



LOGISTICS 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

- 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

School Radio	Law Enforcement
Fire	EMS



LOGISTICS CHIEF SUPERVISOR TEAM LIST

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



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

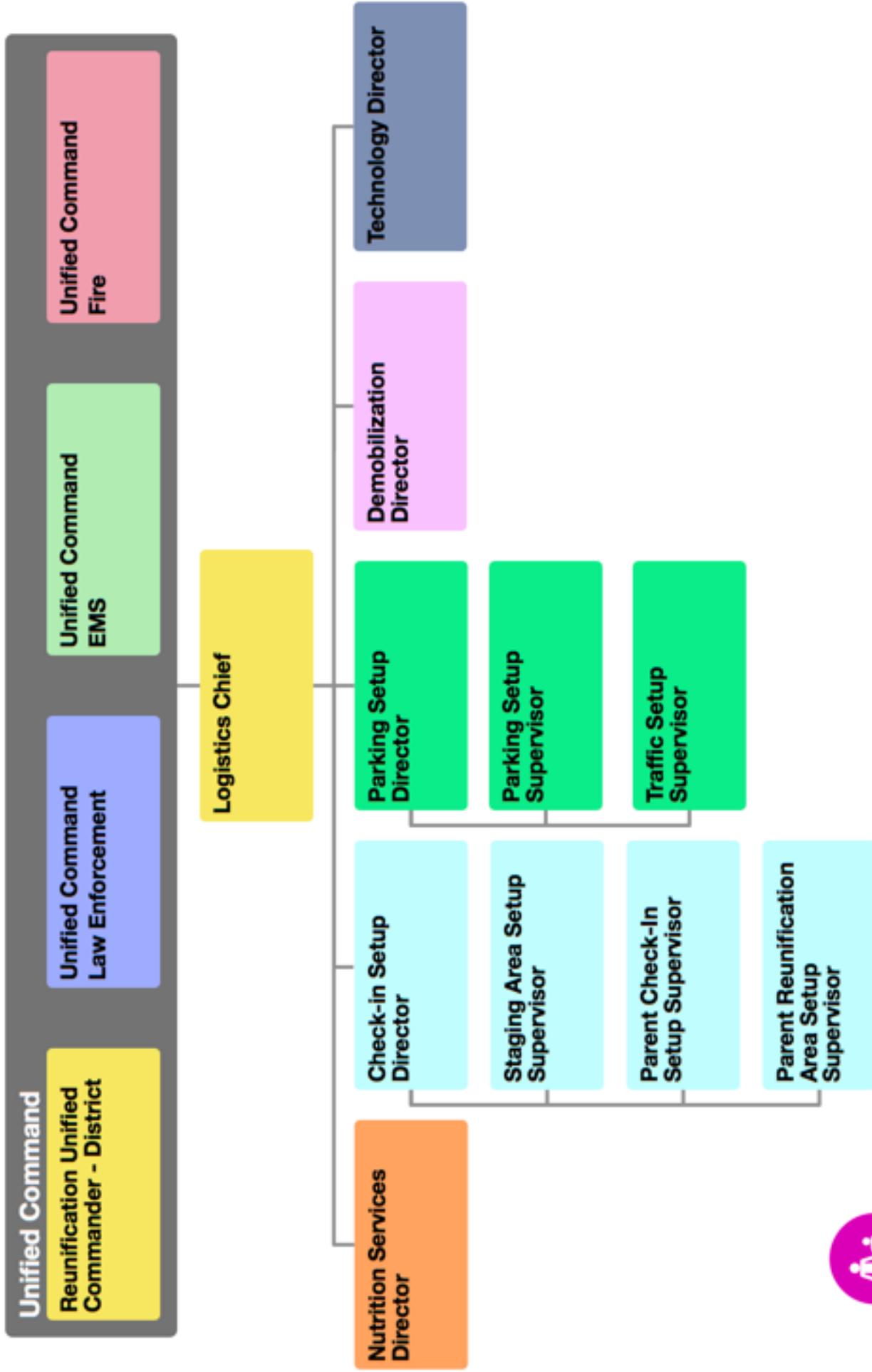
Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.

