

Parent/Student Reunification Policy

Tips & Tactics

What Is Reunification?

- ...the “controlled” release of students to their parents due to an abnormal circumstance at school
- Reunification may need to be completed:
 - On site (staying at the school)
 - or
 - Off-site (going somewhere else)

What May Cause Reunification?

- Shootings
- Fires
- Gas leak, chemistry lab spill
- Building collapse, accident
- Power failure (what... no Air Conditioning?)
- Any number of emergencies...

Why Do We Need A Plan?

- No matter what the emergency is...

**We want to give
the kids back!**

Safety & Accountability

Reunification plans must:

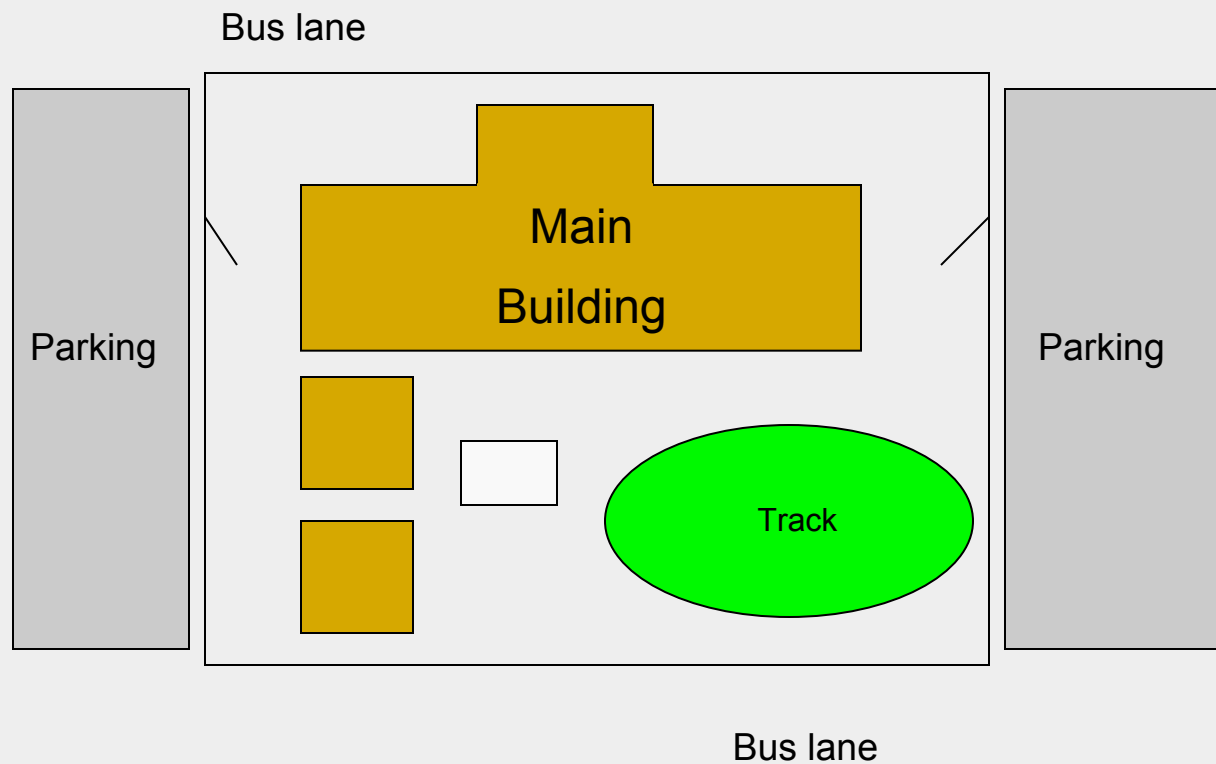
- Focus on the safety of students and staff
- Ensure accountability of students and staff at all times
- Allow for an orderly and managed return of students to their parents/guardians

The background features a stylized sun with yellow rays on the left and a light blue hand with fingers spread on the right. The sun and hand are composed of simple geometric shapes. The entire scene is set against a white circular backdrop that is partially framed by a teal gradient at the bottom and right edges.

