

NaviGate Prepared's Reunification module is designed to work with your school's reunification plan. It uses a role-based approach that focuses on areas where technology can best assist the reunification process—while allowing you to establish procedures and protocols that best fit your school's unique needs.

When you use the Reunification module, you will need to identify staff members to fill roles that align with the module's functions.

Here, we've provided an overview of the main responsibilities for each role to help you match the appropriate staff to each role as you integrate this module into your reunification plan.

When assigning roles, be aware of staff members' strengths and skills. Provide ongoing training to ensure staff members understand their roles in an emergency, and cross-train in multiple positions in case someone is absent or is unable to perform their role in an emergency.

## PRIMARY ROLES

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### Student check-in

- **Primary responsibilities**
  - Identify students
  - Enter or look up name in app
  - Retrieve student(s) when Escort/Reunifier is ready to reunify them with a parent/guardian
- **Additional responsibilities (suggestions only, please consult your reunification plan)**
  - Ensure students are well cared for
  - Attend to students with special needs or other concerns
  - Provide entertainment options while students wait
- **Best suited for**
  - Teachers
  - Other staff familiar with the students (i.e. nurse, librarian, kitchen staff, etc.)

### Parent check-in

- **Primary responsibilities**
  - Verify parent/guardian identification (according to your own resources and procedures)
  - Enter contact information in app
  - Select appropriate student(s) for that parent/guardian
- **Additional responsibilities (suggestions only, please consult your reunification plan)**
  - Connect parents/guardians of students with exceptions to mental health coordinator (counselor, etc.)
- **Best suited for**
  - Front office staff
  - Other staff with authority and ability to deal with parents (i.e. principals, district administrators, etc.)

### Escort/Reunifier

- **Primary responsibilities**
  - Retrieve students and bring them from student waiting area to reunification area
  - Confirm parent ID before reuniting with student
  - Document reunifications
- **Best suited for**
  - Staff who are physically fit, as the position requires walking back and forth between the student waiting and reunification areas which could be far apart

### Command Overview

- **Primary responsibilities**
  - Oversee all processes and positions
  - Identify bottlenecks and redirect resources as needed
  - Maintain visibility of all person counts
  - Work with other agency Incident Command positions in a unified manner
- **Additional responsibilities (suggestions only, please consult your reunification plan)**
  - Works with security coordinator to secure entrances
  - Monitors sign-out procedures
- **Best suited for**
  - Lead teacher, principal/assistant principal

## OTHER REUNIFICATION ROLES TO CONSIDER

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### First Aid Coordinator

- Provides first aid to children, staff, and parents/guardians
- Evaluates and documents injuries and treatments.
- Identifies the need for outside medical assistance.

### Mental Health Coordinator

- Provides behavioral health first aid and emergency mental health support to parents/guardians, children and staff.
- Shares resources and materials to help families recover and cope with the emergency.

### Communication Coordinator

- Updates families and local emergency services during and after an emergency.
- Monitors emergency alerts, warnings, and public safety updates.
- Establishes social media presence for Family Reunification Center and posts updates and instructions for parents/guardians on school website.

### Facility Safety and Security Coordinator

- Maintains a safe and secure environment for reunification staff, children, and parents/guardians.
- Reports any unsafe situations to the Incident Leader.
- Takes charge of utilities, for example, gas, water, electricity, and sanitation.
- Coordinates with law enforcement on officer placement at the reunification location.

### Parent/Guardian Coordinator

- Helps manage the parent/guardian waiting areas and informs them about the reunification process.
- Provides parent/guardian intake forms (if using).
- Helps verify identity of parent/guardians who arrive without proper identification.
- Works with mental health coordinator to get proper attention to parent/guardians whose children may be injured.

### Supervision and Care Coordinator

- Ensures that children (including children with special needs and infants and toddlers) are well cared for while other staff members are busy with emergency roles.
- Provides entertainment options while children wait.

### Transportation Coordinator

- Oversees the movement of staff and children in the case of an evacuation or relocation.
- Monitors road conditions and road closures that may affect evacuation routes.

### Supplies Coordinator

- Assembles emergency supplies, equipment, and other vital materials (e.g. food, water, comfort items) needed in an emergency.
- Distributes resources and notifies the Incident Leader of additional needs.
- Tracks and updates supplies before, during, and after an emergency.

For more resources related to reunification planning, visit our Roadmap to Reunification virtual toolkit: [NaviGatePrepared.com/Reunification](https://NaviGatePrepared.com/Reunification)