

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 SUPERVISION - Standard Operating Procedure (SOP)

1. The **IC** will determine the need for reunification.
2. The **REUNIFICATION LEAD/IC** will determine the activation and staffing for the **STUDENT SUPERVISION** section and identify a **STUDENT SUPERVISION LEAD**.
3. **STUDENT SUPERVISION** is responsible for general care, control, and supervision of all students in the Secure Student Holding Area.
4. Maintain Classroom units of students if possible.
 - a. Provide a list of all students in your care and control to the Secure Student Holding Lead upon arrival at the reunification site.
 - b. Keep assigned students in your assigned area.
 - c. Provide for support, entertainment, and comfort needs as required.
 - d. Monitor students for the potential need of emotional/mental health support.
 - e. Request support as needed.
 - f. Deliver students to the Release Gate when requested.
 - g. Keep a record of students released.

(Add your district/school specific process and S.O.P. HERE)
5. Continue supervision of students assigned until relieved or the reunification is complete.
 - i. Extended supervision of students may be necessary if parents are delayed.



**Parent/ Student Reunification
Job Action Sheet
STUDENT SUPERVISION LEAD**

****JOB:** This position oversees all activity with the STUDENT SUPERVISION FUNCTION.

DUTIES:

1. Attend incident briefing.
2. Review and understand job description for Student Supervision staff.
3. Provide support to student supervision staff, ensure the safety of staff, provide for staff breaks, and monitor their activity and performance.

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:

- Pens
- Clipboards
- Copies of student lists (all students in the school)
- Access to current days attendance
- Sufficient staff
- District radio (if available)

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

**Parent/ Student Reunification
Job Action Sheet
STUDENT SUPERVISION - Station Staff**

JOB: Primary supervisor of students within the Secure Student Holding Area.

DUTIES:

1. Take attendance and maintain a complete list of the students assigned to you.
2. In a relocation provide a list of all students in your care and control to the Secure Student Holding Lead.
3. Provide general supervision care and control of the students assigned to you.
4. Provide for support, entertainment, and comfort needs as required.
5. Monitor students for the potential need of emotional/mental health support.
6. Request support as needed.
7. Deliver students to the Release Gate when requested.
8. Document students released.

EQUIPMENT NEEDED:

- Vest and name tag
- List of students assigned for supervision
 - *(This may be your class role)*
- Clipboards, pens, blank reunification forms
- Student Body List
- Laptop

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

Secure Student Holding Operations: Student Supervision/Care - Workflow and Decision Tree

STUDENT SUPERVISION/CARE

This function provides for general supervision and accountability for all students. This can be at the classroom level in a school-based reunification. Or in classroom groups at an off-site location. In a relocation a student manifest listing all arriving students will be provided to the **ACCOUNTABILITY DESK** upon arrival. Classroom units will be maintained for ease of student supervision and accountability whenever possible.

