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INTERIOR OPERATIONS DIRECTOR

JOB DESCRIPTION

OVERVIEW
Your job is to facilitate the safe, orderly and accountable return of students to their parents. Use the supervisors assigned to you to ensure goals are met. Make adjustments as needed.

1. Execute checklist
2. Supervise the interior operations with your assigned Supervisors
3. Understand each Interior Supervisor’s responsibilities
4. Ensure all staff has been checked in at Staging and issued a pink reunification ID pass
5. Read pages titled “Reunification Process” in the back of this binder for more details on reunification
6. * Triage may be an interior function, but Triage is not a part of your supervising structure. If a problem arises and can’t be fixed, then refer concerns to Unified Commander-EMS

REPORTS TO
Operations Chief

SUPERVISES
Victim Services Supervisor, Student Assembly Supervisor, and Accountability Supervisor

PRIORITIES
- Assign staff
- Maintain Student Roster
- Starting the recovery process

OBJECTIVES
- Every student has been accounted for
- Establish roster with Operations Chief
- Every student still in the school’s control is reunited with their parent or guardian

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

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.
REUNIFICATION INCIDENT COMMAND STRUCTURE

- Unified Command
  - Unified Command Fire
  - Unified Command EMS
  - Unified Command Law Enforcement

- Operations
  - Operations Chief
  - Interior Operations Director

- Accountability Supervisory
  - Accountability Supervisor

- Victim Services
  - Victim Services Supervisor

- Student Assembly
  - Student Assembly Supervisor
**OVERVIEW**
Your job is to assist parents and students with the events that occurred. Advise parents of steps to take for their missing or injured children. Counsel parents or students if needed.

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

**REPORTS TO**
Interior Operations Director

**SUPERVISES**
Victim Advocates

**PRIORITIES**
- Receive initial briefing from the Interior Operations Director
- Ensure adequate number of personnel available
- Assign Victim Services personnel to victims and their parents

**OBJECTIVES**
- Every student has been accounted for
- Every staff member has been accounted for
- Ensure safety of the Reunification site

**STRATEGIES**
- Standard Reunification Method

**FIRST 15 MINUTES COMPLETE THESE ITEMS**
- Obtain initial briefing from Interior Operations Director
- Review this Job Action Sheet in its entirety
- Determine scale of event from Unified Commander-School and PIO
- Determine need of victim service personnel – minimum of 5 (1 liaison at command; 1 lead at reunification site; 1 stand-by for general population; 1 stand-by for secondary population in case of injury or unknown, 1 to assist students once arrive to reunification site)
- Contact the needed number of personnel and provide instructions for reporting to staging to receive ID/badge

**FIRST 60 MINUTES COMPLETE THESE ITEMS**
- Victim services personnel: once approved to be on-site, report to Victim Services Supervisor to be assigned
- Report to assigned location and duty

**ONGOING TASKS AND CONSIDERATIONS**
- Be present to assist parents/students as needed
- In case of injuries, confirm identification and hospital location with liaison at Incident Command
- Coordinate transportation of parents to hospital
- In case of death, confirm identification and location of deceased with liaison at Incident Command
- If at hospital, confirm hospital location and coordinate transportation of family to hospital
- If at Impacted Site, notification can be made at Reunification Site if parents are present. If parents are not at Reunification Site, stand by to provide time to locate parents.
- Continue to assess the scale of event and personnel needed. Request additional personnel if needed.

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

**MANIFEST**
- Wristband
- Vest
- Role ID Badge
- Radio

**RADIO CHANNELS**

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>
Overview

Your job is to supervise the Student Assembly Area. As students arrive from the Impacted Site they will be checked in, and then arrive in your area. You will watch Red/Green cards and unite students with their teacher if they had been separated during Evacuation.

