



# OPERATIONS CHIEF 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

- 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

School Radio	Law Enforcement
Fire	EMS



# OPERATIONS CHIEF SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Supervisor: Incident Command		
Exterior Operations Director		
Interior Operations Director		
Law Enforcement Supervisor		
Fire Supervisor		
EMS Supervisor		
Staging Area Manager		
Other		



# OPERATIONS CHIEF JOB DESCRIPTION

## 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

## PRIORITIES

- 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.

# REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART OPERATIONS CHIEF



