

## Annex 3 - Accounting For All Persons/Reunification

Version: 1.0

Effective: 10/01/2015

Revision Date: 10/01/2015

Approved By: John Pitcher

### Purpose

The purpose of Accounting and Reunification Annex is to ensure the safety of BHCC staff, faculty, student, contractors, and visitors. Following an evacuation, shelter-in-place, or other disruptive incident, Accounting and Reunification provides a defined process for systematically:

- Accounting for the whereabouts and wellbeing of students, faculty, staff, and visitors;
- Identifying those who may be missing;
- Resuming activity after an incident; and/or
- Reuniting family and friends.

All BHCC staff and faculty share in the responsibility of being aware of the Accounting and Reunification procedure and should be able to provide Accounting and Reunification support to students and visitors.

### Roles and Responsibilities

ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> <li>• Remain calm</li> <li>• Following the directions of the members of the EMT</li> <li>• Quietly congregate at identified Staging Areas</li> <li>• Report any missing or injured students, faculty, staff, or visitors to identified Staging Area Coordinators</li> <li>• Report any personal Functional Needs to Staging Area Coordinators</li> <li>• Remain at Staging Areas until released by Staging Area Coordinator or first responder</li> </ul>
Emergency Management Team (EMT)	<ul style="list-style-type: none"> <li>• Maintain this Accounting and Reunification Annex</li> <li>• Schedule and conduct regular exercises and trainings</li> <li>• Coordinate Campus emergency response activities</li> <li>• Establish Staging Areas</li> <li>• Establish Reunification Areas</li> <li>• Direct students, staff, faculty, and visitors to Staging Areas</li> <li>• Aggregate Staging Area rolls/rosters and distribute to public safety and first responders</li> <li>• Conduct incident After Action Reports (Annex) following an incidents</li> </ul>
Public Safety	<ul style="list-style-type: none"> <li>• Coordinate with first responders to locate any identified missing persons</li> <li>• Maintain the safety and security of the Staging Areas</li> </ul>
Planning and Finance	<ul style="list-style-type: none"> <li>• Lead students, faculty, staff, and visitors to Staging Areas</li> <li>• Provide Staging Area Coordinators to coordinate activity at the Staging Areas and Reunification Areas</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct roll calls and complete roster lists of persons present at the Staging Areas</li> <li>• Identify missing, injured, and/or persons needing additional assistance</li> <li>• Provide EOC and/or Provide Public Safety and first responders with rolls/rosters – identified missing and injured persons</li> </ul>
Public Information	<ul style="list-style-type: none"> <li>• Coordinate all emergency communication platforms</li> <li>• Liaise with the media</li> <li>• Implement the EMT communications strategy</li> <li>• Provide reunification information to family and friends</li> <li>• Evaluate communications and record for future reference.</li> </ul>

**Scope**

The procedure applies to all BHCC staff, faculty, and contractors. It should be activated in cases of evacuation, shelter-in-place, or other disruptive event.

**Requirements**

Records must be available to account for the names and locations of faculty, staff, and students:

- The Office of The Registrar/Academic Affairs – Student and faculty rolls and course schedules
- Human Resources – Employees by department

**Procedures**

<i>Accounting for Persons</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Move to emergency Staging Areas</li> <li>2. Follow directions of on-site Staging Area Coordinator, first responders and EMT personnel</li> <li>3. Participate in headcount – roll/roster</li> <li>4. Identify any missing or injured person</li> <li>5. Do not leave site unless directed to by first responders or EMT personnel</li> </ol>	<b>All Staff and Faculty</b>
<ol style="list-style-type: none"> <li>1. Coordinate accounting information from the EOC</li> <li>2. Provide accounting information to Public Safety and first responders</li> </ol>	<b>EMT Members</b>

<i>Accounting for Persons</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Establish the Staging Areas</li> <li>2. Provide Staging Area Coordinators to coordinate activity at the Staging Areas</li> <li>3. If available access class rosters and employee lists</li> <li>4. Conduct roll calls and complete roster lists of persons present at the Staging Areas. Information should include:                             <ol style="list-style-type: none"> <li>a. Name</li> <li>b. Contact Information (include Cell)</li> <li>c. Injury or support needs</li> <li>d. Knowledge of anyone missing or injured</li> </ol> </li> <li>5. Identify missing, injured, and/or persons needing additional assistance</li> <li>6. Provide EOC and/or provide Public Safety and first responders with rolls/rosters – identified missing and injured persons</li> </ol>	<b>Planning and Finance</b>
<ol style="list-style-type: none"> <li>1. Ensure the safety and security of the Staging Areas</li> <li>2. Conduct searches for identified missing or injured persons</li> </ol>	<b>Public Safety</b>

<i>Release and Reunification</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Move to emergency Staging Areas</li> <li>2. Follow directions of on-site Staging Area Coordinator, first responders and EMT personnel</li> <li>3. Participate in headcount – roll/roster</li> <li>4. Identify any missing or injured person</li> <li>5. Do not leave site unless directed to by first responders or EMT personnel</li> </ol>	<b>All Staff and Faculty</b>
<ol style="list-style-type: none"> <li>1. Coordinate with Public Safety, EMT Members, and first responders to establish a Reunification Area, as needed.</li> </ol>	<b>EMT Chair</b>
<ol style="list-style-type: none"> <li>1. Establish the Reunification Area</li> <li>2. Provide Reunification Area Coordinators to coordinate activity at the Reunification Area</li> <li>3. If available access class rosters and employee lists</li> <li>4. Identify and document persons as they are collected from the Reunification Area. Information may include:                             <ol style="list-style-type: none"> <li>a. Name</li> <li>b. Contact Information</li> <li>c. Time Departed</li> <li>d. Destination Address</li> <li>e. Person Departed with</li> </ol> </li> <li>5. Provide EOC and/or Provide Public Safety and first responders with rolls/rosters of persons departing</li> </ol>	<b>Planning and Finance</b>
<ol style="list-style-type: none"> <li>1. Coordinate with EMT and first responders to identify a safe location to establish a Reunification Area</li> <li>2. Ensure the safety and security of the Reunification Area</li> </ol>	<b>Public Safety</b>
<ol style="list-style-type: none"> <li>1. Communicate Reunification information to family and friends</li> </ol>	<b>Public Information</b>

