

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

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22.	How information will be shared with family		
23.	Staff that will be responsible for reunification process		
24.	External agencies that can assist with the process (e.g. schools, child care agencies, American Red Cross)		
25.	Establishment of MOUs with external agencies that can assist with process as applicable		
26.	Process/plan integrates statewide reunification/tracking systems (e.g. EMTrack, American Red Cross' Patient Connection Program)		
Verification of Guardianship			
27.	Job Action Sheet to outline the steps staff should take to verify guardianship		
28.	Staff that will be responsible for the verification of guardianship process		
29.	Specific steps staff should take to match the child to family		
30.	List of documents or other information family must provide to assist with process		
31.	Photocopy all documents provided		
32.	Process to bring child to family once identified		
33.	Process if family does not have required documentation or relationship cannot be verified		
34.	Steps to take to address custodial issues and other potential issues during verification process		
35.	Process to document the verification of guardianship procedures		
Release of Unaccompanied Minor			
36.	Job Action Sheet to outline the steps staff should take to release the child		
37.	Staff that will be responsible for releasing the child to family after reunification process		
38.	Process to photograph family member that the child will be released to		
39.	Process to obtain vehicle information and contact information of family member that the child will be released to		
40.	Steps to take if no family arrives for child		
41.	Identification of external resources to assist in placing child if no family arrives for child		
42.	Process to document the release of unaccompanied minors		