



Reunification Planning Toolkit

Introduction

This tool is designed for local emergency planners to assess their jurisdiction/facility's reunification capabilities as a way to prioritize and focus planning efforts.

This tool was developed based on the results of the Reunification Workshop organized by members of the Metro Health & Medical Preparedness Coalition in August 2019.

The tool is intended to give local emergency planners a snapshot of their jurisdiction/facility's current reunification capabilities as a way to prioritize and focus planning efforts. It is by no means a complete assessment; it is meant to start a conversation on reunification planning. The reunification planning process should involve all relevant partners in a jurisdiction and should be based on a variety of sources including guidance on best practices and input from subject matter experts. Please use this tool to estimate your jurisdiction/facility's capabilities and start a reunification planning discussion with your local partners.

How to use the tool

1. Assess your jurisdiction/facility's reunification capabilities by completing the worksheets on pages 3-8.
 - a. For each capability, review the 5 criteria and check the corresponding boxes for criteria that your jurisdiction/facility currently meets. If you don't know whether your jurisdiction/facility meets a certain criteria, leave the corresponding box unchecked.
 - b. For each capability, you have the option to identify the "Responsible agency" for your jurisdiction/facility. In this area, list the planning partner who is responsible for reunification planning in this category as a way to assign responsibility moving forward to address planning gaps. Here are some examples of planning partners that you may want to include:
 - Emergency management
 - Public health
 - Community services/human services
 - Local hospitals and Regional Hospital Resource Center
 - Police, Fire, and EMS
 - Transportation agencies
 - Voluntary Organizations Active in Disaster
 - c. After you have completed the criteria check boxes for each capability, count the number of boxes checked and enter the total where the score out of 5 is listed on each sheet.
2. Finally, complete the Tool Results scorecard on page 9 by circling the appropriate scores in the grid. Find these numbers in the score out of 5 component for each capability found in the previous pages.

Results

Once you have completed the Tool Results scorecard on page 9, you will have an estimate of your jurisdiction/facility's capabilities in each of the 6 categories. Compare your scores across each of the 6 capabilities in order to prioritize and focus your reunification planning efforts.

Capability: Planning

Criteria:

I know the agency/individual responsible for reunification planning in my jurisdiction

☐

My jurisdiction has a reunification plan established with clearly identified roles, responsibilities, and job action sheets

☐

My jurisdiction has a Family Assistance Center (FAC) plan established that has been practiced in a tabletop, functional, and/or full-scale exercise

☐

My jurisdiction's reunification plan included coordination with all relevant local and regional planning partners (emergency management, public health, schools, etc.)

☐

My jurisdiction's reunification plan adequately addresses vulnerable populations including children and people with access and functional needs

☐

Does your jurisdiction/facility meet this criteria? (if "yes", check corresponding box)

Planning Score:

____ / 5

(number of boxes checked)

Responsible agency:

_____ (Primary)

_____ (Secondary)

_____ (Tertiary)

Capability: Notification

Criteria:

My jurisdiction has an established plan for notifying the necessary staff and reunification partners including emergency management, public health, and hospitals in the event of a reunification incident

☐

My jurisdiction has a notification system (CodeRED, Everbridge, IPAWS, etc.) that is ready to activate

☐

My jurisdiction has an established plan for notifying the public and the media in the event of a reunification incident

☐

My jurisdiction maintains backup contacts for notification in the event of a reunification incident

☐

My jurisdiction's plan details procedures for both notification and formal activation

☐

Does your jurisdiction/facility meet this criteria? (if "yes", check corresponding box)

Notification Score:

____ / 5

(number of boxes checked)

Responsible agency:

_____ (Primary)

_____ (Secondary)

_____ (Tertiary)

Capability: Information Sharing

Criteria:

Does your jurisdiction/facility meet this criteria? (if “yes”, check corresponding box)

I know which agency in my jurisdiction has ownership of patient tracking information

☐

My jurisdiction has a workflow in place for sharing reunification information between partners

