

Appendix A.2: Child Reunification Planning Worksheet

This worksheet provides community planners with a structured framework to ensure the needs of children are fully integrated into reunification planning.

✓	Task	Description	Related Resource Worksheet	Assigned To	Notes
	1.0 Planning				
	Identify Key Stakeholders for Children Reunification Focus Group	List child-focused partners: hospitals, schools, EMS, CPS, NGOs, etc.	Appendix B: Community Stakeholders for Child Reunification Focus Group		
	Assess Existing Plans	Review local/regional/state reunification plans	Appendix C: Identifying Gaps and Existing Elements in Child Reunification		
	Establish Clear Roles & Responsibilities	Determine responsibilities for focus group personnel	Appendix B: Community Stakeholders for Child Reunification Focus Group		
	Foster Collaboration and Communication	Schedule recurring planning meetings			
	2.0 Identifying the Needs of Children				
	Collect Demographic Data	Appoint primary child-focused POC to collect information from shelters, FACs, hospitals, childcare and educational facilities, ME's, etc.			
		Collect data pertaining to children within your community, including age ranges, cultural backgrounds, languages spoken, socioeconomic status, and other relevant factors.			
	Analyze Scale and Scope	Quantify potential pediatric caseload and geographic distribution during various emergency scenarios;			

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		identify surge thresholds for activation.			
	Prioritize and Develop Strategies	Based on the data collected and stakeholder input, prioritize the identified needs for children and develop targeted strategies to address them.			
3.0 Child-Specific Considerations					
	Identify Trusted SAFE Entities	Designate and document known, trusted organizations to which unaccompanied minors may be released or supported by during reunification.			
		Create vetting criteria.			
	Community Considerations	Collect Focus Group input or survey community on child service capabilities and gaps by sector, including community education partners, pediatric EMS, pediatric health care resources, trauma, and behavioral health services, child welfare and protective services, tribal community children's considerations, child identification and tracking capabilities, reunification logistics and supplies, language access and cultural support, and participation in children-focused training and exercises. Include special population needs including transportation needs, medical equipment, assistive devices, and specialized support for these groups.	Appendix D: Identifying Resources for Children Worksheet		

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4.0 Awareness, Education, and Exercises					
	Inform Community Members on Reunification	Create public-facing education templates to help parents and children prepare for potential separation.	Appendix E: Reunification Tips for Families		
	Preparedness by Developing Pre-scripted Messaging and Education	Create public-facing education templates to help schools, daycare, and any other child-focused facility prepare for potential separation.			
	Plan & Conduct Exercises	Conduct community-wide reunification drills including child specific injects and unaccompanied minor scenarios.	Appendix F: Integrating Unaccompanied Minors in Exercises		
	Evaluate After Drills	Use hot wash, after action reports and debrief templates to evaluate the effectiveness of child injects, coordination, and partner performance.	Appendix W: Hot Wash and Debrief Guide – Child Operations Appendix X: Child-Focused After-Action Report & Improvement Plan		
5.0 Operationalization of Reunification Practices for Children					
	Integrate Child-Focused SMEs in ICS	Develop FRC ICS roles and JAS	Appendix G: FRC ICS Org Chart Appendix H: FRC ICS Child Reunification Group Supervisor JAS		
	Staff & Volunteers	Develop child-focused staffing roles and JAS (i.e., Child-specific clinical care in the FAC and UMSA, age-appropriate licensed staffing in UMSA, Registration Staff in FRC, Social Workers, etc.)	Appendix I: FRC Child - Focused Staff JAS		

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		Integrate considerations for children into existing staffing roles (i.e., security, interpreters, spiritual guidance, behavioral/mental health, environmental care workers, food service workers, etc.)			
		Develop procedures for recommended Staff: Child Ratios	Appendix J: Recommended Staff: Child Ratios		
		Develop staff vetting procedures			
	Registration Process	Develop Guardian Registration Form	Appendix K: Guardian Registration Form		
	Intake Procedures	Develop Child Identification Form (unique identifiers, verbal vs non-verbal children)	Appendix L: Child Intake Form		
		Determine process to take child picture and attach to form			
		Develop throughput process	Appendix M: Reunification Pathway		
	Tracking	Create a standardized process for tracking children during intake, care, and reunification – including electronic and manual options.			
		Determine method for assigning intake identifier and issuing ID / wristband for unaccompanied minor.			
		Determine process for integrating other reunification operations into the tracking process (hospitals, schools)			

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		Integrate into regional identification/tracking processes			
	Safety & Security	Ensure FRC areas are safe and secure for children.	Appendix N: FRC Safety & Security Checklist for Children		
		Develop location movement protocols			
	Communication and Information Sharing	Establish clear guidance for families	Appendix O: Call Center Scripts		
		Develop public messaging about unaccompanied minors	Appendix P: Public Messaging Scripts Regarding Unaccompanied Minors		
		Determine Media coordination protocols regarding child reunification			
		Develop staff guidance for addressing children's questions	Appendix Q: FRC Child-Focused Resources for Staff		
		Determine process for managing children's use of devices and social media	Appendix R: Guidance for Managing Children's Use of Devices & Social Media		
		Determine process for tracking misinformation			
	Match & Verification	Develop match verification procedures			
		Develop processes for managing children with incapacitated guardians			
		Develop processes for managing guardian with a deceased child			
		Develop processes for managing children with a deceased guardian			
	Physical Space	Develop Unaccompanied Minor Safe Area Supply List			

✓	Task	Description	Related Resource Worksheet	Assigned To	Notes
		Develop Family Reunification Area Supply List	Appendix T: FRC Supply List for Child-Focused Operations		
		Identify space(s) for Unaccompanied Minor Safe Area	Appendix S: UMSA Location Assessment Tool		
		Identify space(s) for Family Reunification Area			
	Agreements with Child-Focused Partners	Establish written agreements with child-focused partner agencies and organizations for data sharing, surge support, etc.			
	Provide Anticipatory Guidance	Determine follow-up resources, mental health referrals, and developmentally appropriate educational materials to share with families.	Appendix U: Mental Health Post-Disaster Resources for Children		
6.0 Recovery					
	Define Child-Focused Demobilization Criteria	Determine thresholds for transitioning from operations to recovery.	Appendix V: Demobilization Criteria for Child-Focused Operations		
	Establish Child-Focused Hot Wash Protocols	Develop protocols for conducting child-focused hot wash sessions post-response.	Appendix W: Hot Wash and Debrief Guide – Child Operations		
	Develop Partner Inclusion Process for Debriefs	Develop a process to identify and include child-focused response partners in post-incident debriefs.	Appendix W: Hot Wash and Debrief Guide – Child Operations		
	Create Lessons Learned Integration Process	Create a process to capture and integrate child-focused lessons learned into the AAR.	Appendix X: Child-Focused After-Action Report & Improvement Plan		

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	Plan Long-Term Recovery Resource Coordination	Plan Coordination for Long-Term Recovery resources, including referrals for mental health support, access to education, pediatric case management, and advocacy for family services.			