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



REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART

LOGISTICS CHIEF





NUTRITION SERVICES DIRECTOR

JOB ACTION SHEET

Overview

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

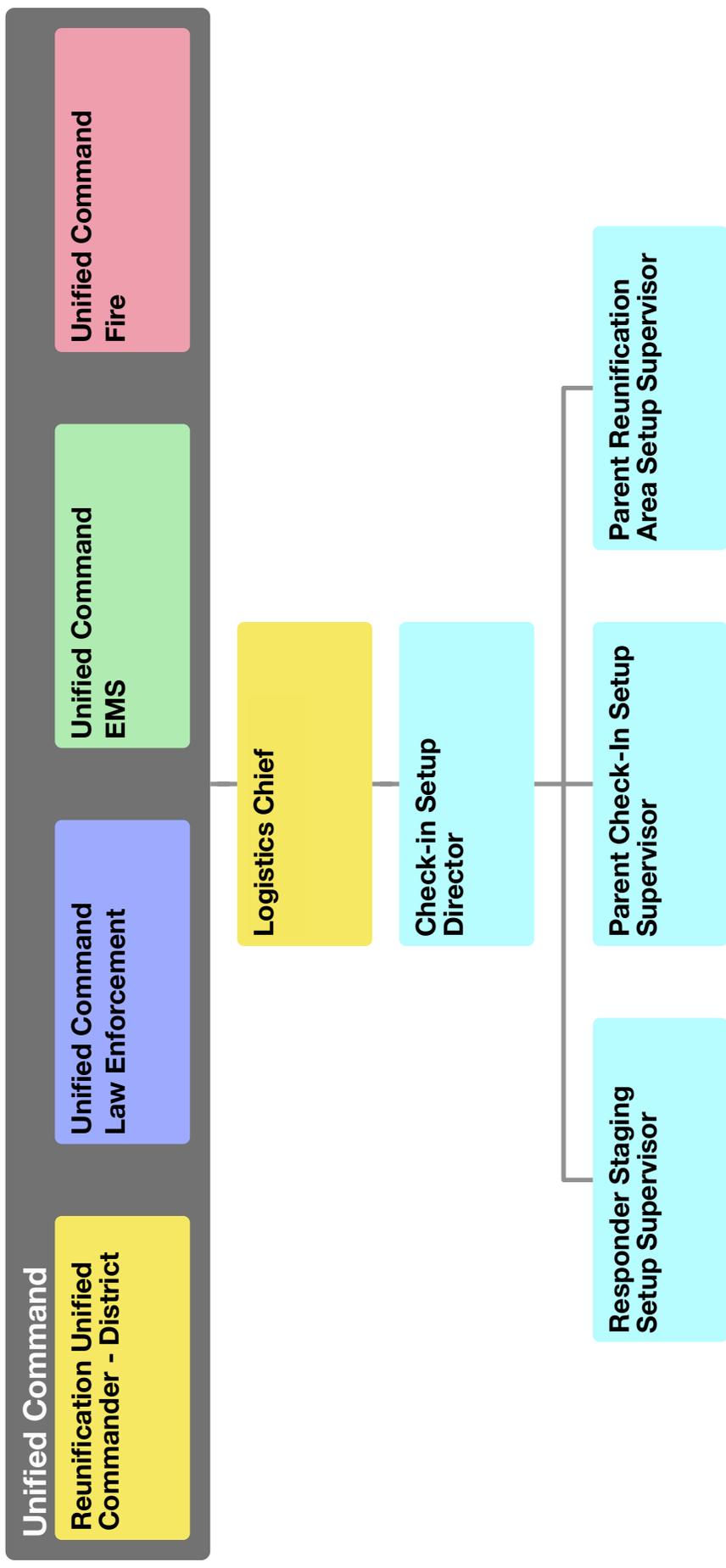
School Radio

Law Enforcement

Fire

EMS

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART PARENT CHECK-IN SETUP DIRECTOR





PARKING AND TRAFFIC SETUP DIRECTOR

JOB ACTION SHEET

Overview

Your job is to oversee set-up of 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

