

# Drive-Through Reunification Annex

## Concepts and Processes for Your School District Reunification

### Purpose

The purpose of this document is to provide a conceptual framework of parent-student reunification and specific application types in the Your School District. For the purposes of this document the term “parent” will be used for the lawful custodial parent, parents, caretaker, or guardian. This annex will guide the district in emergency situations where routine dismissal processes are not possible or practical. Examples of such situations include school intruder, fire, or explosion.

### Scope

The purpose of providing a conceptual framework with specific application types of reunification is to provide principle based guidance. The specific examples of how to reunify parents with students may be used as presented. However, it is possible the specific examples may not be possible, practical, or best suited to the specific circumstances. As such, the concept or principles of reunification will be specifically applied and adapted to the needs of the incident.

### Concept of Operations

Traditional best practice reunification principles follow the 2-Gate process. In 2-Gate reunification the students walk or are bussed to a safe building suitable in size and amenities. The parents then arrive, are vetted, and taken to a waiting area in the building. When the parent arrives their student is escorted to a reunification area. The parent is then escorted to the reunification area one where the student is released to their parent(s). There are finer levels of details in this process, but not discussed in this document.

Downsides to traditional 2-Gate reunification is the amount of time required to return students to parents is prohibitive. Not only is the amount of time prohibitive this time adds emotional distress on students and parents, in an existingly charged incident. Therefore a modification of 2-Gate reunification will be used by the Your School District.

The core principles of 2-Gate reunification will be applied in the Your School District but applied in a drive-through pickup. Like traditional 2-Gate reunification, the students will walk or be bussed to a location safe for reunification. As practical, the Your School District will evacuate the building or buildings deemed unsafe and move students and staff to safe buildings on the district campus. When not practicable to move and conduct reunification on campus, these drive-through principles will be applied for use at an off-campus location.

# Application Overview

## Event Flow Overview

The need for reunification results due to a profound risk to student and staff safety taking place in a district building. In the event of a serious life safety issue in a district building the following overall steps will be taken:

1. Evacuation of the building will be ordered by the school Principal or designee.
2. A reunification/rally point location will be established and communicated to staff and students by the Principal or designee.
3. All staff and students will evacuate the building by the most safe and expeditious routes possible and rally at the designated on-campus building location.
4. Incident Command will assign a Reunification Section Leader.
5. Incident Command will direct issuance of parent communication reunification announcements under guidance of Communications Annex.
6. Evacuated staff and students will congregate in a common area space or spaces identified by the Reunification Section Leader.
7. Reunification Section Leader will direct teachers to instruct students to gather by groups based upon the class period in which the event occurred. Example: If the event occurred on the 3rd. Period, 3rd. Period teachers will gather students assigned to their class and take role.
8. Teachers will report missing and extra students will be reported to the Common Area Reunification Lead.
9. The Common Area Reunification Lead will seek to resolve class period identified accounting for student issues. Students identified as “missing” will be listed and reported to Incident Command.
10. Reunification Section Leader will direct staff to prepare for parent reunification pickup.
11. Incident command will authorize communication with police, fire, and EMS providers requesting reunification support.
12. Incident Command will authorize communication with parents requesting parent reunification pickup. Communication will take place by OneCall texts, emails, phone calls, media release, and social media postings.
13. Police, Fire, and District Staff assigned to external traffic control points and checkpoints will gather necessary equipment and staff their stations.
14. As parents arrive they will be vetted and students will be guided to parent pickup reunification.
15. The Reunification Section Leader will recommend demobilization to Incident Command.
16. Incident Command will authorize demobilization of reunification.
17. In the event of uncollected students, district guidance counselors will seek to contact parents and arrange for reunification pick-up.
18. In the event parents cannot be located, district guidance counselors will contact County Children and Youth Services for student placement.

19. Incident Command will consult the Communications Annex for recovery communications measures.

## Drive-Through Reunification Application Details

### Details in General

The roles in reunification are listed below with their principal responsibilities. These role based responsibilities note what is expected of staff “during” reunification. In advance of a prospective incident, all staff persons potentially involved in reunification are expected to have reviewed this annex and supporting documentation. Post incident, all staff persons involved in reunification are likewise expected to work restoring the reunification site to pre-reunification conditions and to support After Action Reporting.