1. Complete Job Action Sheet
2. Supervise 6 Class Leader
3. Ensure all staff has been checked in at Staging and issued a Pink Reunification ID pass

REPORTS TO
Interior Operations Director

SUPERVISES
Class Leaders

PRIORITIES
- Receive briefing from Interior Operations Director
- Account for students and staff
- Maintain Student Assembly Area safety

OBJECTIVES
- Fill Class Leadership positions
- Notify Interior Operations Director of any missing or injured people
- Maintain communication with Interior Operations Director and Class Leaders
- Resolve any conflict at Student Assembly Area

STRATEGIES
- Standard Reunification Method

FIRST 15 MINUTES COMPLETE THESE ITEMS
- Obtain initial briefing from Interior Operations Director
- Review this Job Action Sheet in its entirety
- Request 6 persons from Staging to fill the position of:
  1. Class Leader (6 - adjust as necessary)
- Designate a specific location for your wranglers to meet you
- Review responsibilities and site maps for their designated work areas

FIRST 30 MINUTES COMPLETE THESE ITEMS
- Spread Leaders throughout designated area

FIRST 60 MINUTES COMPLETE THESE ITEMS
- When students from Impacted Site arrive, all Leaders should be set up
- If Leaders need to be replaced or given a break, request for more from Staging

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with the Interior Operations Director and Leaders
- Request Interior Control Officer to escort students and teachers to restroom when needed
- When arrival is complete and a student or teacher can't be located, report immediately to Interior Operations Director.
- Resolve any issues that arise
- If a security issue arises, contact the nearest Law Enforcement Officer
- Replace any personnel that are not able to function in their assigned job

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

MANIFEST
- Wristband
- Vest
- Role ID Badge
- Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>

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
STUDENT ASSEMBLY SUPERVISOR

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

Operations Chief
- Interior Operations Director
  - Student Assembly Supervisor
    - Class Leader
    - Class Leader
    - Class Leader
    - Class Leader
  - Class Leader
    - Entertainment Director
**ACCOUNTABILITY SUPERVISOR**

**JOB ACTION SHEET**

**OVERVIEW**
Your job is to assemble a student and staff roster from the impacted site.

1. Complete Checklist below
2. Prior to their arrival, get a list from the school district
3. As people arrive from the impacted site, cross check their handwritten rosters with district roster
4. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

**REPORTS TO**
Interior Operations Director

**SUPERVISES**
Accountants

**PRIORITIES**
- Initial briefing and continued communications
- Setup accountability area
- Ensure smooth operations of accountability area

**OBJECTIVES**
- Every student has been accounted for
- Every staff member has been accounted for

**STRATEGIES**
- Standard Reunification Method

**FIRST 15 MINUTES COMPLETE THESE ITEMS**
- Obtain initial briefing from Interior Operations Director
- Review this Job Action Sheet in its entirety
- Request accountants from staging, use as many as you need to complete merging and alphabetizing all the rosters as quickly as possible
- Release accountants for re-assignment
- Print completed roster and deliver to Interior Operations Director

**FIRST 60 MINUTES COMPLETE THESE ITEMS**
- Accountability area should be completely set up

**ONGOING TASKS AND CONSIDERATIONS**
- Stay in communication with the Interior Operations Director and the Accountability staff
- Resolve any issues that arise with Alpha Stations and the Alphabetizer
- 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
- Vest
- Role ID Badge
- Radio
- Laptop computer and access to a printer

**RADIO CHANNELS**

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>
UNIFIED COMMANDER LAW ENFORCEMENT 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 15 MINUTES COMPLETE THESE ITEMS

☐ Review this binder in its entirety
☐ Remove and don a vest and from the Staging Area box
☐ Report to Command Post where you will stay during the entirety of this reunification event
☐ Request 1 police officer(s) (with rank) from Staging to fill the position of:
  1. Law Enforcement Supervisor
☐ Designate a specific location for your officers to meet you
☐ Hand them the Binder titled “Law Enforcement Supervisor” and review responsibilities with them.
☐ Maintain a radio channel
☐ Ensure accountability for staff needs
☐ Act as a liaison between LE agencies and the LE Unified Command
☐ Ensure LE has dispatched personnel to reunification site, if needed.
☐ If staff is needed, brief staff on reunification details

FIRST 60 MINUTES COMPLETE THESE ITEMS

☐ If Law Enforcement Supervisor needs to be replaced or given a break, request for another Law Enforcement Supervisor from Staging
☐ Ensure Law Enforcement is set up with the supplies needed
☐ If an area has missing items, contact the Setup Chief