What Are The Basics Concepts of Reunifications?

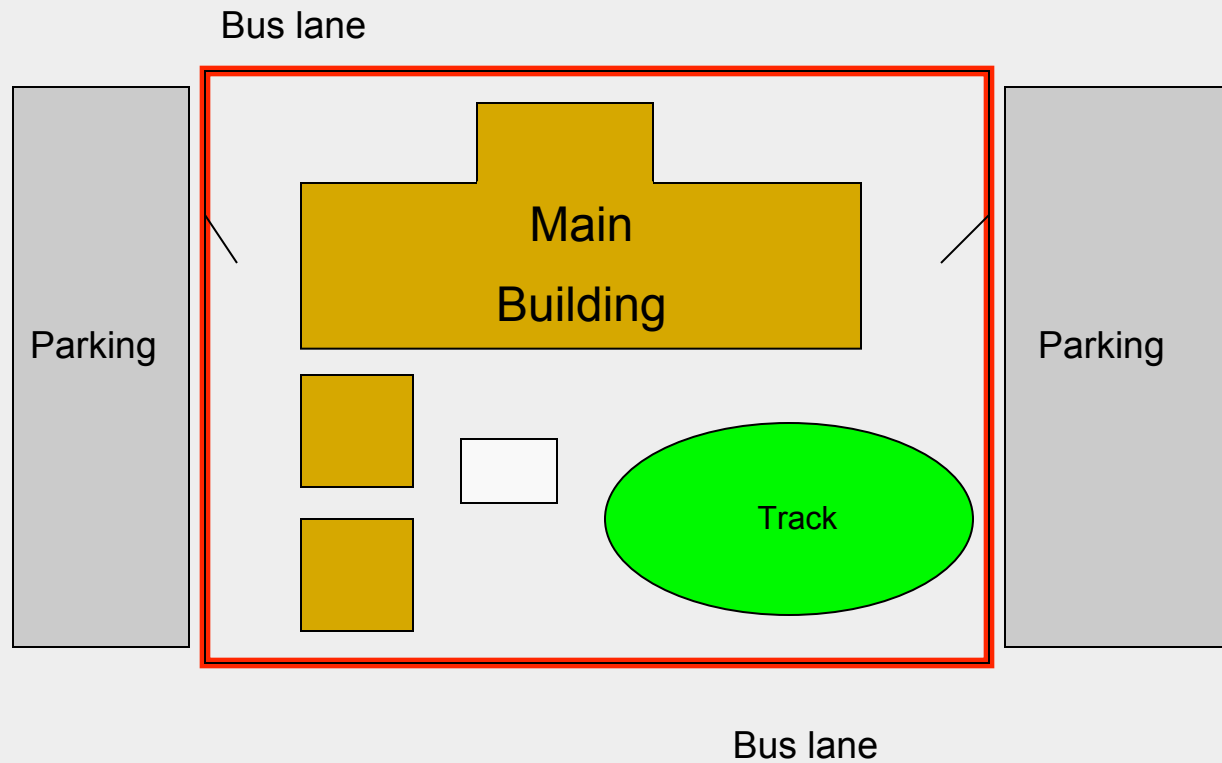
Parent / Student Reunification Process