### Incident Command

Incident Command is responsible for the following reunification actions.

- Determining and declaring the need for building reunification.
- Assigning and communicating the assignment of a Reunification Section Leader.
- Approving resource requests from the Reunification Section Leader.
- Approving district communications requests from the Reunification Section Leader.
- Monitoring the progress of reunification by the Reunification Section Leader.
- Approving demobilization requests from the Reunification Section Leader.
- Communicating reunification status to district leaders and school board members.
- Authorizing reunification related press releases and press conferences.
- Initiating After Action Reporting processes.

### Operations Section Chief

The Operations Section Chief is responsible for the following reunification actions.

- Reports to and follow direction from the Incident Command.
- Directs and supports Reunification activities.
- Fields and forwards needed recourse requests from the Reunification Branch Director.
- Considers reunification demobilization recommendations from the Reunification Branch Director.

## Reunification Branch Director

The Reunification branch Director is responsible for the following reunification actions.

- Reports to and follow direction from the Operations Section Chief.
- Organizes and assigns staff to support reunification roles.
- Communicates reunification related information to staff, partners, and Operations Section Chief.
- Identify a student holding area safe from environmental hazards and secure from student elopement and unauthorized parent retrieval.
- Communicate location, safety, and security measures of the student holding area to reunification site staff.
- Assign reunification site staffing.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Direct creation of student roster in alphabetical order by classroom at time of evaluation.
- Provide the created student roster to Radio Release Runner Leader and Checkpoint 1 and 2 Leaders.
- Recommend requests for parent pick-up communication to Incident Command via Operations Section Chief.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Requests needed resources from the Operations Section Chief.
- Reports outstanding issues to the Operations Section Chief.
- Recommends reunification demobilization to the Operations Section Chief
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

## Parent Checkpoint Division Supervisor

The Parent Checkpoint Division Supervisor is responsible for the following reunification actions.

- Reports to and follows direction from the Reunification Branch Director.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Communicates reunification related information to staff and Reunification Branch Director.
- Requests needed resources from the Reunification Branch Director.
- Reports outstanding issues to the Reunification Branch Director.
- Recommends reunification demobilization to the Reunification Branch Director.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Checkpoint 1-2 Unit Leader

The Checkpoint 1-2 Unit Leader is responsible for the following reunification actions.

- Reports to and follow direction from the Parent Checkpoint Division Supervisor.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Survey Checkpoint and Traffic Control staffing to ensure sufficient to meet processing needs.
- Communicates reunification related information to staff and Parent Checkpoint Division Supervisor.
- Requests needed resources from the Parent Checkpoint Division Supervisor.
- Reports outstanding issues to the Parent Checkpoint Division Supervisor.
- Recommends reunification demobilization to the Parent Checkpoint Division Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Traffic Control Post A-1

The Traffic Control Post A is responsible for the following reunification actions.

- Reports to and follows direction from the Checkpoint 1-2 Unit Leader.
- Prepare your area to perform assigned reunification functions.
- Monitors traffic safety in the checkpoint area.
- Direct parent drivers prepare to present their photo identification.
- Direct traffic for Checkpoint processing.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

### Parent ID A-B Point

Parent ID Points are responsible for the following reunification actions.

- Reports to and follows direction from the Checkpoint 1-2 Unit Leader.
- Prepare your area to perform assigned reunification functions.
- Monitors traffic safety in the checkpoint area.
- Direct parent drivers to stop, greet parents, and request photo identification.
- Requests name of student(s) for pickup, and relays information to Window Scribe.
  - If the parent cannot be identified, is not an authorized pickup, presents questions or issues, directs Window Scribe to write “ANA” on the driver's rear window.
- Directs parents to proceed to Checkpoint 2 for radio identification processing.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

#### Window Scribe A-B

Window Scribes are responsible for the following reunification actions.

- Reports to and follows direction from the Checkpoint 1-2 Unit Leader.
- Prepare your area to perform assigned reunification functions.
- Monitors traffic safety in the checkpoint area.
- As directed by Participant ID, write students' names and grades on the driver's rear window.
- As directed by Participant ID If the parent cannot be identified, is not an authorized pickup, presents questions or issues, write "ANA" (Additional Needs Area) on the driver's rear window.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

#### Radio ID Point

Radio ID Point A are responsible for the following reunification actions.