ONGOING TASKS AND CONSIDERATIONS

• Stay in communication with Unified Commanders and Law Enforcement Supervisor
• Resolve any issues that arise with Law Enforcement Supervisor
• Attend to any security issues
• Replace any personnel that are not able to function in their assigned job
• Add or delete positions as needed to make the process work
• Officers should stay in their assigned areas and Rover officers will respond as backing units

DEMOBILIZATION AND TEARDOWN

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

MANIFEST

☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
## UNIFIED COMMANDER LAW ENFORCEMENT SUPERVISOR TEAM LIST

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UNIFIED COMMANDER LAW ENFORCEMENT
JOB DESCRIPTION

OVERVIEW
You are committed to the command post to assist with decisions that arise. You are to provide insight from your area of expertise. You will resolve issues with any Law Enforcement personnel that cannot be resolved by their branch director.

1. Your job is to ensure site security by utilizing the resources and concepts in this binder. This can be modified as you see fit to meet the objectives
2. Assign supervision of Law Enforcement Supervisor to Operations Chief
3. Understand supervisor's responsibilities
4. Manage all Law Enforcement aspects of the reunification event
5. Assign radio channel for general Law Enforcement Operations
6. Execute checklist
7. Ensure all staff has been checked in at Staging and issued a Pink Reunification ID pass
8. Read pages titled “Reunification Process” in this binder for more details on reunification

PRIORITIES
● Student and staff safety and well-being
● Student and staff whereabouts and conditions
● Starting the recovery process

OBJECTIVES:
● Every student has been accounted for
● Every staff member has been accounted for
● Every student still in the school’s control is reunited with their parent or guardian

STRATEGIES
● Standard Reunification Method

TACTICS
● See Checklist

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.

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.
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 15 MINUTES COMPLETE THESE ITEMS

☐ Review this binder in its entirety
☐ Request 6 police officers (with rank) from Staging to fill the positions of:
  1. Traffic Control Leader
  2. Perimeter Control Leader
  3. Interior Control Leader
  4. Parent Control Leader
  5. No I.D. Leader
  6. Rover Leader
☐ Designate a specific location for your officers to meet you
☐ Hand them Job Action Sheets and Role ID Badges
☐ Review responsibilities and site maps.

FIRST 60 MINUTES COMPLETE THESE ITEMS

☐ If an area needs more officers, request more officers for that specific area from Staging

ONGOING TASKS AND CONSIDERATIONS

- Contact Operations Chief for issues with equipment
- Stay in communication with Unified Commander-Law Enforcement and Law Enforcement Leaders
- Attend to any issues that arise with the Law Enforcement areas
- If a security issue arises, contact a Rover Officer to assist you
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover Officers will respond as backing units

DEMOBILIZATION AND TEARDOWN

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

MANIFEST

☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perimeter Control Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Control Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Control Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No I.D. Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rover Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW
You are responsible for Site Security. All adults on campus are required to have displayed a pink or green reunification ID pass. This includes all public safety personnel.
- 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.

REPORTS TO
Operations Chief

SUPERVISES
Traffic Control, Perimeter Control, Interior Control, Parent Control, No I.D. Officer, Rover Leader

PRIORITYs
- Get initial briefing
- Staff positions
- Maintain Reunification Site security

OBJECTIVES
- Access in and out of site is controlled
- Parents are kept in waiting area until reunited
- Students kept in assembly area until reunited
- A safe reunification area

STRATEGIES
- Standard Reunification Method

TACTICS
- See Checklist

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.

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.
OVERVIEW
Your job is to facilitate traffic flow in, out, and around the reunification site. Coordinate with Law Enforcement Supervisor for traffic control device setup. Adjust as needed to meet objectives.

