

Appendix H: FRC ICS Child Reunification Group Supervisor Job Action Sheet

Provides guidance for the Child Reunification Group Supervisor in coordinating child-focused reunification activities.

Position Reports to: FRC/FAC Branch Manager		FRC/FAC Location:
FRC/FAC Phone:		
Position Assigned to:		Start: ____:____ hrs.
Signature:	Date: / /	End: ____:____ hrs.

Immediate	Time
Assess the operational situation - Receive assignment from Operations Section Chief. - Obtain briefing from the FRC FRC/FAC Branch Manager on: - Size and complexity of the incident - Expectations for child-focused operations - Involvement of outside agencies, NGOs, and child protection services - Current situation, FAC activities, and any special considerations.	
Activities - Report to the FRC and identify designated child spaces. - Identify and assign Unit Leaders: - Child Care Unit Leader - Reunification Unit Leader - Social Services Unit Leader - Pediatric Medical Unit Leader - Determine staffing needs by incident scale - Activate notification systems for child-focused staff and partners (e.g., social workers, child life specialist, mental health, etc.) - Develop group objectives, tactics, and initial assignments. - Establish reporting method and cadence for Unit Leaders.	
Documentation - ICS 204: Document objectives, tactics, and assignments. - ICS 214: Begin Activity Log; document all actions and decisions continuously - ICS 211: Start roster and timekeeping - Begin tracking all unaccompanied minors entering the FAC	
Communication - Utilize designated FRC phones or radios. - Use personal devices if primary systems fail. - Establish alternate communications (runners, etc.) as backup.	
Initial Operations	Time
Activities - Conduct a Child Services Huddle with Unit Leaders to brief on the situation, strategies, and tactics. - Establish a communication channel for responding staff (chat group, radio net, etc.) - Obtain resource status reports and requests from Unit Leaders. - Support deployment of staff and resources into assigned areas. - Report needs and situation updates to the FRC/FAC Branch Manager.	
Documentation - Continue ICS 214: Activity Log - Continue ICS 211: Incident Check-In List - Maintain the Unaccompanied Minor Tracking documentation for all new unaccompanied minor intakes, transfers and reunification attempts.	
Communication - Maintain contact with Unit Leaders via designated method. - Coordinate with FRC/FAC Branch Manager for resource requests.	
Ongoing	Time

Activities • Continue coordinating resource management across child-focused functions. • Provide regular updates and hold periodic huddles with Unit Leaders. • Attend FRC Operations Section Briefings. • Monitor staff well-being and conduct pulse checks. • Ensure safety and security of all child-focused areas. • Report resource and operational needs to the FRC/FAC Branch Manager.	
Documentation • Continue ICS 214: Activity Log • Maintain ICS 211: Incident Check-In List • Maintain and reconcile Master Tracking documentation	
Communication • Maintain open lines with Unit Leaders. • Coordinate with FRC Supervisor on progress and challenges.	

Demobilization	Time
Activities • Conduct a hot wash with Unit Leaders. • Identify respite and relief staffing needs. • Support transition of children and families to longer-term services, if required. • Prepare to close or scale down FRC child-focused operations.	
Documentation • Submit all documentation to FRC/FAC Branch Manager: ○ ICS 214: Activity Log ○ ICS 211: Incident Check-In List ○ Master Tracking documentation • Provide input to After Action Review	