



# INTERIOR OPERATIONS DIRECTOR 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 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

School Radio	Law Enforcement
Fire	EMS



# INTERIOR OPERATIONS DIRECTOR

## SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Victim Services Supervisor		
Student Assembly Supervisor		
Accountability Supervisor		
Call Center Supervisor		
Other		



# 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.



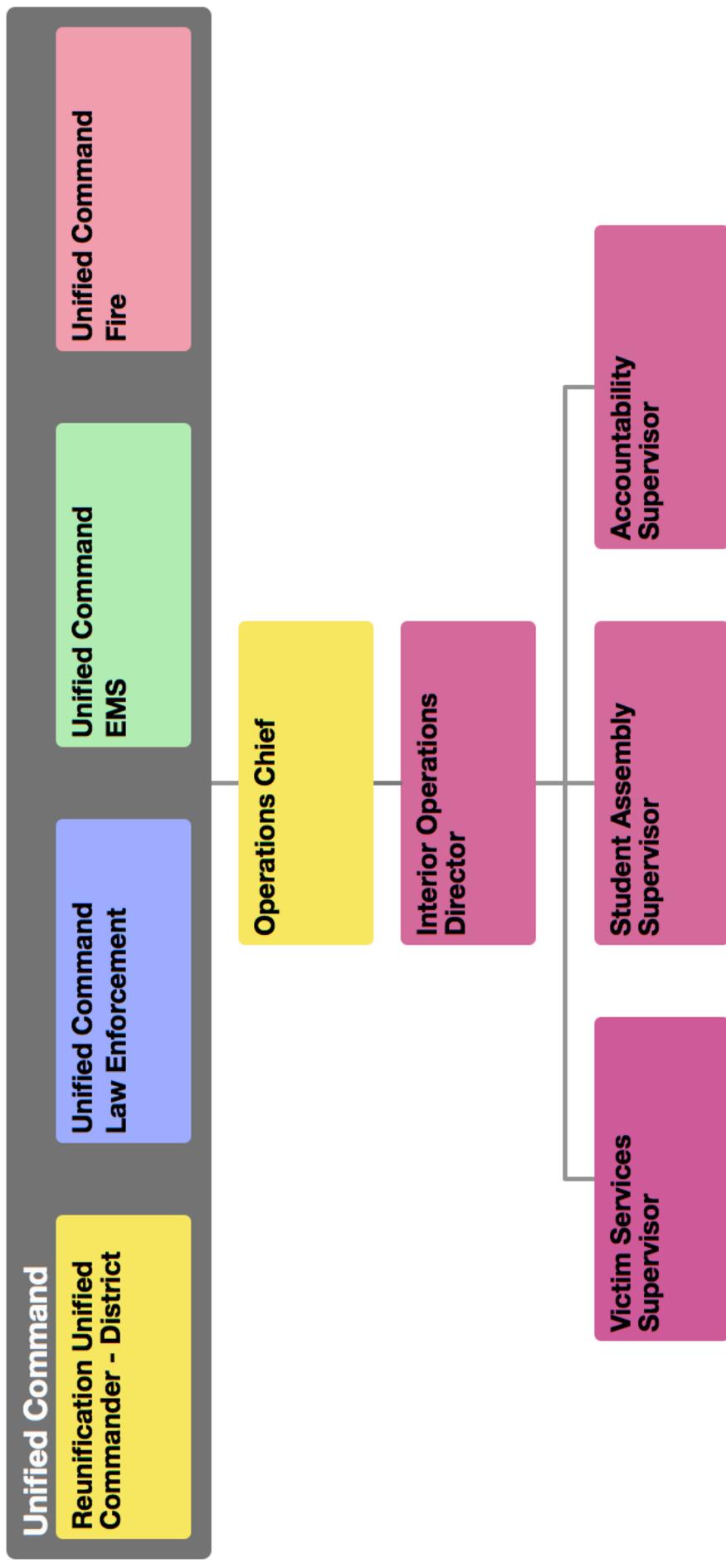
### WRISTBANDS

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 ORGANIZATION CHART INTERIOR OPERATIONS DIRECTOR





# VICTIM SERVICES SUPERVISOR

## JOB ACTION SHEET

### 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

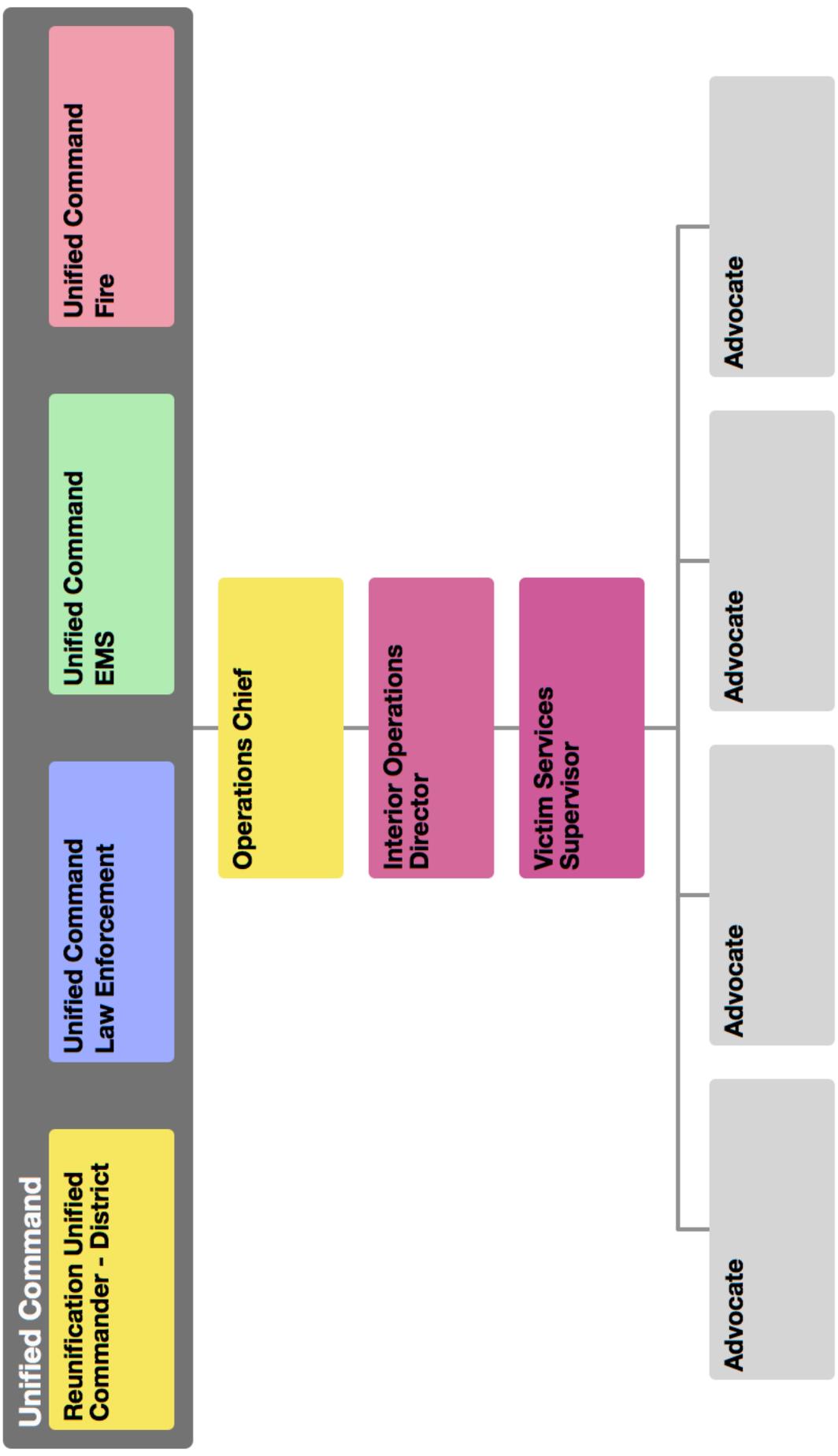
### MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio

### RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS

# REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART VICTIM SERVICES SUPERVISOR





# STUDENT ASSEMBLY SUPERVISOR

## JOB ACTION SHEET

### 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

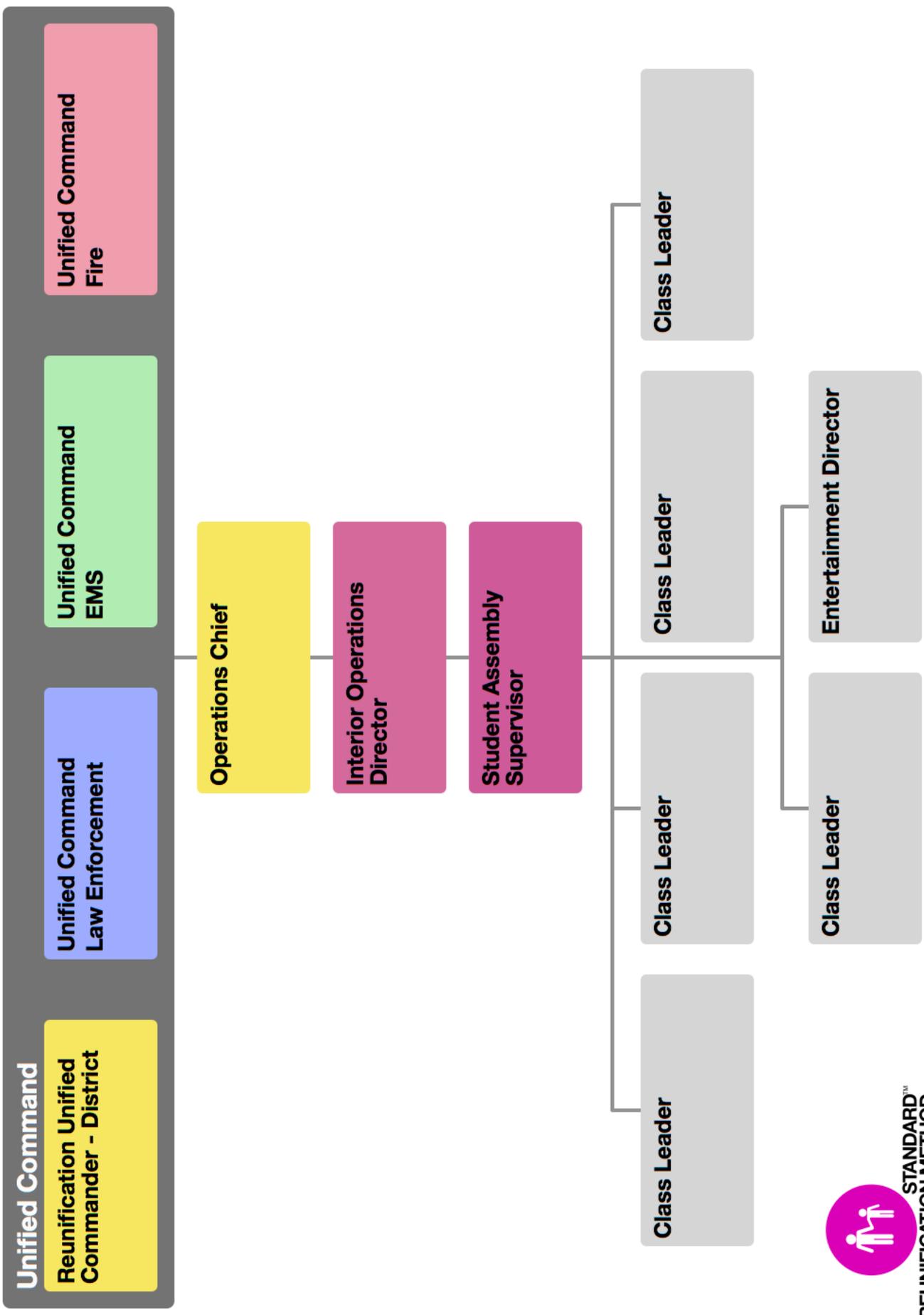
### MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio

### RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS

# REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART STUDENT ASSEMBLY SUPERVISOR





# 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 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



### 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

RADIO CHANNELS	
School Radio	Law Enforcement
Fire	EMS

# REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART ACCOUNTABILITY SUPERVISOR







# MANIFEST INTERIOR OPERATIONS DIRECTOR BINDER

## Job Action Sheet

**ACCOUNTABILITY SUPERVISOR**  
JOB ACTION SHEET

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

- Complete checklist below
- Plan to their arrival, get a list from the school principal
- As people arrive from the impacted site, cross-check their membership rosters with district roster
- 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 meeting 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**

- Clean initial briefing from Interior Operations Director
- Review this Job Action Sheet in its entirety
- Request accounts from staging, use inventory as you need to complete merging and establishing of the roster as quickly as possible
- Release accounts 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
- Stay in communication with the Interior Operations Director and the Accountability staff member
- Resolve any issues that arise with Alpha Stations and the Administrator
- If a security issue arises, contact the nearest Law Enforcement Officer
- Replace any personnel that are not able to function in the assigned job
- Add or delete positions as needed to make the process work

**ONGOING TASKS AND CONSIDERATIONS**

- Stay in communication with the Interior Operations Director and the Accountability staff member
- Resolve any issues that arise with Alpha Stations and the Administrator
- If a security issue arises, contact the nearest Law Enforcement Officer
- Replace any personnel that are not able to function in the assigned job
- Add or delete positions as needed to make the process work

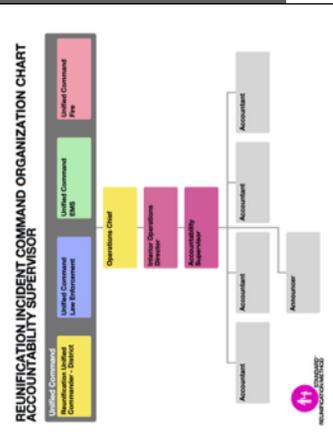
**DEMORILIZATION AND TEARDOWN**

- Natural materials are in your possession to Staging Area
- Signed Manifest
- Wristband
- Role ID Badge
- Radio
- Leave computer and access to a printer

**RADIO CHANNELS**

Initial Page: Law Enforcement  
File: EMS

## Org Chart



## Envelope Role IDs

STANDARD REUNIFICATION METHOD ACCOUNTANT

## Process Section

STANDARD REUNIFICATION METHOD

# THE PROCESS

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

## Resources Section

STANDARD REUNIFICATION METHOD

# RESOURCES

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

## Manifest

**MANIFEST INTERIOR OPERATIONS DIRECTOR BINDER**

Cover, Role Group, Member 1, Member 2

Job Action Sheet, Org Chart, Envelope Role IDs

Job Action Sheet, Org Chart, Envelope Role IDs

Job Action Sheet, Org Chart, Envelope Role IDs

## Manifest

**MANIFEST INTERIOR OPERATIONS DIRECTOR BINDER**

Job Action Sheet, Org Chart, Envelope Role IDs

Process Section: THE PROCESS

Resources Section: RESOURCES

Manifest, Manifest, Clipped to Interior

## Clipped to interior

STANDARD REUNIFICATION METHOD VICTIM SERVICES SUPERVISOR

STANDARD REUNIFICATION METHOD STUDENT ASSEMBLY SUPERVISOR

STANDARD REUNIFICATION METHOD ACCOUNTABILITY SUPERVISOR