Key points of reunification



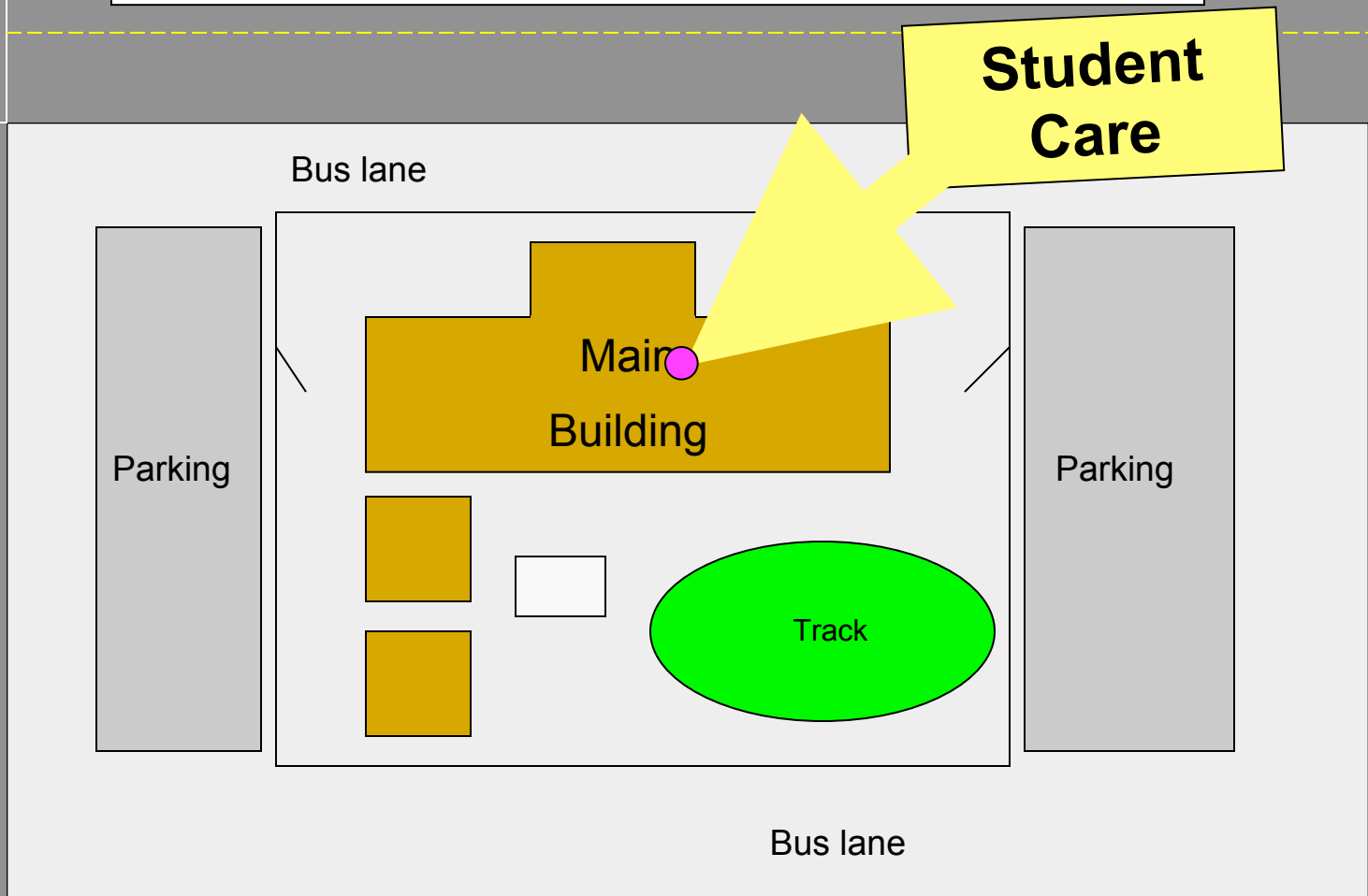
Parent / Student Reunification Process

Use a secure facility



