



IMPACTED SCHOOL UNIFIED COMMANDER 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 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** - Job Action Sheet
- Assign **Public Information Officer** - Job Action Sheet

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



REUNIFICATION UNIFIED COMMANDER SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Law Enforcement Commander		
Fire Department Commander		
EMS Commander		
Operations Chief		
Logistics Chief		
Command Post Assistant		
Planning Chief		
Public Information Officer		
Safety Officer		
Administration/ Finance Chief		
Other		
Other		



REUNIFICATION UNIFIED COMMANDER

JOB DESCRIPTION

OVERVIEW

You are responsible for the evacuating students and staff to the Reunification Site. 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 Evacuation 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 Evacuation process

OBJECTIVES

- Start the Evacuation 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 transported to the Reunification Site
- Ensure safety of the Impacted School

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.

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.

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.

EXPLANATION OF 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.

EXPLANATION OF JOB ACTION SHEET

Binders contain Job Action Sheets for subordinates. The Job Action Sheets contain the Job Description and Checklist for the task.



EXPLANATION OF 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.



EXPLANATION OF WRISTBANDS

Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.

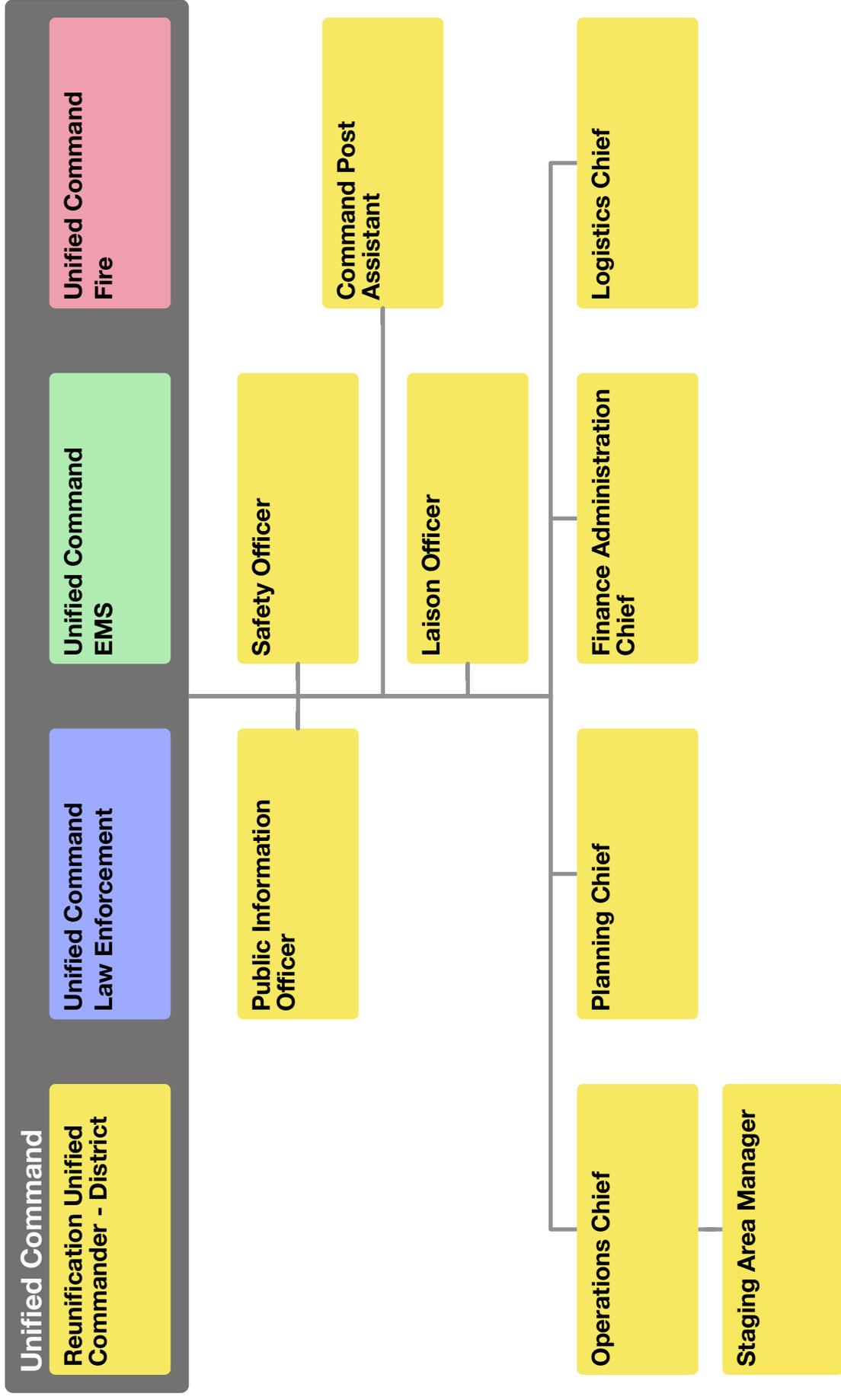


Pink bands are used at the Reunification Site, Green bands are issued to the adults at the impacted site.

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.

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART





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
- School Radio



LIAISON OFFICER JOB ACTION SHEET

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
- School Radio



ADMINISTRATION/FINANCE OFFICER

JOB ACTION SHEET

OVERVIEW

Your job is to communicate with the impacted site, Fire, EMS, and Law Enforcement 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
- School Radio



COMMAND POST ASSISTANT

JOB ACTION SHEET

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