

Annex 3 - Accounting For All Persons/Reunification

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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

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

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

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

Accounting for Persons	Who
<ol style="list-style-type: none"> 1. Move to emergency Staging Areas 2. Follow directions of on-site Staging Area Coordinator, first responders and EMT personnel 3. Participate in headcount – roll/roster 4. Identify any missing or injured person 5. Do not leave site unless directed to by first responders or EMT personnel 	All Staff and Faculty
<ol style="list-style-type: none"> 1. Coordinate accounting information from the EOC 2. Provide accounting information to Public Safety and first responders 	EMT Members
<ol style="list-style-type: none"> 1. Establish the Staging Areas 2. Provide Staging Area Coordinators to coordinate activity at the Staging Areas 3. If available access class rosters and employee lists 4. Conduct roll calls and complete roster lists of persons present at the Staging Areas. Information should include: <ol style="list-style-type: none"> a. Name b. Contact Information (include Cell) c. Injury or support needs 	Planning and Finance

<ul style="list-style-type: none"> d. Knowledge of anyone missing or injured 5. Identify missing, injured, and/or persons needing additional assistance 6. Provide EOC and/or provide Public Safety and first responders with rolls/rosters – identified missing and injured persons 	
<ul style="list-style-type: none"> 1. Ensure the safety and security of the Staging Areas 2. Conduct searches for identified missing or injured persons 	Public Safety

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