Parent / Student Reunification Process

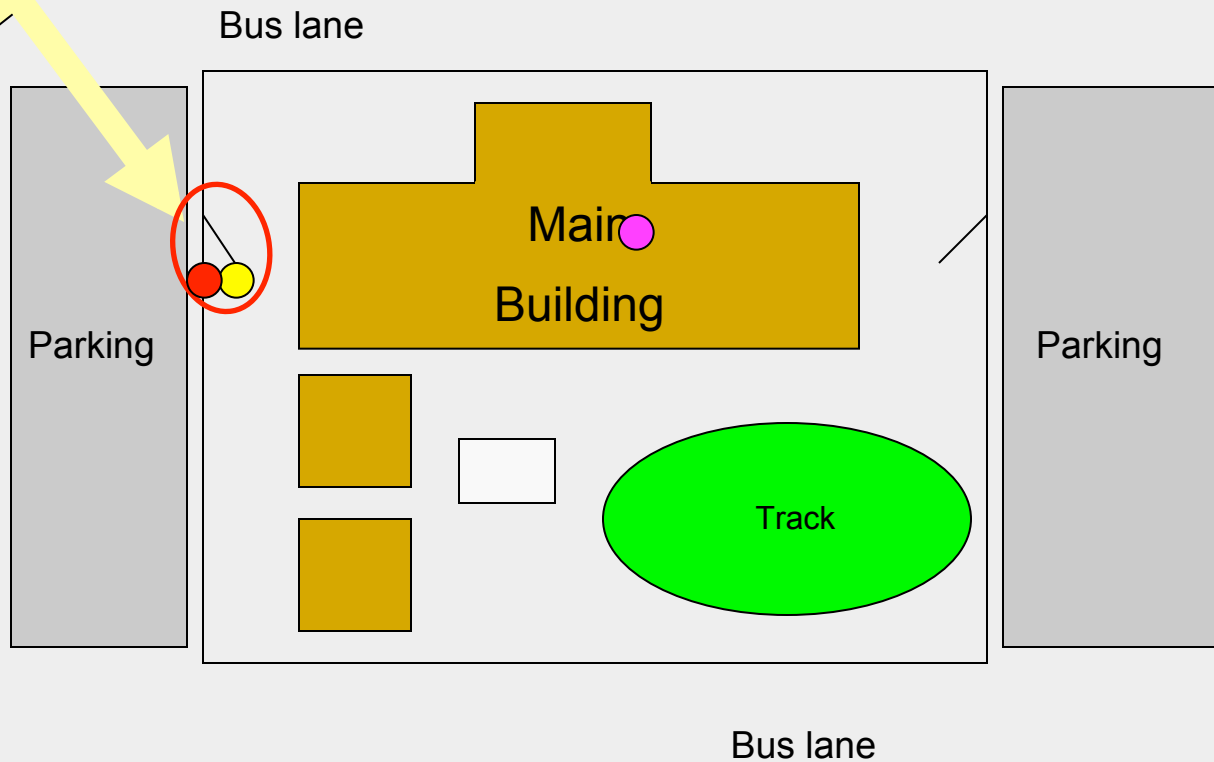
Set up an area to house the students



