

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):			

## General Organization and Operations

### REQUEST GATE Operations

1. The Reunification lead /Incident Commander/principal/designee (IC) will determine the need for reunification
2. The Reunification lead /Incident Commander/principal/designee (IC) will determine the need for **REQUEST GATE LEAD**
3. The Request Gate Lead will provide for each of the following processes as a part of the Request Gate operations.
  - a. Request Desk/s
  - b. Student Accountability Desk and Officer
  - c. Exceptions Desk
  - d. Notifications Desk and Area
4. The Reunification lead will provide signage and general organization to facilitate operations as required by the incident.
5. The Request Gate 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 /Incident Commander/principal/designee (IC) shall be responsible for coordinating all **REQUEST GATE** activities or delegating this responsibility to a **REQUEST GATE LEAD**.
- B. School population may be divided into smaller groups for ease of management.



# General Organizational Chart

## Request Gate Operations

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

