

Role	Responsibility	Human Resources (2-3 staff)
Lead (Student Accounting & Release Team Leader)	Guides set-up, substitutes positions, maintains flow, troubleshoots, final accountability	
Greeter	Familiar face, welcomes, establishes interventions, provides assistance	
Checker	Examines I.D., checks cards, cross references, directs individuals	
Runner	Receives reunification cards from check-in, retrieves students from student holding area, brings to reunifier at reunification point	
Herder	Gathers students, organizes classes, assesses students	
Entertainer	Leads students in activities and entertainment	
Scribe	Recorder, observes and tracks times & events during the process, manages information	
Reunifier	Connects students & caregivers, checks with students before release	
Accountant (Student Accounting & Release specialists)	Receives torn cards, cross checks names, checks for accuracy	

Adapted from *The Standard Reunification Method, I Love You Guys Foundation & Adams 12 Five Star Schools Reunification Protocol for Next Steps in Crisis Planning: Reunification and Recovery*, presented by Safe and Sound Schools/Security Roundtable