- Reports to and follows direction from the Checkpoint 1- 2 Unit Leader.
- Monitors traffic safety in the checkpoint area.
- Directs parent drivers to stop for radio identification processing.
- Contacts Student Holding Radio Crier by use of district radio.
- Relays student's name and grade for pickup to Radio Crier.
- Awaits confirmation of student(s) availability, when student(s) is identified direct parent to proceed to Checkpoint 3.
- If issues present in the identification process, writes "ANA" on the driver's side rear window and directs the parent to proceed to the Additional Needs Area.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

#### Radio ID Scribe

Radio ID Scribe is responsible for the following reunification actions.

- Reports to and follows direction from the Checkpoint 2 Unit Leader.
- Monitors traffic safety in the checkpoint area.
- Monitors conversations between Radio Point person and parents.
- Records the name and grade of students on a parent pick-up log.
- Directs parent drivers to stop for radio identification processing.
- Aids Radio ID Point in their duties.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

#### Traffic Control Post A-2

The Traffic Control Post A-2 is responsible for the following reunification actions.

- Reports to and follows direction from the Checkpoint 2 Unit Leader.

- Prepare your area to perform assigned reunification functions.
- Monitors traffic safety in the checkpoint area.
- Direct parent drivers leaving Checkpoint 2 to safely merge into a single lane of traffic.
- Direct traffic for Checkpoint exit to Checkpoint 3.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

### Checkpoint 3 Unit Leader

The Checkpoint 3 Unit Leader is responsible for the following reunification actions.

- Reports to and follows direction from the Parent Checkpoint Division Supervisor.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Communicates reunification related information to staff and Parent Checkpoint Division Supervisor.
- Requests needed resources from the Parent Checkpoint Division Supervisor.
- Reports outstanding issues to the Parent Checkpoint Division Supervisor.
- Recommends reunification demobilization to the Parent Checkpoint Division Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Parent Reunification Picket

Parent Reunification Pickets are responsible for the following reunification actions.

- Reports to and follows direction from the Checkpoint 3 Unit Leader.
- Monitors traffic safety in the checkpoint area.
- Guides student reunification with parents parked at assigned picket points.
- Reviews student names on the window and verifies correct students are reunified with the proper parent.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

### Addition Needs Area Unit Leader

The Addition Needs Area Unit Leader is responsible for the following reunification actions.

- Reports to and follows direction from the Parent Checkpoint Division Supervisor.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Communicates reunification related information to staff and Parent Checkpoint Division Supervisor.

- Survey subordinate to ensure posts are sufficiently staffed.
- Requests needed resources from the Parent Checkpoint Division Supervisor.
- Reports outstanding issues to the Parent Checkpoint Division Supervisor.
- Aids Unit staff in resolving issues related to reunification.
- Recommends reunification demobilization to the Parent Checkpoint Division Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

#### Traffic Control Post B

The Traffic Control Post B is responsible for the following reunification actions.

- Reports to and follows direction from the Addition Needs Area Unit Leader.
- Monitors traffic safety in the checkpoint area.
- Directs traffic to open Parent Reunification Picket points.
- Identifies vehicles with “ANA” written on the rear passenger side window. Directs ANA marked parent drivers to park in Additional Needs Area for reunification support.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

#### Traffic Control Post C

The Traffic Control Post B is responsible for the following reunification actions.

- Reports to and follows direction from the Addition Needs Area Unit Leader.
- Monitors traffic safety in the checkpoint area.
- Directs traffic for safe flow of traffic.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

#### Additional Needs Attendant A-B

Additional Needs Attendants are responsible for the following reunification actions.

- Reports to and follows direction from the Addition Needs Area Unit Leader.
- Monitors traffic safety in the checkpoint area.
- Engages with parents seeking to identify issues related to student pick-up.
- Investigates means of resolving identity, custody, or other issues.
- Consults with Additional Needs Area Unit Leader with complex issues.
- Informs Additional Needs Area Unit Leader when encountering hostile parents.
- Reviews student names on the window and verifies correct students are reunified with the proper parent.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

## Student Holding Division Supervisor

The Student Holding Division Supervisor is responsible for the following reunification actions.