Parent / Student Reunification Process

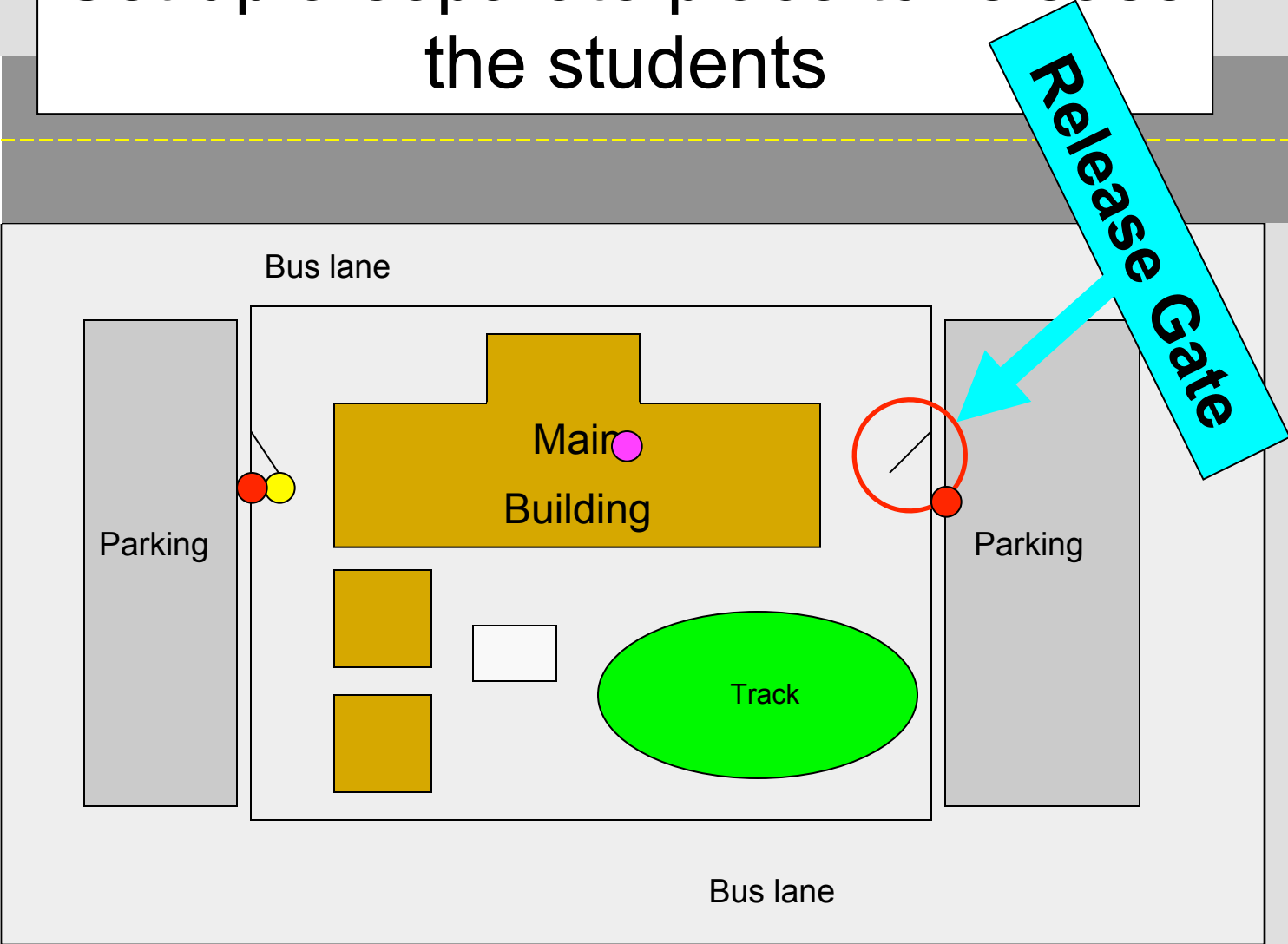
Set up a place where parents ask for their student

