

Appendix A.1: Child Reunification Planning Checklist

Community Name _____	No	In progress	Yes
1.0 Planning			
Identify Key Stakeholders for Child Reunification Focus Group*			
Assess existing Local, Regional and State Plans*			
Establish Clear Roles & Responsibilities*			
Foster Collaboration & Communication (meetings cadence, progress, challenges)			
2.0 Identifying Needs of Children in the Community			
Collect Demographic Data*			
Analyze Scale and Scope			
Prioritize and Develop Strategies			
3.0 Child Specific Considerations			
Identify Trusted “SAFE Person” / “SAFE Entity”			
Community Considerations including Unique/ Special Populations Needs*			
4.0 Raise Awareness, Communication, Educate and Drill			
Educate Community Members on Reunification Preparedness			
Integrate Child Scenarios into Drills/Exercises and Debriefs			
5.0 Operationalization of Reunification Practices for Children			
Integrate Child-Focused SMEs in ICS			
Develop Child-Focused Staffing & Volunteer Roles & JAS			
Integrate Considerations for Children into Existing Staffing			
Develop Procedures for Recommended Staff: Child Ratios			
Develop Staff Vetting Procedures			
Develop Guardian Registration Form			
Develop Child Intake Form			
Determine Process to Take Child Picture and Attach to Form			
Create Standard Process for Tracking Children			
Determine Method for Assigning Intake Identifier and Issuing ID/Wristband			
Determine Process for Integrating Other Reunification Operations (hospitals, schools)			
Integrate into Regional Identification/Tracking Processes			
Ensure FRC Areas are Safe and Secure for Children			
Develop Location Movement Protocols			
Establish Clear Guidance for Families			
Develop Public Messaging about Unaccompanied Minors			
Determine Media Coordination Protocols regarding Child Reunification			
Develop Staff Guidance for Addressing Children’s Questions			
Determine Process for Managing Children’s Use of Devices and Social Media			

Determine Process for Tracking Misinformation			
Develop Match Verification Procedures			
Develop Process for Managing Children with Incapacitated Guardian			
Develop Process for Managing Guardians with a Deceased Child			
Develop Process for Managing Children with Deceased Guardian			
Develop UMSA Supply List			
Develop Family Reunification Area Supply List			
Identify space(s) for UMSA and Family Reunification Area			
Establish Written Agreements with Child-Focused Partners			
Determine Follow-Up Resources, Referrals, and Educational Materials for Families with Children			
6.0 Recovery			
Establish Demobilization Criteria tailored for Child-Focused Operations			
Develop Protocols for Conducting Child-Focused Hot Wash Sessions Post-Response			
Develop a Process to Identify and Include Child-Focused Response Partners in Post-Incident Debriefs			
Create a Process to Capture and Integrate Child-Focused Lessons Learned into the AAR			
Plan Coordination for Long-Term Recovery Resources			