UNIFIED COMMANDER - EMS
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 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

Title/Position	Name	Cell Phone Number
EMS Supervisor		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		

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

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
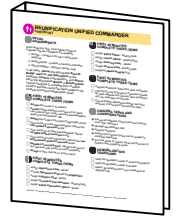
STRATEGIES

- 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.
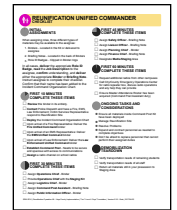
ROLE ID BADGES

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.
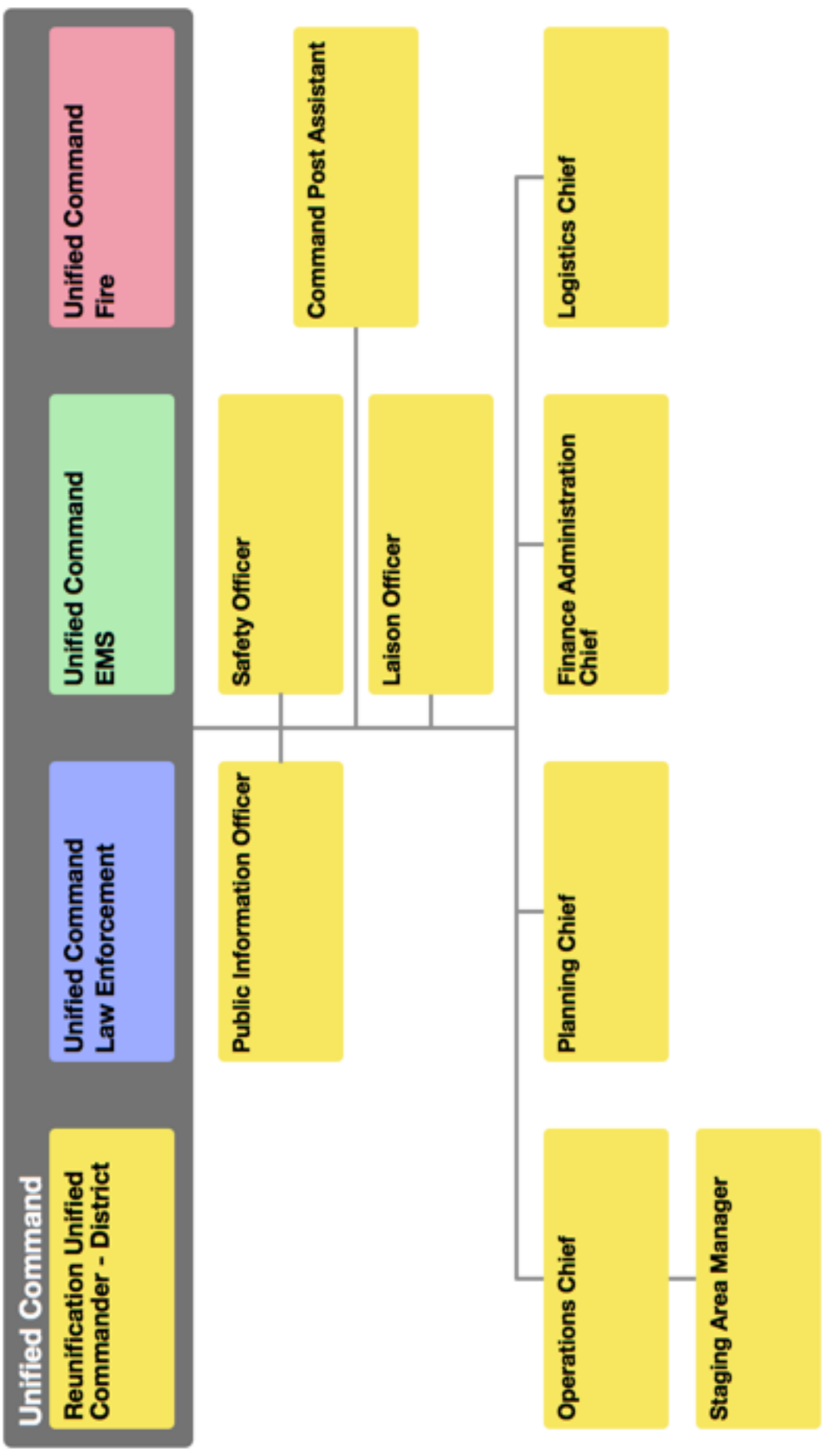
WRISTBANDS

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.

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART
REUNIFICATION UNIFIED COMMANDER

Unified Command

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

- Command Post Assistant
- Safety Officer
- Public Information Officer
- Liaison Officer
- Logistics Chief
- Finance Administration Chief
- Planning Chief
- Operations Chief
- Staging Area Manager

STANDARD™
REUNIFICATION METHOD

EMS SUPERVISOR
JOB ACTION SHEET

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

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART
EMS SUPERVISOR

Unified Command

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

Operations Chief

EMS Supervisor

- School Nurse
- Medic 1
- Medic 2
- Medic 3

STANDARD™
REUNIFICATION METHOD

MANIFEST
EMS COMMANDER BINDER

Cover

Back Cover

Interior 1

Interior 2

Job Action Sheet

Org Chart

Process Section

THE PROCESS

Resources Section

RESOURCES

Manifest

Clipped to Interior

EMS UNIFIED COMMANDER