

## Reunification

### Before the Emergency:

- File student information forms (class rosters, emergency contact information) alphabetically in a portable box.
- Identify Reunification Coordinator and staff members that will assist with reunification.
- Identify a group of staff members to train as runners for the Reunification process.
- Schools should prepare for reunification by selecting two Reunification areas.
- Identify the location of the check-in area and the Reunification process.
- Identify other supplies necessary for the Reunification process.
- Teach parents/guardians and students the policies and procedures for releasing students.
- Reunification Area is where students are reunited with their parents/guardians.

### Parent/Student Reunification Procedures:

- Parents/guardians report to parent check-in location
- Parent/guardian requests student to be released and shows identification
- Staff checks ID and marks class roster
- Parent/guardian proceeds to Reunification area
- Runner brings student to Reunification area
- Staff at Reunification area checks ID again
- Student is released and class roster is marked

<b>Incident Commander</b>	<ul style="list-style-type: none"> <li>• Ensure that all school occupants reach the Reunification area</li> <li>• Work with Public Information Officer, or similarly designated person, to ensure a proactive and effective message reaches the community (parents &amp; guardians)</li> <li>• Advise the BOE Office/Superintendent when all students are safely picked up</li> </ul>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <li>• Report to the IC for further instructions</li> <li>• Assist in the Reunification of school occupants</li> <li>• If available, work as a runner to reunite students with their parents/guardians</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Report to the IC for further instructions</li> <li>• Assist in the Reunification of school occupants</li> <li>• If available, work as a runner to reunite students with their parents/guardians</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <li>• Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students</li> </ul>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Ensure the Reunification and assembly areas are secure</li> <li>• Assist the Reunification Coordinator with managing the Reunification process</li> <li>• Ensure that the Reunification process is orderly and running efficiently</li> <li>• Direct or assist with traffic control</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC for further instructions</li> <li>• Assist in the Reunification of school occupants</li> <li>• If available, work as a runner to reunite students with their parents/guardians</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Assist in the sheltering of school occupants</li> <li>• Prepare the Reunification site, if needed</li> <li>• Prepare the Reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced</li> </ul>