- Reports to and follows direction from the Reunification Branch Director.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Communicates reunification related information to staff and Reunification Branch Director.
- Refers student medical or mental health requests to the Student Needs Group Supervisor.
- Ensure Accounting for All Persons activity is conducted and report outcomes to the Reunification Branch Director.
- Consider ordering consolidation of Rally-Point Picket student supervision to free staffing for other reunification resource needs.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Requests needed resources from the Reunification Branch Director.
- Reports outstanding issues to the Reunification Branch Director.
- Recommends reunification demobilization to the Reunification Branch Director.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

## Radio Release Runner Unit Leader

The Radio Release Runner Unit Leader is responsible for the following reunification actions.

- Reports to and follows direction from the Student Holding Group Supervisor.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Communicates reunification related information to staff and Student Holding Division Supervisor.
- Requests needed resources from the Student Holding Division Supervisor.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Reports outstanding issues to the Student Holding Division Supervisor.
- Coordinate with Rally Point Unit Leader in identifying student classroom location schema.
- Communicate student classroom location schema to Radio Release Runners.
- Receives radio traffic from Checkpoint 2 Radio ID Point.
- Records names and grades of students called for release on Radio Release Log.
- Assigns Radio Release Runners to find students called for release and escort said students to the exterior Parent Reunification Picket.
- Assigns Radio Release Runners to communicate with Rally-Point Pickets Unit Leader to identify Classroom Bosses supervising the Classroom Picket supervising the student called for release.
- Recommends reunification demobilization to the Student Holding Division Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Radio Release Runners

The Radio Release Runners are responsible for the following reunification actions.

- The Radio Release Runners are responsible for the following reunification actions.
- Reports to and follows direction from the Radio Release Runner Unit Leader.
- Receives student release orders from Radio Release Runner Unit Leader.
- Locates student(s) for release meeting with Rally-Point Picket Unit Leader, then Classroom Boss, then Classroom Rally-Point Picket via CSIU or print class rosters.
- Escorts students for release to the Parent Reunification Picket with the student's awaiting parent.
- Returns to Radio Release Runner Unit Leader for new assignment.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Rally-Point Pickets Unit Leader

The Rally-Point Pickets Unit Leader is responsible for the following reunification actions.

- Reports to and follows direction from the Student Holding Group Supervisor.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Ensure Accounting for All Persons activity is conducted and report results to the Student Holding Division Supervisor.
- Communicates reunification related information to staff and Student Holding Division Supervisor.
- Refers student medical or mental health requests to the Student Holding Division Supervisor.
- Coordinate with Radio Release Runner Unit Leader in identifying student classroom location schema.
- Communicate student classroom location schema to Rally-Point Classroom Bosses.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Requests needed resources from the Student Holding Division Supervisor.
- When ordered, supervise consolidation of Classroom Pickets student supervision to free staffing for other reunification resource needs.
- Reports outstanding issues to the Student Holding Division Supervisor.
- Recommended reunification demobilization to the Student Holding Division Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Rally-Point Classroom Boss

The Rally-Point Classroom Bosses are responsible for the following reunification actions.

- Reports to and follows direction from the Rally-Point Picket Unit Leader.
- Organizes and assigns staff to support assigned reunification roles.

- Organize Classroom Pickets in evacuated classroom order in the student holding space.
- Communicate student classroom location schema to Classroom Pickets.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Communicates reunification related information to staff and Rally-Point Picket Unit Leader.
- Supervise Accounting for All Persons activity and report results to Rally-Point Pickets Unit Leader.
- Refers student medical or mental health requests to Rally-Point Pickets Unit Leader.
- Requests needed resources from the Rally-Point Picket Unit Leader.
- When ordered, consolidate Classroom Pickets student supervision to free staffing for other reunification resource needs.
- Reports outstanding issues to the Rally-Point Picket Unit Leader.
- Recommends reunification demobilization to the Rally-Point Picket Unit Leader.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

#### *Rally-Point Classroom Pickets*

The Rally-Point Classroom Pickets are responsible for the following reunification actions.