1. Complete Checklist below
2. Supervise 6 Traffic Control Officers
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Law Enforcement Supervisor

SUPERVISES
Traffic Control Officers

PRIORITIES
• Get initial briefing
• Request and brief initial staff from Staging
• Set up Traffic
• Request additional staff as needed

OBJECTIVES
• Smooth traffic flow at the Reunification Site
• Control access to the Reunification Site
• Ensure safety of the Reunification site

STRATEGIES
• Standard Reunification Method

FIRST 15 MINUTES COMELETE THESE ITEMS
☐ Obtain initial briefing from Law Enforcement Supervisor
☐ Confirm Traffic Setup
☐ Review this Job Action Sheet in its entirety
☐ Request 6 police officers from Staging to fill the position of:
  1. Traffic Control Officers (6)
☐ Designate a specific location for your officers to meet you
☐ Review responsibilities with the Traffic Control Officers
☐ Review site maps for their designated work areas

ONGOING TASKS AND CONSIDERATIONS
• If more officers are needed, contact Law Enforcement Supervisor to request more Traffic Control Officers
• Stay in communication with Law Enforcement Supervisor and Traffic Control Officers
• Resolve any issues that arise with Traffic Control Officers
• If a security issue arises, contact a Rover Officer to assist you
• Replace any personnel that are not able to function in their assigned job
• Add or delete positions as needed to make the process work
• If traffic flow is ineffective, make changes and coordinate with Law Enforcement Supervisor and Logistics Chief
• Officers should stay in their assigned areas and Rover Officers will respond as backing units

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

MANIFEST
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio
☐ 6 Traffic Control Role ID Badges

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>
OVERVIEW
Your job is to supervise officers assigned outside of the campus buildings. High visibility is key to help prevent people from getting on campus except through designated entrances. Make adjustments to officer locations as needed to meet objectives.

1. Complete Checklist below
2. Supervise 6 Perimeter Control Officers
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Law Enforcement Supervisor

SUPERVISES
Perimeter Control Officers

PRIORITIES
- Get initial briefing
- Staff perimeter control
- Request additional staff as needed
- Reunification Site Safety

OBJECTIVES
- Control access to Reunification Site
- Ensure safety of the Reunification site

STRATEGIES
- Standard Reunification Method

FIRST 15 MINUTES
COMPLETE THESE ITEMS
- Obtain initial briefing from Law Enforcement Supervisor
- Identify perimeter concerns
- Review perimeter concerns
- Request 6 police officers from Staging to fill the position of:
  1. Perimeter Control Officers (6)
- Designate a specific location for your officers to meet you
- Review responsibilities and site maps with the Perimeter Control Officers

FIRST 30 MINUTES
COMPLETE THESE ITEMS
- Place first officer at the entrance of Parent Check-In Area
- Assign other 5 officers throughout designated areas
- As indicated on site map; May adjust locations as needed

ONGOING TASKS AND CONSIDERATIONS
- If more officers are needed, call Law Enforcement Supervisor to request for more Perimeter Control Officers
- Stay in communication with the Law Enforcement Supervisor and Perimeter Control Officers
- Resolve any issues that arise with Perimeter Control Officers
- If a security issue arises, deal with it accordingly
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover Officers will respond as backing units

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

MANIFEST
- Wristband
- Vest
- Role ID Badge
- Radio
- 6 Traffic Perimeter Role ID Badges

RADIO CHANNELS
School Radio          Law Enforcement
                      Fire
                      EMS
OVERVIEW

Your job is to maintain control and order within the reunification building.

1. Complete Checklist below
2. Ensure all events going on in your realm of concern are in compliance with school safety practices
3. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO

Law Enforcement Supervisor

SUPERVISES

Student Assembly Areas
Investigation Areas

PRIORITIES

- Get initial briefing
- Staff positions
- Designate location for meeting subordinates

OBJECTIVES

- Maintain order in student assembly and investigation areas
- Control access to student assembly and investigations areas
- Ensure safety of the Reunification site

STRATEGIES

- Standard Reunification Method

FIRST 15 MINUTES COMPLETE THESE ITEMS

☐ Obtain initial briefing from Law Enforcement Supervisor
☐ Review this Job Action Sheet in its entirety
☐ Request 4 police officers from Staging for:
  1. Student Assembly Officers (2)
  2. Investigation Officers (2)
☐ Designate a specific location for your subordinates to meet you
☐ Review responsibilities and site maps with Officers

ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with the Law Enforcement Supervisor, and Officers at Student Assembly and Investigation Areas
- Resolve any issues that arise
- If a security issue arises, contact a Rover Officer to assist you
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units

DEMOBILIZATION AND TEARDOWN

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

MANIFEST

☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio
☐ 6 Interior Control Role ID Badges

RADIO CHANNELS

School Radio  Law Enforcement

Fire  EMS
OVERVIEW
Your job is to oversee officers in parent waiting areas. Every attempt to keep parents calm should be employed.

