Chain of Command:	1. 2. 3.	First Aid Area:	Reunification Area:	
Incident Command Post Location:		Staff Assignments: Name/Role:		
Assembly Point: Alternate:		Individuals needing extra support (12C):		

General Organization and Operations

REQUEST GATE Operations

- 1. The Reunification lead /Incident Commander/principal/designee (IC) will determine the need for reunification
- 2. The Reunification lead /Incident Commander/principal/designee (IC) will determine the need for **REQUEST GATE LEAD**
- 3. The Request Gate Lead will provide for each of the following processes as a part of the Request Gate operations.
 - a. Request Desk/s
 - b. Student Accountability Desk and Officer
 - c. Exceptions Desk

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- d. Notifications Desk and Area
- 4. The Reunification lead will provide signage and general organization to facilitate operations as required by the incident.
- 5. The Request Gate Lead will delegate operational control of the tasks in accordance with ICS principles and as required by the incident.

Planning Considerations

- A. The Reunification lead /Incident Commander/principal/designee (IC) shall be responsible for coordinating all **REQUEST GATE** activities or delegating this responsibility to a **REQUEST GATE LEAD**.
- B. School population may be divided into smaller groups for ease of management.

SCHOOL SAFETY &

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General Organizational Chart

Request Gate Operations

As with any ICS based organizational structure not all functions need to be assigned. Available resources and the nature of the incident will dictate necessary functions.

Reunification Lead and/or Incident Command

Responsible for all aspects of reunification operations. May act as incident command in a reunification not involving other agencies. Directly supervises all reunification tasks unless specific tasks are delegated as describe under ICS protocol.

Interior Operations Lead

Responsible for all aspects of reunification operations inside the reunification center.

Request Gate Operations Lead

Responsible for all aspects of Release Gate operations. Directly supervises all four Release Gate tasks.

Student Accountability Lead

Responsible for determining and providing the location and status of all students in the school's care at the time of the incident.

Request Desk Stations

Responsible for initial processing of all release requests. Determine status and availability for all students requested and direct parents/guardians accordingly. Maintain records.

Exceptions Desk Lead

Responsible for processing all requests that do not meet School/District identification and authorization requirements.

Notifications Desk

Responsible for notification and support of parents/guardians of students with injures, students who have died or students whose status is unknown.

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Idaho School Safety & Security Program

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