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|---------------------------------|----------------|--|--|---------------------|--|
| 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): | | | |

RELEASE GATE OPERATIONS

STUDENT RELEASE DESK - Standard Operating Procedure (SOP)

1. The IC will determine the need for reunification.
2. The **REUNIFICATION LEAD** determines the activation and staffing for the **STUDENT RELEASE DESK**
3. **REUNIFICATION LEAD** will identify and delegate to a **STUDENT RELEASE DESK LEAD** as needed based on the incident.
4. **STUDENT RELEASE DESK** is responsible for reuniting an approved requester with the requested student/s and documenting the release.
 - a. Student population may be divided into smaller groups as needed to facilitate requests for verification.
 - i. Logical divisions shall be utilized. (i.e., alphabetical, grade level, etc.)
 - ii. Signage indicating divisions will be used to provide ease of identification.
5. Each station will be provided with the necessary materials. (See job card/task aid)
6. The **STUDENT RELEASE DESK** staff will process each request as follows: (See Job Action Sheet below)
 - a. Ask requester for the completed release form and identification.
 - b. Retrieve requested students from the waiting area.
 - c. Reunite the requester with the requested student/s.
 - d. Note time of release on the on the release request form.
 - e. File form as defined by S.O.P.
 - i. **(Define school/district record keeping S.O.P. HERE)**
 - f. Direct the reunified group to leave the immediate area.
 - g. Process next request



Parent/ Student Reunification Job Action Sheet

STUDENT RELEASE DESK LEAD

JOB: This position oversees all activity at STUDENT RELEASE DESK.

DUTIES:

1. Attend incident briefing.
2. Review and understand job description for Release Desk staff.
3. Set up Release Desk Station/s to include table, chairs, signage, and supplies.
4. Ensure the safety of staff, rotate staff for breaks, and monitor their activity and performance.
5. Help with any issues that arise at the Student Release Desk.
6. Address parent complaints or questions at this location.
 - If you see an issue with a parent, step in and ask the parent to step aside.
 - Listen to the complaint
 - Explain the procedures are set up for the safety of student.
 - If necessary, notify Security, the Incident Commander, or School Principal to come and assist.

REUNIFICATION COMPLETE:

1. Coordinate with Logistics 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:

- Station Signage
- Vest and Name Tag
- Tables (as required by organization)
- Chairs (as required by organization)
- Accordion/alphabetical file folder (to file records of students released)
- Pens
- Clipboards
- Example of a correct reunification form that meets District/school verification criteria
- Copies of student lists (all students in the school)
- Sufficient staff
- District radio (if available) or another communications tool

This position receives direction from and reports to the Release Gate Lead /Interior Operations Lead

Parent/ Student Reunification Job Action Sheet

STUDENT RELEASE DESK - Station Staff

JOB: Final assurance that students are reunited with the correct parent/guardian and documentation is completed.

DUTIES:

1. Participate in the pre-activation briefing
2. Understand the district defined criteria for student release approval
 - a. Add district specific information on approval criteria [HERE](#)
 - b. Provide an example form with all areas on the form meeting district criteria for release as an appendix
3. Accept Release Request form/s.
4. Check the name(s) of the student(s).
 - a. Determine if the requester can pick up multiple children,
 - i. An approved release form is required for each child.
5. Retrieve the student/s from the student waiting area
6. Reunite requester with requested students
 - a. Record time of release on the release form
 - b. File completed release form
 - i. [\(Record Keeping methods may vary, provide specific direction for your process HERE\)](#)
7. Direct the reunified group out of the immediate area.
8. Process the next request.

EQUIPMENT NEEDED:

- Vest and name tag
- Example of a correct reunification form
- Clipboards, pens, blank reunification forms
- Student Body List
- District/school radio (if available) or other communications method

This position receives direction from and reports to the Student Release Desk Lead



Release Gate Operations: Student Release Station - Workflow and Decision Tree