1. Complete Checklist below
2. Supervise 6 Parent Control Officers
3. Ensure all events going on in your realm of concern are in compliance with school safety practices
4. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Law Enforcement Supervisor

SUPERVISES
Parent Control Officers

PRIORITIES
• Get initial briefing
• Staff positions
• Maintain calm and order in parent waiting areas

OBJECTIVES
• Comply with school safety practices
• Ensure safety of the Reunification site

STRATEGIES
• Standard Reunification Method

FIRST 15 MINUTES COMPLETE THESE ITEMS
☐ Obtain initial briefing from Law Enforcement Supervisor
☐ Review this Job Action Sheet in its entirety
☐ Request 6 police officers from Staging for:
   1. Parent Control Officers (6)
☐ Designate a specific location for your subordinates to meet you
☐ Review responsibilities with Officers
☐ Review site maps for their designated work areas

ONGOING TASKS AND CONSIDERATIONS
• Stay in communication with the Law Enforcement Supervisor
• If a parent is being disruptive, inform a Rover Officer so they can meet you to escort parent to counseling area and/or off site.
• Resolve any issues that arise
• If a security issue arises, contact a Rover Officer to assist you
• Replace any personnel that are not able to function in their assigned job
• Add or delete positions as needed to make the process work
• Officers should stay in their assigned areas and Rover officers will respond as backing units

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

MANIFEST
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio
☐ 6 Traffic Control Role ID Badges

RADIO CHANNELS
School Radio  Law Enforcement
Fire  EMS

PARENT CONTROL LEADER
JOB ACTION SHEET

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
OVERVIEW

1. Your job is to work hand in hand with District representative in the Parent Check-In Station. You will report here and sit at the “No I.D.” Line. You are to complete District checks on all persons in this line to confirm identity and verify a “No Sex Offender” status. You and District representative will make decision if that person (not listed as authorized pick up adult) can leave with child.

2. Guardians that are not listed as an emergency contact or do not have an approved form of identification will be referred to the “No I.D. Line”

3. Complete Checklist below

4. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO

Law Enforcement Supervisor

PRIORITIES

- Get initial briefing
- Reunification Site Safety

OBJECTIVES

- Ensure parents without I.D. are vetted
- Ensure safety of the Reunification site

STRATEGIES

- Standard Reunification Method

FIRST 15 MINUTES COMPLETE THESE ITEMS

☐ Obtain initial briefing from Law Enforcement Supervisor
☐ Review this Job Action Sheet in its entirety
☐ Report to assigned area
  - Red triangle on site map; may adjust location as needed
☐ Discuss procedure with school representative assigned to “No I.D.” Line

FIRST 30 MINUTES COMPLETE THESE ITEMS

☐ No I.D. Line should be set up.
☐ If more officers are needed, call Law Enforcement Supervisor to request for another No I.D. Officer

ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with Law Enforcement Supervisor and staff stationed at No I.D. Line
- Handle verification issues with parents/guardians that have no form of Identification
- Handle custodial issues with parents/guardians that are not verified to pick up student
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units

DEMOBILIZATION AND TEARDOWN

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

MANIFEST

☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
</tbody>
</table>
OVERVIEW
1. Your job is to supervise officers on site without a designated post. Rovers are to respond as backing units, arrest units, transport units, and temporarily relieve static units for rehabilitation breaks. You coordinate with all other Law Enforcement leaders as needed.
2. Complete Checklist below
3. Supervise 6 Rover Officers
4. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Law Enforcement Supervisor

PRIORITIES
- Get initial briefing
- Staff Rover Officer positions
- Reunification site security

OBJECTIVES
- Provide support to staged officers
- Ensure safety of the Reunification site

STRATEGIES
- Standard Reunification Method

FIRST 15 MINUTES
COMPLETE THESE ITEMS
- Obtain initial briefing from Law Enforcement Supervisor
- Review this Job Action Sheet in its entirety
- Request 6 police officers from Staging to fill the position of:
  1. Rover Officers (6)
- Designate a specific location for your officers to meet you
- Review responsibilities with officers
- Review site maps for their designated work areas.
- Rovers will respond to any situation on site as backing units

