SECURE STUDENT HOLDING OPERATIONS

STUDENT MOVEMENT - Standard Operating Procedure (SOP)

1. The IC will determine the need for reunification.
2. The REUNIFICATION LEAD/IC/Principal will determine the activation and staffing for the STUDENT MOVEMENT section and LEAD.
3. STUDENT MOVEMENT is responsible for all student movement into and within the Secure Student Holding Area.
   a. If a reunification takes place off-site this includes receiving students as they arrive and reporting all arrivals to the ACCOUNTABILITY DESK.
   b. STUDENT MOVEMENT LEAD determines staffing needs in the STUDENT MOVEMENT section.
   c. STUDENT MOVEMENT staff will receive all requests for student release from the REQUEST DESK and locate and deliver the requested students to the RELEASE STATION.
      i. Specific process will be dependent on available resources and available staff but may include P.A. system, Loudspeaker/bullhorn, radio, personal escort, or others.
      ii. All students leaving the SECURE STUDENT HOLDING area will be documented.
   d. STUDENT MOVEMENT staff will provide for general student movement (i.e., restroom, snacks, emotional and/or mental health support, L.E. interviews, etc.)
**JOB:** This position oversees all activity that relate to the responsibilities of STUDENT MOVEMENT in the SECURE STUDENT HOLDING area.

**DUTIES:**

1. Attend incident briefing.
2. Review and understand job description for Student Movement staff.
3. Organize the Student Movement area/process.
4. Provide a location and process for documenting students leaving the SECURE STUDENT HOLDING area.
   - (Include Recordkeeping school/district S.O.P. HERE)
5. Help with any issues that arise in the SECURE STUDENT HOLDING.

**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
- Tables (as required by organization)
- Chairs
- Accordion/alphabetical file folder (to file records of students leaving Student Holding)
- Pens
- Clipboards
- Sufficient staff (escorts/runners)
- District radio (if available) and/or other communications process/system as identified.

This position receives direction and reports to the Secure Student Holding Lead /Interior Operations Lead
JOB: Provide general organization for and facilitate student movement in the SECURE HOLDING area and ensure only appropriately requested students leave the SECURE STUDENT HOLDING area.

DUTIES:
1. Accept request for student from the Request Desk.
2. Locate the requested student based on Secure Student Holding organization.
   a. P.A. system, Loudspeaker/bullhorn, radio, personal escort, or others may be used.
3. Once located facilitate the movement of identified student to the Release Station.
   (Provide instructions based on your school’s S.O.P. (i.e., escort, visual observation, or other)
   (Provide documentation process instructions based on your school’s S.O.P.)

EQUIPMENT NEEDED:
- Vest and name tag
- Clipboards, pens,
- District radio (if available) and/or other communications process/system as identified.

This position receives direction and reports to the Secure Student Holding Lead
Secure Student Holding Operations:
Student Movement/Security Workflow and Decision Tree

School Officials institute a Reunification Operation

SECURE STUDENT HOLDING
lead Identifies the Entry/Exit locations for the Request and Release Gates.

Prevent unauthorized parent/guardian access. (Coordinate with Security if needed)

STUDENT MOVEMENT/SECURITY (inside the Secure Student Holding area)
- Provides staffing to maintain security at the interface of the Request Gate, and Release Gate with Secure Student Holding to prevent parents/guardians from entering. *(utilize Law Enforcement assets if available)*
- Supervise and facilitate movement within the SECURE STUDENT HOLDING area.
- Provide the process for a requested student to be located, identified, and moved to the RELEASE GATE for processing.
- Provide record keeping for the documentation of a student leaving the Secure Student Holding area.

Provide staffing to identify and move a requested student to the RELEASE GATE.

Document students leaving the SECURE STUDENT HOLDING area to the RELEASE GATE for release.