Request Gate



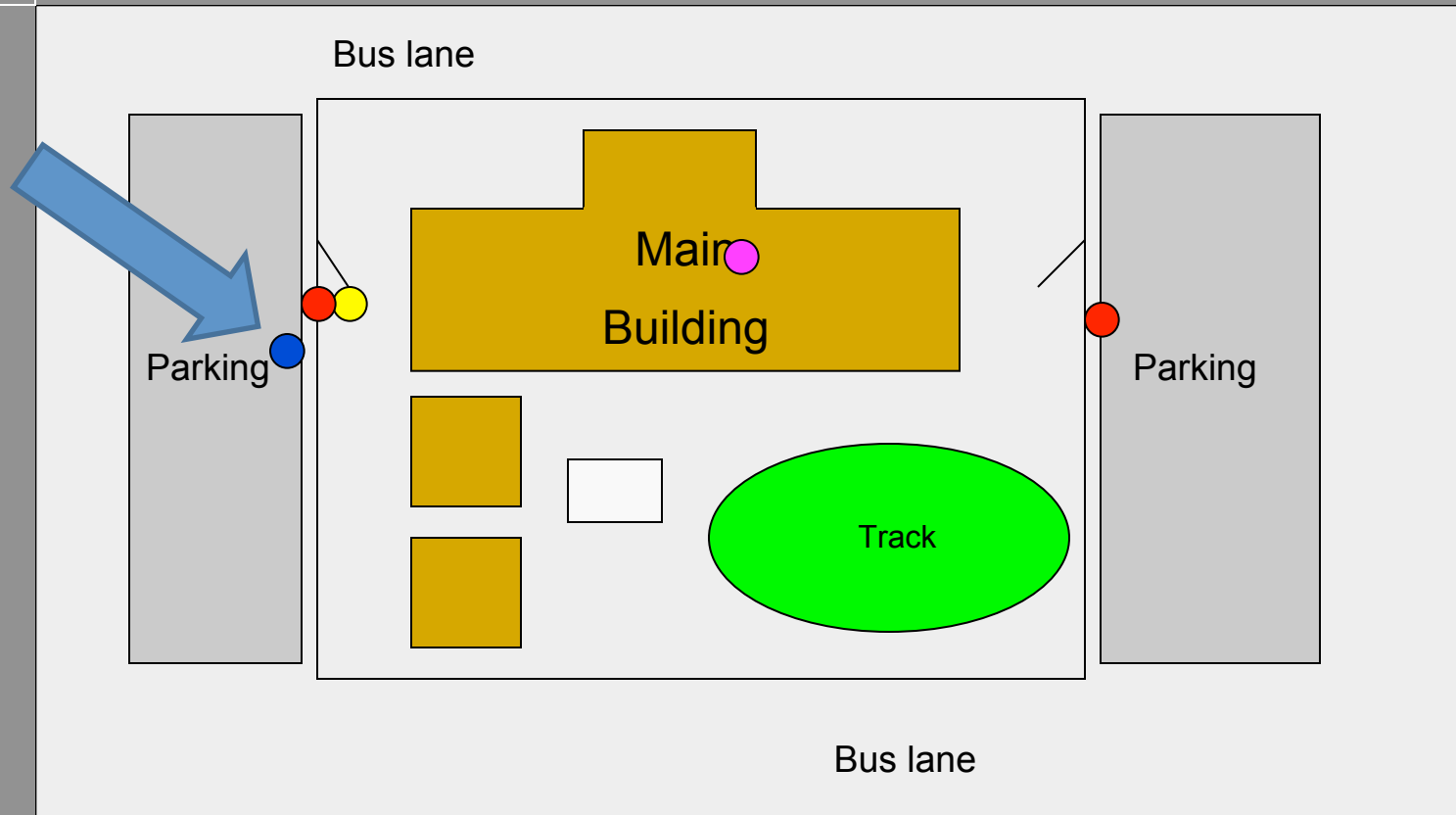
Parent / Student Reunification Process

Set up a separate place to release the students



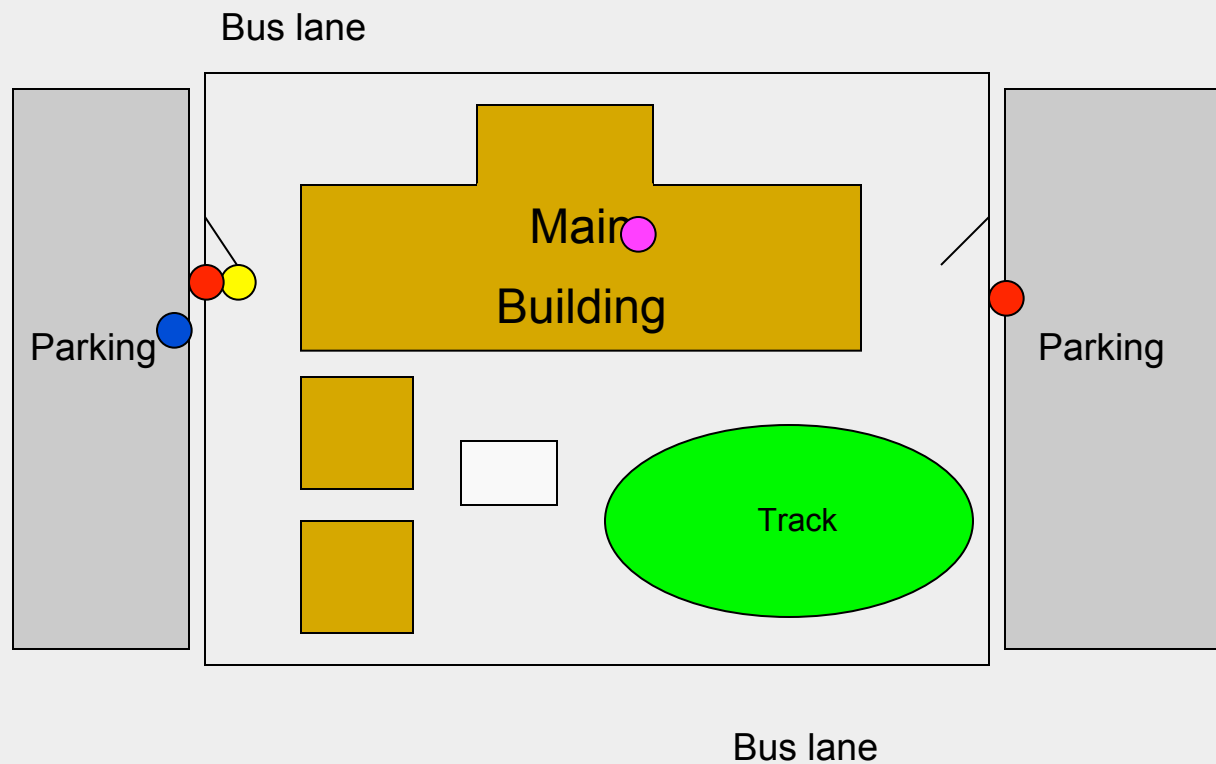
