

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 SUPPORT - Standard Operating Procedure (SOP)

1. The **IC** will determine the need for reunification.
2. If needed **REUNIFICATION LEAD/IC** will activate the **STUDENT SUPPORT** section.
  - a. **STUDENT SUPPORT** is responsible for all student mental/emotional support functions.
3. The **REUNIFICATION LEAD/IC** will identify a **STUDENT SUPPORT LEAD**
4. **STUDENT SUPPORT LEAD** will:
  - a. Identify space in the SECURE STUDENT HOLDING area for providing student support.
  - b. Organize all STUDENT SUPPORT activities.
  - c. Identify needed staffing.
5. **STUDENT SUPPORT** staff will:
  - a. Help to identify students in need of support by being available and interacting with students in the Secure Student Holding area.
    - i. Provide emotional/mental health support as needed.
  - b. Provide support to students referred by Student Supervision staff.
    - i. Specific process will be dependent on available resources but may include individual and group support activities.



# Parent/ Student Reunification Job Action Sheet STUDENT SUPPORT LEAD

**\*\*JOB:** This position oversees all activity involving STUDENT SUPPORT. This position is not involved in direct student care, therefore may not need to have previous mental health training. Trained staff are best assigned to direct student support.

## DUTIES:

1. Attend incident briefing.
2. Review and understand job description for Student Support staff.
3. Set up a location for student support staff use in the SECURE STUDENT HOLDING area.
4. Process requests for student support.
5. Ensure the safety of staff, rotate staff for 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:

- Vest and Name Tag
- Tables (as required by organization)
- Chairs
- Pens
- Clipboards
- Copies of student lists (all students in the school)
- Sufficient staff
- District radio (if available)

**This position receives direction and reports to the Request Gate Lead /Interior Operations Lead**

# Parent/ Student Reunification Job Action Sheet STUDENT SUPPORT- Staff

**JOB:** Help to identify students in need of emotional/mental health support. Provide emotional/mental support to students as identified or referred. Staff members require emotional/mental health support training. The supportive goal will be stabilization, not long-term counseling.

**DUTIES:**

1. Remain available in the SECURE STUDENT HOLDING area.
2. Identify students who may need additional support.
3. Provide support to students as requested by STUDENT SUPERVISION staff.

**REUNIFICATION COMPLETE:**

1. Coordinate with STUDENT SUPPORT LEAD 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 NEEDED:**

- Vest and name tag
- Clipboards, pens, blank reunification forms
- Student Body List
- District radio (if available) or other communications capability

**This position receives direction and reports to the STUDENT SUPPORT LEAD**

# Secure Student Holding Operations: Student Support - Workflow and Decision Tree

## STUDENT SUPPORT

This section has primary three functions:

- Identify the need for Emotional and/or Mental Health support.
- Request Emotional and/or Mental Health support assets.
- Facilitate delivery of support to students and staff in need.

*\*(Individuals with Emotional and/or Mental Health support skills should be engaged with direct support of students and staff. Facilitation and logistics for support should be delegated to someone without these skills.)*

