Unaccompanied Minor Reunification Checklist

PURPOSE: This checklist is designed to assist with identification, tracking and reunification of unaccompanied minors during a disaster.

ITEM #	Reunification Component	Agency/Organization Process To Integrate Component	Completed Y/N
Identification and Tracking			
1.	Process to identify unaccompanied minors	Click here to enter text.	Choose an item.
2.	Staff that will be responsible for tracking unaccompanied minors	Click here to enter text.	Choose an item.
3.	Banding/tagging/ identification process	Click here to enter text.	Choose an item.
4.	Camera with printer	Click here to enter text.	Choose an item.
5.	Process to photograph all unaccompanied minors	Click here to enter text.	Choose an item.
6.	Process to include an identifier (tracking number or other child specific identifier) in the picture	Click here to enter text.	Choose an item.
7.	Method to track all children (e.g. pediatric patients, non-injured children, child visitors, shelter occupants), especially unaccompanied minors	Click here to enter text.	Choose an item.
8.	Implementation of tracking forms, including the ability to attach the picture of the child	Click here to enter text.	Choose an item.
9.	Communication process with Incident Command	Click here to enter text.	Choose an item.
10.	Communication process with outside agencies to assist with tracking and reunification	Click here to enter text.	Choose an item.
Ensuring the Safety of Unaccompanied Minors			
11.	Potential locations for a Child Safe Area before an incident	Click here to enter text.	Choose an item.
12.	Potential locations for the Family Information and Support Center that is in a separate/different location than the Child Safe Area	Click here to enter text.	Choose an item.
13.	Child Safe Area Checklist that can assist staff with setting up an area for unaccompanied minors during an incident	Click here to enter text.	Choose an item.
14.	Job Action Sheets for both the Child Safe Area and the Hospital Family Information Center/Family Assistance Center to assist staff with their role during an incident	Click here to enter text.	Choose an item.
15.	Staffing requirements for child safe area (e.g. staffing ratios)	Click here to enter text.	Choose an item.
16.	Staff that will care for children in child safe area	Click here to enter text.	Choose an item.
17.	Type of staff that will be needed in the Hospital Family Information Center/Family Assistance Center (e.g. translators, mental health providers)	Click here to enter text.	Choose an item.
18.	Supplies for the Child Safe Area and the Hospital Family Information Center/Family Assistance Center and how these supplies will be obtained.	Click here to enter text.	Choose an item.
Reunification			
19.	Specific process/steps for reunification	Click here to enter text.	Choose an item.
20.	Job Action Sheets that outline the specific steps in the reunification process to assist staff and ensure consistency	Click here to enter text.	Choose an item.

ITEM #	Reunification Component	Agency/Organization Process To Integrate Component	Completed Y/N
21.	Information to obtain from family	Click here to enter text.	Choose an item.
22.	How information will be shared with family	Click here to enter text.	Choose an item.
23.	Staff that will be responsible for reunification process	Click here to enter text.	Choose an item.
24.	External agencies that can assist with the process (e.g. schools, child care agencies, American Red Cross)	Click here to enter text.	Choose an item.
25.	Establishment of MOUs with external agencies that can assist with process as applicable	Click here to enter text.	Choose an item.
26.	Process/plan integrates statewide reunification/ tracking systems (e.g. EMTrack, National Center for Missing Children, American Red Cross Safe & Well)	Click here to enter text.	Choose an item.
Verification of Relationship to Child			
27.	Job Action Sheet to outline the steps staff should take to verify relationship	Click here to enter text.	Choose an item.
28.	Staff that will be responsible for the verification of relationship process	Click here to enter text.	Choose an item.
29.	Specific steps staff should take to match the child to their family	Click here to enter text.	Choose an item.
30.	List of documents or other information family must provide to assist with process	Click here to enter text.	Choose an item.
31.	Photocopy all documents provided	Click here to enter text.	Choose an item.
32.	Process to bring child to family once identified	Click here to enter text.	Choose an item.
33.	Process if family does not have required documentation or relationship cannot be verified	Click here to enter text.	Choose an item.
34.	Steps to take to address custodial issues and other potential issues during verification process	Click here to enter text.	Choose an item.
35.	Process to document the verification of relationship procedures	Click here to enter text.	Choose an item.
Release of Unaccompanied Minor			
36.	Job Action Sheet to outline the steps staff should take to release the child	Click here to enter text.	Choose an item.
37.	Staff that will be responsible for releasing the child to family after reunification process	Click here to enter text.	Choose an item.
38.	Process to photograph family member that the child will be released to	Click here to enter text.	Choose an item.
39.	Process to obtain vehicle information and contact information of family member that the child will be released to	Click here to enter text.	Choose an item.
40.	Steps to take if no family arrives for child	Click here to enter text.	Choose an item.
41.	Identification of external resources to assist in placing child if no family arrives for child	Click here to enter text.	Choose an item.
42.	Process to document the release of unaccompanied minors	Click here to enter text.	Choose an item.