☐

Reunification partners in my jurisdiction have a clear understanding of how patient tracking information can be shared

☐

Information sharing between reunification partners in my jurisdiction is streamlined and efficient

☐

Individuals involved in patient tracking in my jurisdiction have received the most updated training and resources available

☐

Information Sharing Score:

____ / 5

(number of boxes checked)

Responsible agency:

_____ (Primary)

_____ (Secondary)

_____ (Tertiary)

Capability: Communication

Criteria:

Does your jurisdiction/facility meet this criteria? (if “yes”, check corresponding box)

My jurisdiction is operationally ready to handle a significant increase in communications demands as the result of a reunification incident

☐

My jurisdiction has a Crisis Emergency Response Communication plan established

☐

My jurisdiction has plans in place to stand up an incident hotline (or similar system) to handle public inquiries in the event of a reunification incident

☐

My jurisdiction’s Public Information Officers have received reunification-specific training and resources

☐

My jurisdiction’s Public Information Officers are regularly involved in reunification exercises

☐

Communication Score:

____ / 5

(number of boxes checked)

Responsible agency:

_____ (Primary)

_____ (Secondary)

_____ (Tertiary)

Capability: MNTrac Operations and Training

MNTrac (Minnesota system for Tracking Resources, Alerts, and Communication) is a web application designed to track bed capacity from all hospitals within the state to support surge capacity needs. Skip this section if it is not relevant to your agency.

Criteria:

Does your jurisdiction/facility meet this criteria? (if "yes", check corresponding box)

My jurisdiction has established regional best practices for the consistent use of MNTrac fields for patient tracking

☐

My jurisdiction has a clear definition of what constitutes a Mass Casualty Incident designation in MNTrac

☐

The individuals in my jurisdiction who are responsible for patient tracking are fully trained and have received the most updated guidance for MNTrac

☐

My jurisdiction regularly tests the use of MNTrac for patient tracking during exercises

☐

My jurisdiction has a backup patient tracking system established

☐

MNTrac Operations and Training Score:

____ / 5
(number of boxes checked)

Responsible agency:

_____ (Primary)

_____ (Secondary)

_____ (Tertiary)

Capability: Facility-Specific

This category is intended to address the reunification capability for facilities such as hospitals, schools, and long-term care facilities. Skip this section if it is not relevant to your agency.

Criteria:

Does your jurisdiction/facility meet this criteria? (if "yes", check corresponding box)

My facility has an adequate, offsite location identified for reunification that provides safety, security, and comfort to impacted victims

☐

My facility has 3-deep contacts identified for alternate reunification locations

☐

My facility is prepared for the increased staffing demands in a reunification incident

☐

My facility's reunification plan appropriately addresses the transportation requirements in a reunification incident including accommodations for people with access and functional needs

☐

My facility has a plan to notify and communicate with the families of patients, students, residents, etc. who have been relocated in a reunification incident

☐

Facility-Specific Score:

____ / 5

(number of boxes checked)

Responsible agency:

_____ (Primary)

_____ (Secondary)

_____ (Tertiary)

Tool Results: Reunification Planning Priorities

	No/Limited Capability		Some Capability		Significant Capability	
<i>Planning</i>	0	1	2	3	4	5
<i>Notification</i>	0	1	2	3	4	5
<i>Information Sharing</i>	0	1	2	3	4	5
<i>Communications</i>	0	1	2	3	4	5
<i>MNTrac Operations and Training</i>	0	1	2	3	4	5
<i>Facility-Specific</i>	0	1	2	3	4	5

Once you have completed the worksheets on pages 3-8, circle the appropriate scores in the grid above. Find these numbers in the score out of 5 component for each capability found in the previous pages.

Once you have completed the Tool Results scorecard, you will have an estimate of your jurisdiction/facility's capabilities in each of the 6 categories. Compare your scores across each of the 6 capabilities in order to prioritize and focus your reunification planning efforts.