FIRST 30 MINUTES
COMPLETE THESE ITEMS
- Reunification site security should be set up.
- If more officers are needed, call Law Enforcement Supervisor to request for more Rover Officers

ONGOING TASKS AND CONSIDERATIONS
- Stay in communication with Law Enforcement Supervisor and Rover Officers
- If a parent is being disruptive, inform a Rover Officer to escort parent to counseling area and/or off site.
- Resolve any issues that arise with Rover Officers
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units

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

MANIFEST
- Wristband
- Vest
- Role ID Badge
- Radio
- 6 Rover Role ID Badges

RADIO CHANNELS
School Radio | Law Enforcement | Fire | EMS

SRM-ROK | Reunification Operation Kit - Hays Implementation | The “I Love U Guys” Foundation | Version 0.2.0 - Beta | 2017/04/05
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 15 MINUTES COMPLETE THESE ITEMS

☐ Review this binder in its entirety
☐ Remove and don a vest and from the Staging Area box
☐ Report to Command Post where you will stay during the entirety of this reunification event
☐ Request 1 Fire Fighter from Staging to fill the position of:
  1. Fire Supervisor
☐ Designate a specific location for your personnel to meet you
☐ Hand them the Job Action Sheet in this binder and review responsibilities with them.
☐ Maintain a radio channel
☐ Ensure accountability for staff needs
☐ Act as a liaison between Fire agencies and the Unified Commander-Fire
☐ Ensure Fire Department has dispatched personnel to reunification site, if needed.
☐ If staff is needed, brief staff on reunification details

FIRST 60 MINUTES COMPLETE THESE ITEMS

☐ If staff needs to be replaced or given a break, request for other persons from Staging

ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with Unified Commanders and Fire Representatives
- Attend to any issues that arise with fire safety
- If a security issue arises, contact nearest Law Enforcement Officer

MANIFEST

☐ Unified Commander - Fire Binder
☐ Wristband
☐ Vest
☐ Role ID Badge

RADIO CHANNELS

<table>
<thead>
<tr>
<th>School Radio</th>
<th>Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>EMS</td>
</tr>
<tr>
<td>Title/Position</td>
<td>Name</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>Fire Supervisor</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW
You are committed to the command post to assist with decisions that arise. You are to provide insight from your area of expertise. You will resolve issues with any fire personnel that cannot be resolved by their branch director.

1. Fire personnel are the site’s “Utility” workers. They should be used to solve problems and provide manpower.

2. Assign radio channel for general Fire Operations

3. Execute checklist

4. Ensure all staff has been checked in at Staging and issued a wristband

5. Read pages titled “Reunification Process” in back of this folder for more details on reunification

PRIORITIES
● Student and staff safety and well-being
● Student and staff whereabouts and conditions
● Starting the recovery process

OBJECTIVES
● Every student has been accounted for
● Every staff member has been accounted for
● Every student still in the school’s control is reunited with their parent or guardian

STRATEGIES
● Standard Reunification Method

TACTICS
● See Checklist

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.

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.
OVERVIEW
Fire personnel are the site’s “Utility” workers. They should be used to solve problems and provide manpower. Coordinate with Operations Chief for setup. Adjust as needed to meet objectives.

1. Supervise up to 4 Fire personnel
2. Ensure all staff has been checked in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Operations Chief

SUPERVISES
Fire Personnel

1. Complete Job Action Sheet

PRIORITIES
- Student and staff safety and well-being
- Student and staff whereabouts and conditions
- Reunification Site Safety

OBJECTIVES
- Every student has been accounted for
- Every staff member has been accounted for
- Ensure safety of the Reunification site

STRATEGIES
- Standard Reunification Method

FIRST 15 MINUTES
COMPLETE THESE ITEMS

☐ Obtain initial briefing from Operations Chief
☐ Review this Job Action Sheet in its entirety
☐ Request up to 4 Fire personnel from Staging to fill the Fire positions.
☐ Designate a specific location for your subordinates to meet you
☐ Hand them Pink ID lanyards
☐ Review responsibilities and site maps for their designated work areas

