

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):			

Traffic & Parking Operations SOP

1. The IC will determine the need for reunification.
2. The Reunification lead or IC will determine the need for an **EXTERIOR OPERATIONS LEAD**.
3. The Reunification lead or Exterior Operations Lead will determine the need for a **TRAFFIC/PARKING OPERATIONS LEAD**.
4. The Reunification lead /Incident Commander/principal/designee (IC) or Exterior Operations Lead will provide for each of the tasks as a part of the traffic control and parking operations.
 - a. Deployment of signage and traffic/parking control devices.
 - b. Traffic control at the Reunification Site.
 - c. Parking direction and initial instructions to arriving parents/guardians.

**(Specific SOP for each task-based function is provided)*

5. The Reunification lead or IC will provide signage and general organization to facilitate operations as required by the incident.
6. The Reunification lead or Exterior Operations Lead will delegate operational control of the tasks in accordance with ICS principles and as required by the incident.

Planning Considerations

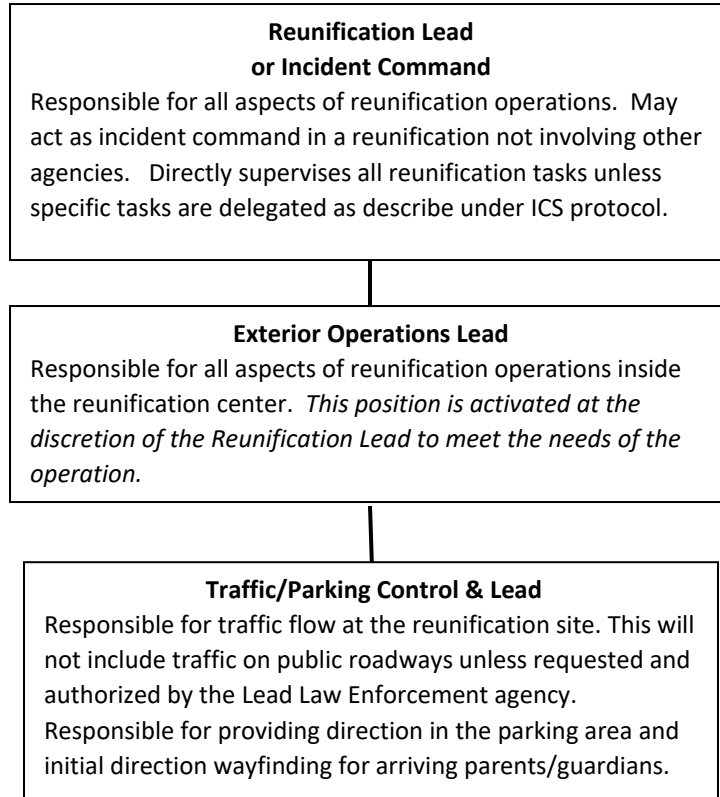
- A. The Reunification lead or IC shall be responsible for coordinating all **TRAFFIC/PARKING** activities or delegating this responsibility to the Exterior Operations Lead or to a Parking/Traffic Lead.



General Organizational Chart

Traffic/Parking Operations

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



**Parent/ Student Reunification
Job Action Sheet
PARKING/TRAFFIC OPERATIONS LEAD**

****JOB:** This position oversees all parking and traffic control activity at the reunification site.

DUTIES:

1. Attend incident briefing.
2. Review and understand job description for Traffic Control and Parking Staff.
3. Review or develop a traffic control plan.
4. Set up reunification site for traffic flow and parking plan, including signage and traffic control devices (cones, candlesticks, signs etc.)
5. Provide a pre-deployment briefing to arriving Parking/Traffic control staff.
6. Always wear high visibility vest and name tag.
7. Provide for staff rotation and breaks in the case of a protracted event.
8. Request assistance (additional staff, security, equipment, etc.) from the Reunification lead or Exterior Operations Lead as needed.

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
- Traffic control equipment
- Signage
- Sufficient staff
- District radio (if available)

This position receives direction & reports to the Exterior Operations/Reunification Lead

Parent/ Student Reunification

Job Action Sheet

PARKING/TRAFFIC CONTROL STAFF

****JOB:** This position provides parking and traffic control activity at the reunification site under the direction of the Parking/Traffic Operations Lead.

DUTIES:

1. Attend a pre-deployment briefing.
2. Review and understand job description for Traffic Control Staff.
3. Be familiar with traffic flow and parking plan for the reunification site.
4. Set up reunification site for traffic flow and parking plan, including signage and traffic control devices (cones, candlesticks, signs etc.) as requested by the Parking/Traffic Lead.
5. Always wear high visibility vest and name tag.
6. Provide general direction for traffic on the reunification site.
7. Provide parking direction to arriving parents.
8. Request assistance (additional staff, security, equipment, etc.) from the Parking/Traffic Lead as needed.

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.

EQUIPMENT:

- Vest and Name Tag
- Traffic control equipment
- Signage
- District radio (if available)

This position receives direction & reports to the Parking/ Traffic Operations Lead