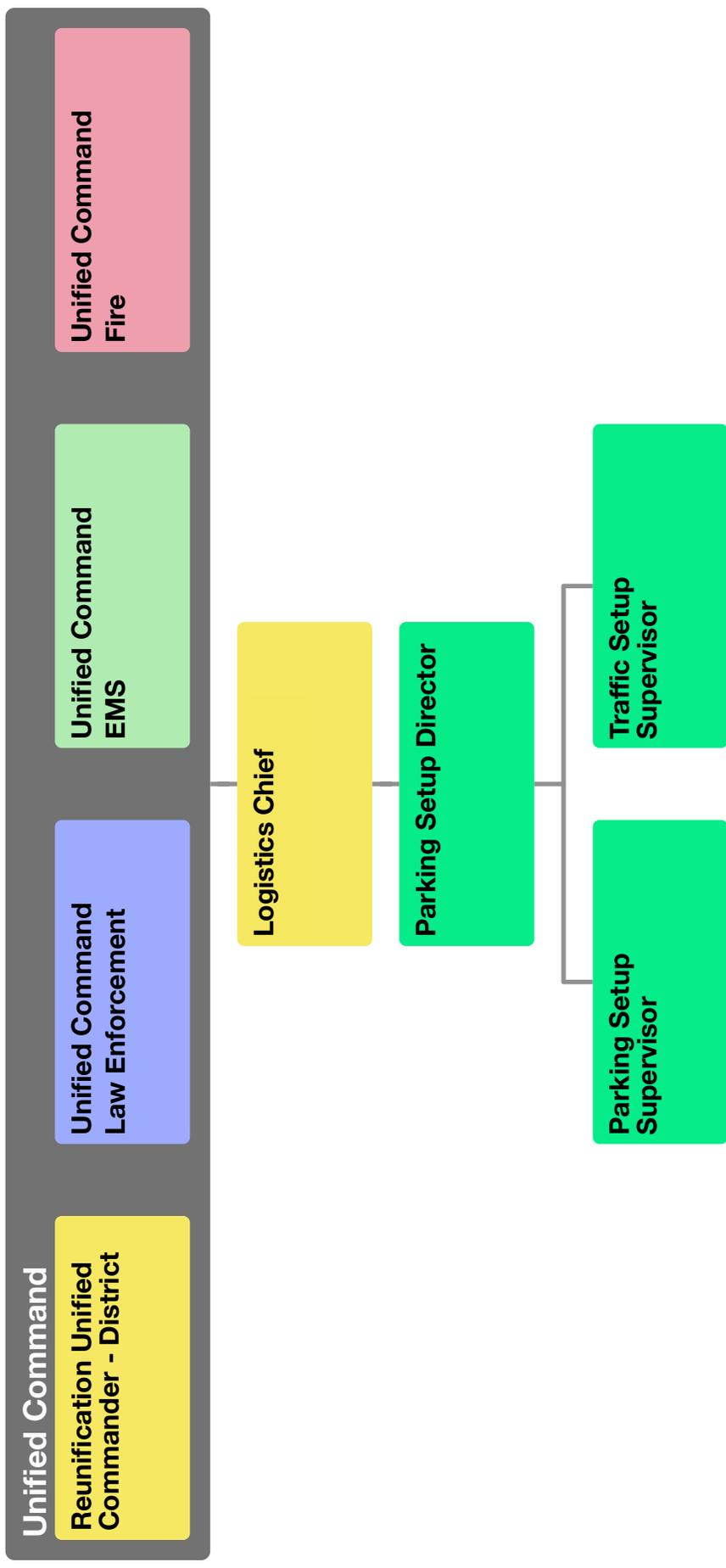
MANIFEST

- Wristband
- Reunification Team Vest
- Role ID Badge
- Radio
-

RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART PARKING SETUP DIRECTOR





TECHNOLOGY DIRECTOR

JOB ACTION SHEET

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
-



MANIFEST LOGISTICS CHIEF BINDER

Cover

LOGISTICS CHIEF CHECKLIST

- INITIAL ASSIGNMENTS**
 - When assigning roles, three different types of materials may be available to the assignee.
 1. Staging - Located in the RV 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, **define the appropriate Role ID Badge** and the **Job Description** to the assignee, **confirm understanding**, and **define** after 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/or rest and from the Staging Area box.
 - Assign and brief Staging Manager
- FIRST 30 MINUTES COMPLETE THESE ITEMS**
 - Assign and brief **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
- RADIO CHANNELS**
 - School Radio
 - Law Enforcement
 - EMS

Back Cover

LOGISTICS CHIEF SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Incident Commander		
Staging Area Manager		
Interior Operations Director		
Interior Operations Director		
Law Enforcement Supervisor		
Fire Supervisor		
EMS Supervisor		

Interior 1

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.

PRIORITIES
Staging designated for Parking, Traffic, and Reunification Areas

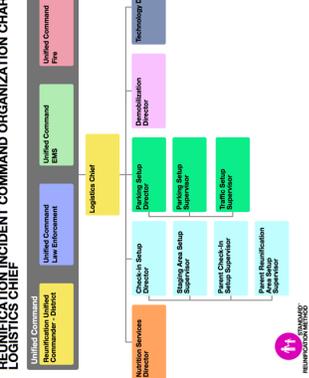
OBJECTIVES:
Fully implement demands of site

THE REUNIFICATION OPERATION KIT
There are two boxes in the Reunification Operation Kit. One is for the Incident Commander and the other for the Staging Area.

WRITEBANDS
Every Reunification Staff member should be issued a writeband during check-in at the Reunification Site. Green bands are issued to the adults at the impacted site.