Parent / Student Reunification Process

Parents arrive at the Request Gate and complete the forms



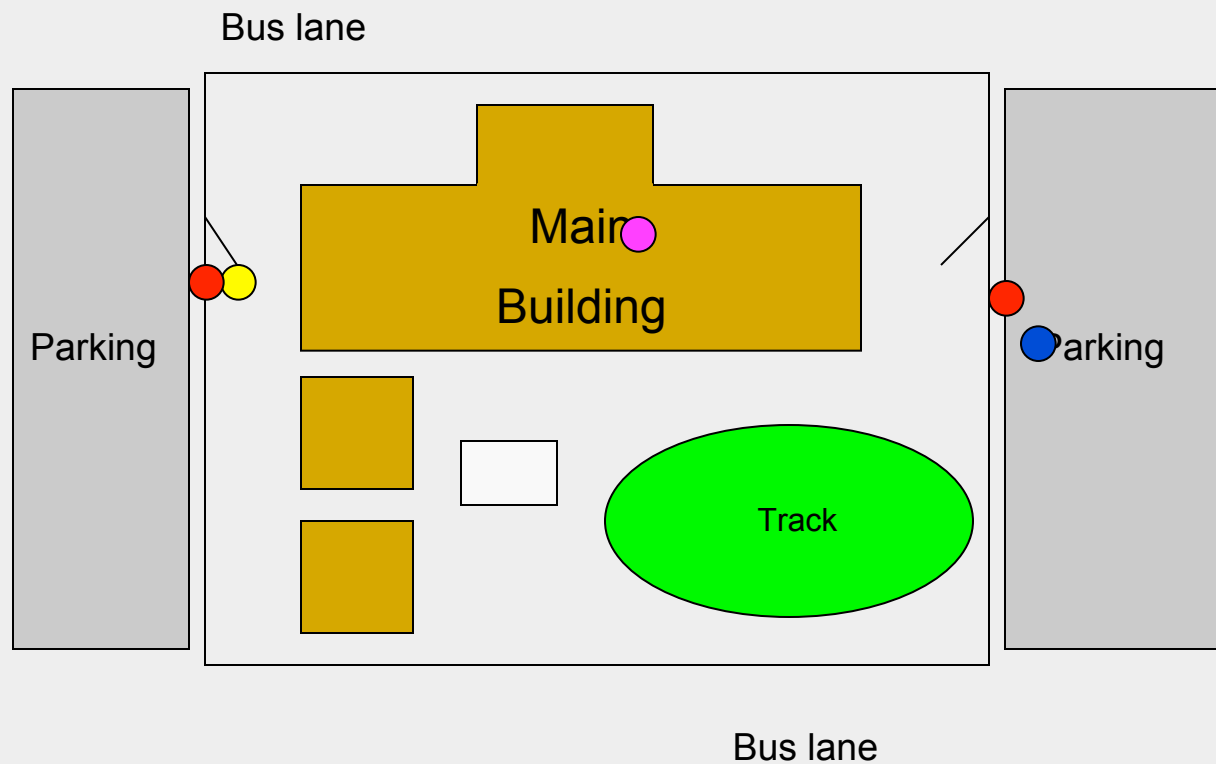
Parent / Student Reunification Process

