

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):			

SECURE STUDENT HOLDING OPERATIONS

STUDENT MOVEMENT - Standard Operating Procedure (SOP)

1. The **IC** will determine the need for reunification.
2. The **REUNIFICATION LEAD/IC/Principal** will determine the activation and staffing for the **STUDENT MOVEMENT** section and **LEAD**.
3. **STUDENT MOVEMENT** is responsible for all student movement into and within the Secure Student Holding Area.
 - a. If a reunification takes place off-site this includes receiving students as they arrive and reporting all arrivals to the **ACCOUNTABILITY DESK**.
 - b. **STUDENT MOVEMENT LEAD** determines staffing needs in the **STUDENT MOVEMENT** section.
 - c. **STUDENT MOVEMENT** staff will receive all requests for student release from the **REQUEST DESK** and locate and deliver the requested students to the **RELEASE STATION**.
 - i. Specific process will be dependent on available resources and available staff but may include P.A. system, Loudspeaker/bullhorn, radio, personal escort, or others.
 - ii. All students leaving the **SECURE STUDENT HOLDING** area will be documented.
 - d. **STUDENT MOVEMENT** staff will provide for general student movement (i.e., restroom, snacks, emotional and/or mental health support, L.E. interviews, etc.)



Parent/ Student Reunification Job Action Sheet STUDENT MOVEMENT LEAD

****JOB:** This position oversees all activity that relate to the responsibilities of STUDENT MOVEMENT in the SECURE STUDENT HOLDING area.

DUTIES:

1. Attend incident briefing.
2. Review and understand job description for Student Movement staff.
3. Organize the Student Movement area/process.
4. Provide a location and process for documenting students leaving the SECURE STUDENT HOLDING area.
 - o (Include Recordkeeping school/district S.O.P. HERE)
5. Help with any issues that arise in the SECURE STUDENT HOLDING.

REUNIFICATION COMPLETE:

1. Coordinate with Logistic Chief on clean up and return of supplies and equipment.
2. Participate in the After-Action Review process, including identification of areas that need improvement.
3. Assist with review and revision of Parent/Student Reunification Plan.

EQUIPMENT:

- Vest and Name Tag
- Tables (as required by organization)
- Chairs
- Accordion/alphabetical file folder (to file records of students leaving Student Holding)
- Pens
- Clipboards
- Sufficient staff (escorts/runners)
- District radio (if available) and/or other communications process/system as identified.

This position receives direction and reports to the Secure Student Holding Lead /Interior Operations Lead

Parent/ Student Reunification Job Action Sheet STUDENT MOVEMENT - Station Staff

JOB: Provide general organization for and facilitate student movement in the SECURE HOLDING area and ensure only appropriately requested students leave the SECURE STUDENT HOLDING area.

DUTIES:

1. Accept request for student from the Request Desk.
2. Locate the requested student based on Secure Student Holding organization.
 - a. P.A. system, Loudspeaker/bullhorn, radio, personal escort, or others may be used.
3. Once located facilitate the movement of identified student to the Release Station.
(Provide instructions based on your school's S.O.P. (i.e., escort, visual observation. or other)
4. Document student movement out of Secure Student Holding.
(Provide documentation process instructions based on your school's S.O.P.)

EQUIPMENT NEEDED:

- Vest and name tag
- Clipboards, pens,
- District radio (if available) and/or other communications process/system as identified.

This position receives direction and reports to the Secure Student Holding Lead

Secure Student Holding Operations: Student Movement/Security Workflow and Decision Tree

