



# STUDENT ASSEMBLY DIRECTOR

## JOB ACTION SHEET

### Overview

Your job is to supervise the Student Assembly Area. As students arrive to the secure assembly area they will be checked in. You will watch Red/Green cards and unite students with their teacher if they have been separated during Evacuation.

1. Complete Job Action Sheet
2. Supervise 6 Class Leaders
3. Ensure all staff has been checked in at the Command Post and issued a Green Reunification ID pass

### REPORTS TO

Impact Site Incident Command

### SUPERVISES

Class Leaders

### PRIORITIES

- Receive briefing from Impact Site Unified Command
- 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 Impact Site Incident Command
- 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 Class Leaders 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 begin to arrive, all Leaders should be set up
- If Leaders need to be replaced or given a break, request for more from Command Post



### ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with the Impact Site Unified Commander and Class Leaders
- Request Rover Officer to escort students and teachers to restroom if needed
- When arrival is complete and a student or teacher can't be located, report immediately to Impact Site Unified Commander
- 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 Command Post
- Sign-out

### MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio

### RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



# STUDENT ASSEMBLY DIRECTOR SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Impact Site Unified Command		
Class Lead		
Other		



# STUDENT ASSEMBLY DIRECTOR

## JOB DESCRIPTION

### OVERVIEW

Your job is to facilitate the safe, orderly and accountable assembly of students and staff prior to transport to the Reunification Site. Use the supervisors assigned to you to ensure goals are met. Make adjustments as needed.

1. Execute checklist
2. Supervise the secured assembly area with your assigned Supervisors
3. Understand student assembly responsibilities
4. Ensure all staff has been checked in at Command Post and issued a green 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 impact site 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

Impact Site Unified Commander

### SUPERVISES

Class Leads

### PRIORITIES

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### OBJECTIVES

- Fill Class Leadership positions
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### STRATEGIES

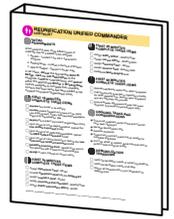
- Standard Reunification Method

### 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

