

Appendix I: FRC Child-Focused Staff Job Action Sheet

Guides child-focused staff in supporting the safe and efficient reunification of children with their guardians within the FRC.

Position Reports to: Child Reunification Group Supervisor and/or Unit Leader		Command Cener Location:	
Command Center Phone:			
Position Assigned to:		Start: ____:____ hrs.	
Signature:	Date: / /	End: ____:____ hrs.	

Immediate	Time
Receive Appointment - Report to the Child Reunification Group Supervisor and/or Unit Leader. - Sign in on ICS 211: Check-In List. - Receive initial briefing on: - Current situation and number of children expected/arrived - Assigned work area (intake, unaccompanied minor safe area, or reunification area) - Documentation workflow - Safety and security procedures for children and staff	
Activities - Report to your assigned work area. - Assist with initial setup. - Review procedures.	
Documentation - Assist with filling out Unaccompanied Minor Tracking documentation. - Record your work start time on ICS 211: Check-In List.	
Communication - Establish contact method with your Unit Leader (radio, phone, or assigned runner). - Use plain language for all communications; avoid acronyms with families.	

Initial Operations	Time
Activities - Begin assigned role: Unaccompanied Minor Safe Area: Register child using the Child Intake Form, assign unique ID and capture photo (if authorized), supervise and comfort children, provide snacks, play activities, and emotional support; maintain security and controlled access. Reunification Area: Support verification of guardians, escort child from UMSA to reunification once match verified, observe interactions, assist with paperwork and safe handover.	
Documentation - Guardian Registration Form - Complete Child Intake Forms to match with Guardian Registration Forms. - Record incidents or notable events on ICS 214: Activity Log, if assigned. - Continue filling out Unaccompanied Minor Tracking documentation.	
Communication - Provide updates to Unit Leader on child status, needs, or concerns. - Immediately report safety, medical, or security issues.	

Ongoing	Time
Activities - Continue UMSA care, intake, or reunification support. - Ensure children always remain supervised and safe. - Participate in periodic huddles/updates with Unit Leaders. - Maintain controlled access to UMSA; only authorized staff or verified guardians allowed.	

Documentation ○ Maintain Unaccompanied Minor Tracking documentation with updated child status ○ Ensure Child Intake Forms are reconciled with Guardian Registration Forms ○ Continue recording notable events on ICS 214: Activity Log ○ Track personnel time for shift documentation.	
Communication • Maintain contact with Unit Leader. • Relay child well-being, staffing, or resource needs as they arise.	
Demobilization	Time
Activities • Support final reunifications. • Assist with closure of areas. • Participate in hot wash. • Check out with Unit Leader before leaving.	
Documentation • Ensure Unaccompanied Minor Tracking documentation is complete and reconciled. • Submit all Child Intake Forms with linked Guardian Registration Forms. • Submit ICS 214: Activity Log • Record end time on personnel time sheet.	