

Family Reunification Team Roles and Responsibilities

<i>Role</i>	<i>Responsibilities</i>
<i>INCIDENT COMMANDER (IC)</i>	Works closely with other command staff to oversee the reunification of students with their caregivers; works with other agency ICs in a unified command situation
Public Information Officer	Communicates with caregivers and press. Coordinates use of mass calls, text messages, and/or social media posts
Social Media Coordinator	Posts information on social media sites (e.g., Facebook, Twitter, Instagram, etc.)
Safety Officer	Observes assembly and reunification areas and addresses any safety concerns
Liaison Officer	Communicates with fire, medical, law enforcement, community response agencies
Mental Health Officer	Coordinates the mental health support needed for students, staff, and caregivers; communicates with community mental health
<i>Operations Section Chief</i>	Establishes and manages operational staff
Caregiver information representative (e.g., Greeters)	Helps manage the caregiver waiting areas and informs caregivers about the reunification process; help verify the identity of caregivers who arrive without identification; locate caregivers whose children are injured and directs them to the notification room
Checkers	Verify identification and custody rights of caregivers, and direct them to student–family reunification location
Runners	Recovers student and brings to family reunification area
Mental health crisis interveners (i.e. Crisis Intervention Specialists)	Work with caregivers in the notification room; support distressed students, staff, and caregivers
Teachers/staff	Help supervise students who are waiting for caregivers
Movie coordinator	Sets up a movie (for younger students to reduce stress and anxiety)
Traffic controller	Sets up parking area with directional cones and signs; maintains order in parking areas; reports to the Safety Officer any crowd control issues

<i>Planning Section Chief</i>	Thinks ahead to possible reunification needs
Documentation leader (e.g. Scribe)	Documents actions taken
Situation leader	Records strengths and areas in need of improvement
<i>Logistics Section Chief</i>	Thinks ahead and gathers the supplies needed for reunification
Facilities leaders (e.g. Stage Hands)	Initially set up check-in area, place signs to direct caregivers to the appropriate areas, set up student staging area; may be assigned to operations when setup is completed
<i>Finance/Administration Section Chief</i>	Keeps track of expenses associated with the reunification process

Note. The information presented is discussed in *Standard Reunification Method: A Practical Method to Unite Students with Parents After and Evacuation or Crisis* by J.M. Keyes, 2011, Bailey, CO: “I Love U Guys” Foundation & Adams 12 Five Star Schools. *PREPaRE Crisis Prevention and Preparedness, Comprehensive School Safety Planning (2nd Ed)* by M.A. Reeves, et al 2011 & *The PREPaRE Model (2nd Ed)* by S.E. Brock et al, 2016, Bethesda, MD: National Association of School Psychologists. *Rhode Island Model for School Emergency Planning: Mitigation/Prevention, Preparedness, Response, and Recovery* by Rhode Island Emergency Management Agency, 2013. Providence, RI: Author.