

UNIFIED COMMANDER LAW ENFORCEMENT 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 police officers (with rank) from Staging to fill the position of:
 1. Law Enforcement Supervisor
- Designate a specific location for your officers to meet you
- Hand them the Binder titled "Law Enforcement Supervisor" and review responsibilities with them.
- Maintain a radio channel
- Ensure accountability for staff needs
- Act as a liaison between LE agencies and the LE Unified Command
- Ensure LE has dispatched personnel to reunification site, if needed.
- If staff is needed, brief staff on reunification details



FIRST 60 MINUTES COMPLETE THESE ITEMS

- If Law Enforcement Supervisor needs to be replaced or given a break, request for another Law Enforcement Supervisor from Staging
- Ensure Law Enforcement is set up with the supplies needed
- If an area has missing items, contact the Setup Chief



ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with Unified Commanders and Law Enforcement Supervisor
- Resolve any issues that arise with Law Enforcement Supervisor
- Attend to any security issues
- Replace any personnel that are not able to function in their assigned job
- Add or delete positions as needed to make the process work
- Officers should stay in their assigned areas and Rover officers will respond as backing units



DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area
- Sign-out

MANIFEST

- Wristband
- Vest
- Role ID Badge
- Radio

RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



UNIFIED COMMANDER LAW ENFORCEMENT SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Law Enforcement Supervisor		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		



UNIFIED COMMANDER LAW ENFORCEMENT 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 Law Enforcement personnel that cannot be resolved by their branch director.

1. Your job is to ensure site security by utilizing the resources and concepts in this binder. This can be modified as you see fit to meet the objectives
2. Assign supervision of Law Enforcement Supervisor to Operations Chief
3. Understand supervisor's responsibilities
4. Manage all Law Enforcement aspects of the reunification event
5. Assign radio channel for general Law Enforcement Operations
6. Execute checklist
7. Ensure all staff has been checked in at Staging and issued a Pink Reunification ID pass
8. Read pages titled "Reunification Process" in this binder 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

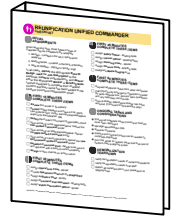
- Standard Reunification Method

TACTICS

- See Checklist

BINDERS

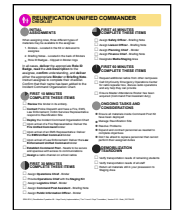
Binders are for top level supervisory roles and include an overview of what each position entails and a process to briefly explain where their position fits into Reunification. Binders also contain materials for subordinates.



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.



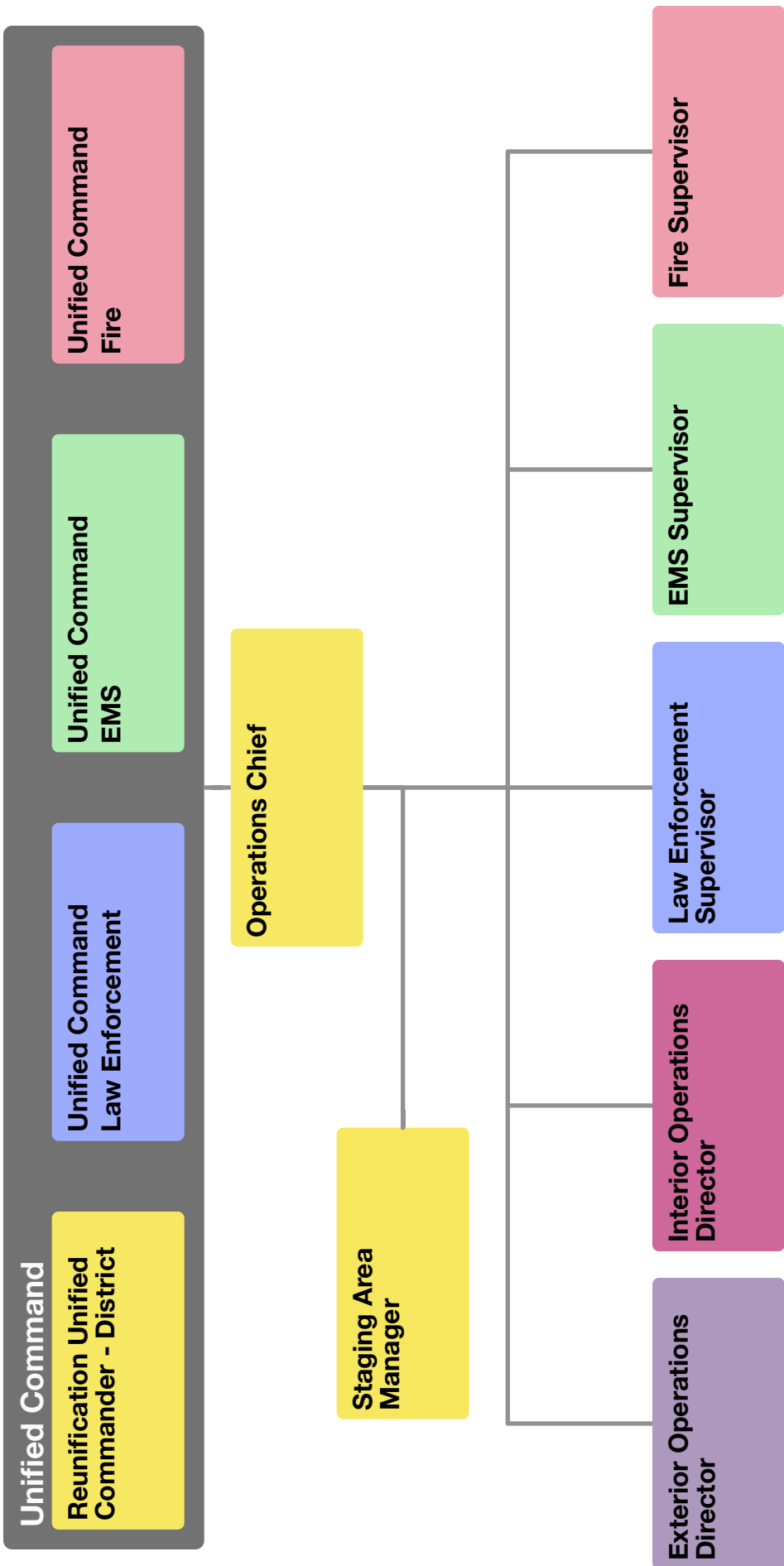
WRISTBANDS

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 OPERATIONS CHIEF





MANIFEST LAW ENFORCEMENT COMMANDER BINDER

Cover

UNIFIED COMMANDER LAW ENFORCEMENT

ASSIGNMENTS

- 1. Review the binder to determine if it meets the needs of your organization.
- 2. Assign a person to be responsible for the binder.
- 3. Review the binder to determine if it meets the needs of your organization.

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STANDARD REUNIFICATION METHOD

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STANDARD REUNIFICATION METHOD

Back Cover

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STANDARD REUNIFICATION METHOD

Interior 1

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STANDARD REUNIFICATION METHOD

Interior 2

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART

STANDARD REUNIFICATION METHOD

Process Section

THE PROCESS

STANDARD REUNIFICATION METHOD

Resources Section

RESOURCES

STANDARD REUNIFICATION METHOD

Manifest

MANIFEST

UNIFIED COMMANDER LAW ENFORCEMENT

Clipped to Interior

LE UNIFIED COMMANDER

LAW ENFORCEMENT SUPERVISOR