- Reports to and follows direction from area Rally-Point Classroom Boss.
- Maintains control of students in your care in the classroom period of evacuation.
- Monitors the physical and emotional health of classroom students.
- Maintain a log of students in your care and release on Student Log.
- Conduct Accounting for All Persons activity and report results to the Rally-Point Classroom Bosses.
- Prepare to consolidate classroom student supervision and deployment in support of outstanding Reunification staffing needs.
- Directs students with medical needs to Rally-Point Pickets Boss for Minor Medical Treatment.
- Directs students with mental health needs to Rally-Point Picket Boss for Mental Health Counseling.
- Releases students to Radio Runners, and log student release name and time.
- Strive to keep students quiet and calm.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

### Student Needs Group Supervisor

The Student Needs Group Supervisor is responsible for the following reunification actions.

- Reports to and follows direction from the Reunification Branch Director.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.

- Communicates reunification related information to staff and Reunification Branch Director.
- Receives student medical or mental health referral requests from the Student Holding Division Supervisor.
- Refers student medical or mental health requests to Mental Health Counseling and or Minor Medical Treatment.
- Logs all incoming and outgoing students by name, grade, and time in and time out.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Requests needed resources from the Reunification Branch Director.
- Reports outstanding issues to the Reunification Branch Director.
- Recommends reunification demobilization to the Reunification Branch Director.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Mental Health Counseling

The Mental Health Counseling is responsible for the following reunification actions.

- Reports to and follows direction from the Student Needs Group Supervisor.
- Maintain control of students in your care.
- Attends to the mental and emotional needs of students referred for review.
- When stabilized, releases students back to the classroom teacher from where they came.
- Maintain a log of students in your care.
- Logs student release name and time.
- Recommends external treatment of students to Student Needs Group Supervisor, as warranted.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

### Minor Medical Treatment

The Minor Medical Treatment is responsible for the following reunification actions.

- Reports to and follows direction from the Student Needs Group Supervisor.
- Maintain control of students in your care.
- Attends to the physical and emotional needs of students referred for review.
- When stabilized, releases students back to the classroom teacher from where they came.
- Maintain a log of students in your care.
- Logs student release name and time.
- Recommends external treatment of students to Student Needs Group Supervisor, as warranted.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting

## Traffic Control Point Group Supervisor

The Traffic Control Point Group Supervisor is responsible for the following reunification actions.

- Reports to and follows direction from the Reunification Branch Director.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Communicates reunification related information to staff and Reunification Branch Director.
- Receives student medical or mental health referral requests from the Student Holding Division Supervisor.
- Survey subordinate leads to ensure posts are sufficiently staffed.
- Requests needed resources from the Reunification Branch Director.
- Reports outstanding issues to the Reunification Branch Director.
- Recommends reunification demobilization to the Reunification Branch Director.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Traffic Control Post 1

The Traffic Control Points Group Supervisor is responsible for the following reunification actions.

- Reports to and follows direction from the Traffic Control Point Supervisor.
- Monitors traffic safety in the checkpoint area.
- Directs traffic safe flow of traffic.
- Directs traffic off of campus roadways for safe and effective traffic flow.
- Prevents traffic from accessing off-limits “Do Not Enter” areas.
- Gives priority to traffic incoming or outgoing first responders.
- Reports issues to Traffic Control Point Group Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Traffic Control Post 2

The Traffic Control Points Group Supervisor is responsible for the following reunification actions.

- Reports to and follows direction from the Traffic Control Point Supervisor.
- Monitors traffic safety in the checkpoint area.
- Directs traffic safe flow of traffic.
- Directs traffic off of campus roadways for safe and effective traffic flow.
- Prevents traffic from accessing off-limits “Do Not Enter” areas.
- Gives priority to traffic incoming or outgoing first responders.
- Reports issues to Traffic Control Point Group Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Traffic Control Post 3

The Traffic Control Points Group Supervisor is responsible for the following reunification actions.

