General Organization and Operations

RELEASE GATE Operations

1. The Incident Commander (IC) will determine the need for reunification.

2. The Reunification lead /Incident Commander/principal/designee (IC) will designate a RELEASE GATE LEAD if needed.

3. The IC or Release Gate Lead will provide for each of the following processes as a part of the Secure Student Holding operations.
   a. Student Release Verification*
   b. Student/Parent Reunification and Release*

*(Specific SOP for each process is provided)

4. The Reunification lead /Incident Commander/principal/designee (IC) will provide general organization, supplies and capabilities to facilitate operations as required by the incident.

5. The Reunification lead /Incident Commander/principal/designee (IC) or Release Gate Lead will delegate operational control of the Task areas 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 RELEASE GATE activities or delegating this responsibility to a RELEASE GATE LEAD.
General Organizational Chart

Release Gate 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.

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### 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 described under ICS protocol.

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### Interior Operations Lead

Responsible for all aspects of reunification operations inside the reunification center. *This position is activated at the discretion of the Reunification Lead to meet the needs of the operation.*

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### Release Gate Operations Lead

Responsible for all aspects of Secure Student holding operations. Directly supervises all Release Gate tasks.

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### Release Verification Desk/s & Lead

Responsible for final check of the requester's identification and authorization to receive a student. *(Multiple stations may be required at this location based on student body size.)*

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### Release Desk/s & Lead

Responsible for reuniting the requester with the correct student and providing record keeping for the completed reunification. *(Multiple stations may be required at this location based on student body size.)*