ONGOING TASKS AND CONSIDERATIONS
- If more personnel are needed, contact Operations Chief
- Stay in communication with subordinates
- Resolve any issues that arise
- If a security issue arises, contact a Rover Officer to assist you
- 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
☐ Public Information Binder
☐ Wristband
☐ Vest
☐ Role ID Badge

RADIO CHANNELS
School Radio
Law Enforcement
Fire
EMS
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 15 MINUTES COMPLETE THESE ITEMS

☐ Review this binder in its entirety
☐ Remove and don a vest and from the Staging Area box
☐ Report to Command Post where you will stay during the entirety of this reunification event
☐ Request 1 Medic from Staging to fill the position of:

1. EMS Supervisor
☐ Designate a specific location for your personnel to meet you
☐ Hand them the Job Action Sheet in this binder and review responsibilities with them.
☐ Maintain a radio channel
☐ Ensure accountability for staff needs
☐ Act as a liaison between EMS agencies and the EMS Unified Command
☐ Ensure EMS has dispatched personnel to reunification site, if needed.
☐ If staff is needed, brief staff on reunification details

FIRST 60 MINUTES COMPLETE THESE ITEMS

☐ Ensure triage is set up with the supplies needed.
☐ If staff needs to be replaced or given a break, request for other persons from Staging

ONGOING TASKS AND CONSIDERATIONS

• Stay in communication with Unified Commanders and EMS Representatives
• Attend to any medical issues that arise
• If a security issue arises, contact nearest Law Enforcement Officer

DEMOBILIZATION AND TEARDOWN

☐ Return all materials still in your possession to Staging Area

MANIFEST

☐ Unified Commander - EMS Binder
☐ Wristband
☐ Vest
☐ Role ID Badge
☐ Radio
## UNIFIED COMMANDER - EMS

### SUPERVISOR TEAM LIST

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UNIFIED COMMANDER - EMS
JOB DESCRIPTION

OVERVIEW
You are committed to the command post to assist with decisions that arise. You are to provide insight from your area of expertise. You will resolve issues with any EMS personnel that cannot be resolved by their branch director.

1. Reside over all Emergency Medical situations
2. Supervise Triage operations
3. Assign radio channel for general EMS Operations
4. Execute checklist
5. Ensure all staff has been checked in at Staging and issued a yellow reunification ID pass
6. Read pages titled “Reunification Process” in back of this folder for more details on reunification

PRIORITYES
• Student and staff safety and well-being
• Student and staff whereabouts and conditions
• Starting the recovery process

OBJECTIVES
• Every student has been accounted for
• Every staff member has been accounted for
• Every student still in the school’s control is reunited with their parent or guardian

STRATEGIES
• Standard Reunification Method

TACTICS
• See Checklist

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.

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.
OVERVIEW
Your job is to supervise any medical issues that may arise. Coordinate with Operations Chief for setup. Adjust as needed to meet objectives.

1. Complete Job Action Sheet
2. Supervise up to 3 Medics and 1 School Nurse
3. Ensure all staff has been checked-in at Staging and issued a wristband and Role ID Badge

REPORTS TO
Operations Chief

SUPERVISES
Medics and School Nurse

PRIORITIES
• Student and staff safety and well-being
• Student and staff whereabouts and conditions
• Reunification Site Safety

OBJECTIVES
• Every student has been accounted for
• Every staff member has been accounted for
• Ensure safety of the Reunification site

STRATEGIES
• Standard Reunification Method

FIRST 15 MINUTES
COMPLETE THESE ITEMS
☐ Obtain initial briefing from Operations Chief
☐ Review this Job Action Sheet in its entirety
☐ Request Medics and School Nurse from Staging
☐ Designate a specific location for your subordinates to meet you
☐ Hand them Pink ID lanyards
☐ Review responsibilities and site maps for their designated work areas

ONGOING TASKS AND CONSIDERATIONS
• If more personnel are needed, contact Operations Chief
• Stay in communication with subordinates
• Resolve any issues that arise
• If a security issue arises, contact a Rover Officer to assist you
• 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
☐ Vest
☐ Role ID Badge
☐ Radio