Interior 2

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART



Job Action Sheet

NUTRITION SERVICES DIRECTOR JOB ACTION SHEET

- OVERVIEW**
Your job is to provide snacks and beverages to students and staff at the Reunification Site, taking into consideration the time of day and anticipated duration of the reunification event.
- REPORTS TO**
Logistics Chief
- SUPERVISES**
None
- PRIORITIES**
Nutrition initial briefing from Logistics Chief
- OBJECTIVES**
Support Reunification Site's Nutrition service needs
- STRATEGIES**
Standard Reunification Method
- TACTICS**
Site Checklist
- FIRST 15 MINUTES COMPLETE THESE ITEMS**
Obtain initial briefing from Logistics Chief

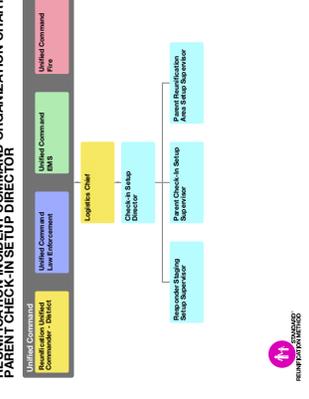
Job Action Sheet

CHECK-IN SETUP DIRECTOR JOB ACTION SHEET

- OVERVIEW**
Your job is to oversee all of these Areas: Staging, Parent Check-in and Parent Reunification using PPO construction at site and weather conditions.
- REPORTS TO**
Logistics Chief
- SUPERVISES**
Staging Setup Supervisor, Parent Check-in Setup Supervisor, and Parent Reunification Area Supervisor
- PRIORITIES**
Parent Setup Supervisor
- OBJECTIVES**
Prepare for site for Reunification using PPO construction
- STRATEGIES**
Standard Reunification Method
- TACTICS**
Site Checklist
- FIRST 15 MINUTES COMPLETE THESE ITEMS**
Obtain initial briefing from Logistics Chief

Org Chart

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART



Envelope Role IDs

STANDARD REUNIFICATION METHOD

STAGING AREA SETUP SUPERVISOR

STANDARD REUNIFICATION METHOD

WORKER

STANDARD REUNIFICATION METHOD

PARENT CHECK-IN SETUP SUPERVISOR

STANDARD REUNIFICATION METHOD

WORKER

STANDARD REUNIFICATION METHOD

PARENT REUNIFICATION SETUP SUPERVISOR

STANDARD REUNIFICATION METHOD

WORKER

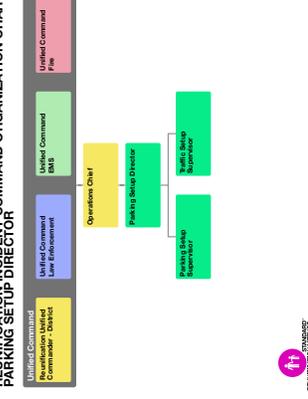
Job Action Sheet

PARKING AND TRAFFIC SETUP DIRECTOR JOB ACTION SHEET

- OVERVIEW**
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.
- REPORTS TO**
Logistics Chief
- SUPERVISES**
Parking Setup Supervisor, Traffic Setup Supervisor
- PRIORITIES**
Nutrition initial briefing from Logistics Chief
- OBJECTIVES**
Manage parking and traffic supervisors
- STRATEGIES**
Standard Reunification Method
- TACTICS**
Site Checklist
- FIRST 15 MINUTES COMPLETE THESE ITEMS**
Obtain initial briefing from Logistics Chief

Org Chart

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART



Envelope Role IDs

STANDARD REUNIFICATION METHOD

PARKING SETUP SUPERVISOR

STANDARD REUNIFICATION METHOD

WORKER

STANDARD REUNIFICATION METHOD

TRAFFIC SETUP SUPERVISOR

STANDARD REUNIFICATION METHOD

WORKER

Job Action Sheet

TECHNOLOGY DIRECTOR JOB ACTION SHEET

- OVERVIEW**
Your job is to support the technology demands of the Reunification Process.
- REPORTS TO**
Logistics Chief
- SUPERVISES**
None
- PRIORITIES**
Student Information System online and available
- OBJECTIVES**
Full technology needs at the Reunification Site
- STRATEGIES**
Standard Reunification Method
- TACTICS**
Site Checklist
- FIRST 15 MINUTES COMPLETE THESE ITEMS**
Obtain initial briefing from Logistics Chief



MANIFEST

LOGISTICS CHIEF BINDER

Process Section

**THE PROCESS**

SRM - ROK (Hays Implementation) | The "I Love U Guys" Foundation | Page 1

Resources Section

**RESOURCES**

SRM - ROK (Hays Implementation) | The "I Love U Guys" Foundation | Page 1

Manifest

**MANIFEST LOGISTICS CHIEF BINDER**



SRM - ROK (Hays Implementation) | The "I Love U Guys" Foundation | Page 1

Manifest

**MANIFEST LOGISTICS CHIEF BINDER**



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