- Reports to and follows direction from the Traffic Control Point Supervisor.
- Monitors traffic safety in the checkpoint area.
- Directs traffic safe flow of traffic.
- Directs traffic off of campus roadways for safe and effective traffic flow.
- Prevents traffic from accessing off-limits “Do Not Enter” areas.
- Gives priority to traffic incoming or outgoing first responders.
- Reports issues to Traffic Control Point Group Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Traffic Control Post 4

The Traffic Control Points Group Supervisor is responsible for the following reunification actions.

- Reports to and follow direction from the Traffic Control Point Supervisor.
- Monitors traffic safety in the checkpoint area.
- Directs traffic safe flow of traffic.
- Directs traffic off of campus roadways for safe and effective traffic flow.
- Prevents traffic from accessing off-limits “Do Not Enter” areas.
- Gives priority to traffic incoming or outgoing first responders.
- Reports issues to Traffic Control Point Group Supervisor.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Reunification Support Unit Leader

The Reunification Support Unit Leader is responsible for the following reunification actions.

- Reports to and follows direction from the Reunification Branch Director.
- Organizes and assigns staff to support assigned reunification roles.
- Analyzes and refines the reunification process.
- Gather information and resolve issues related to the reunification process.
- Communicates reunification related information to staff and Reunification Branch Director.
- Receives support requests from Reunification Branch Director and assigns to In-Building or Out-Building Support.
- Reports service request resolution and issue information to the Reunification Branch Director.
- Aids In-Building and Out-Building Support in resolving support requests.
- Requests needed resources from the Reunification Branch Director.
- Reports outstanding issues to the Reunification Branch Director.
- Recommends reunification demobilization to the Reunification Branch Director.

- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### In-Building Support Team

The In-Building Support Team is responsible for the following reunification actions.

- Reports to and follows direction from the Reunification Support Unit Leader.
- Receives support requests from Reunification Support Unit Leader.
- Provides support to resolve requests.
- Reports support resolution to Reunification Support Unit Leader.
- Reports issue obstructing support resolution to Reunification Support Unit Leader.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

### Out-Building Support Team

The Out-Building Support Team is responsible for the following reunification actions.

- Reports to and follows direction from the Reunification Support Unit Leader.
- Receives support requests from Reunification Support Unit Leader.
- Provides support to resolve requests.
- Reports support resolution to Reunification Support Unit Leader.
- Reports issue obstructing support resolution to Reunification Support Unit Leader.
- Ensures the reunification location is returned to pre-reunification condition.
- Supports Incident After Action Reporting.

## Application Aids & Attachments

- [Map 1 - Your Campus Overview](#)
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- [Map 3 - Elementary School](#)
- [Map 4 - Middle School](#)
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- [Reunification ICS Organization Chart](#)
- [Reunification Incident Command Staffing Structure](#)
- [Student Holding - Concept Model Diagram](#)
- [Radio ID Scribe Pick-up Log](#)
- [Radio Runner Release Log](#)
- [Classroom Picket Student Log](#)
- [Minor Medical Treatment Log](#)
- [Mental Health Counseling Log](#)

## Online Training List

- EOP 1 - The Basic Plan: [https://youtu.be/bv\\_vLsy8tRo](https://youtu.be/bv_vLsy8tRo)
- EOP 2 - The Functional Annexes: [https://youtu.be/3d5m\\_vdQ8ew](https://youtu.be/3d5m_vdQ8ew)
- EOP 3 - Threat-Hazard Annexes: <https://youtu.be/dqg5XJEZXiM>
- Radio Use & Etiquette: <https://youtu.be/rIPckgGvAUw>
- Exercises 101: <https://youtu.be/OYhBwJpN5VY>
- Make Personal Protection Mindset: <https://youtu.be/DDuJrWDnepk>
- "How to Lock-Down": [https://youtu.be/\\_SxNLQaliJw](https://youtu.be/_SxNLQaliJw)
- Reunification Overview: [https://youtu.be/LEj2\\_yqbDRU](https://youtu.be/LEj2_yqbDRU)
- Safety Exercise Perimeter - Employee Version: [https://youtu.be/AH0sY\\_BKmXs](https://youtu.be/AH0sY_BKmXs)
- Safety Exercise Perimeter - Student Version: <https://youtu.be/m6KmbaevDKI>