Confirm they are authorized



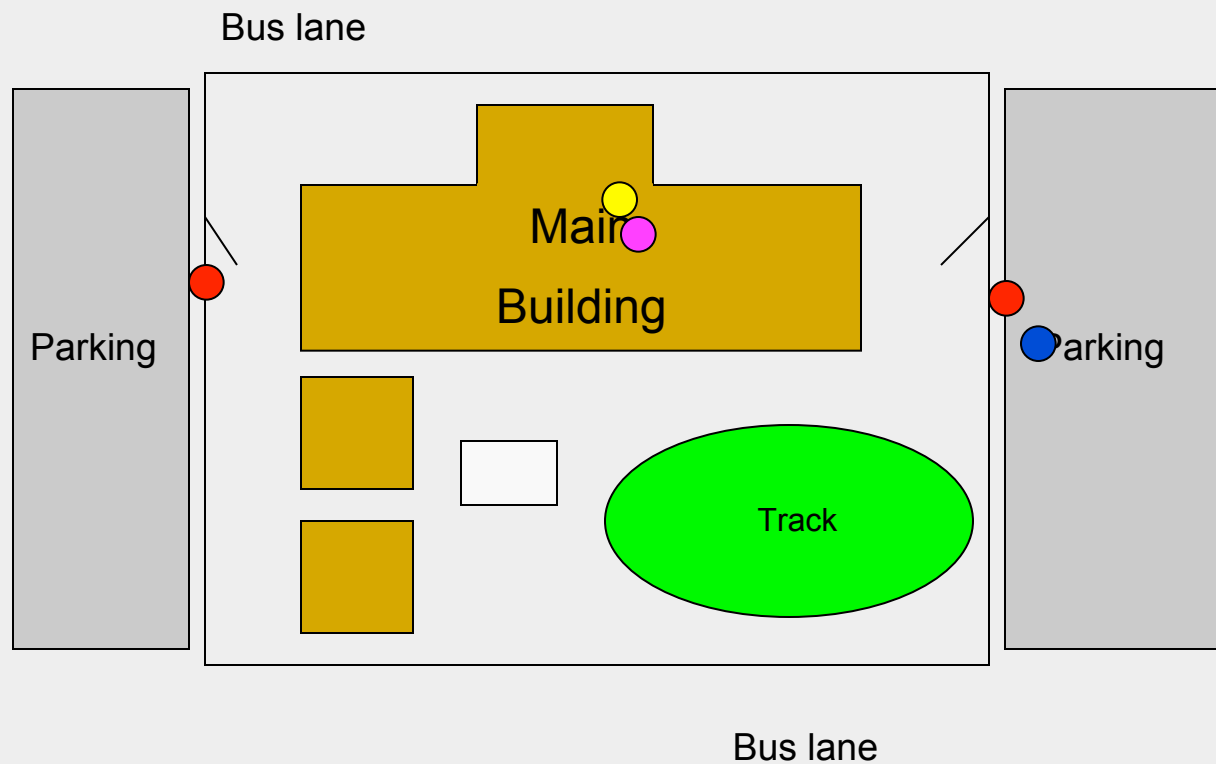
Parent / Student Reunification Process

A runner takes the paperwork and locates the student



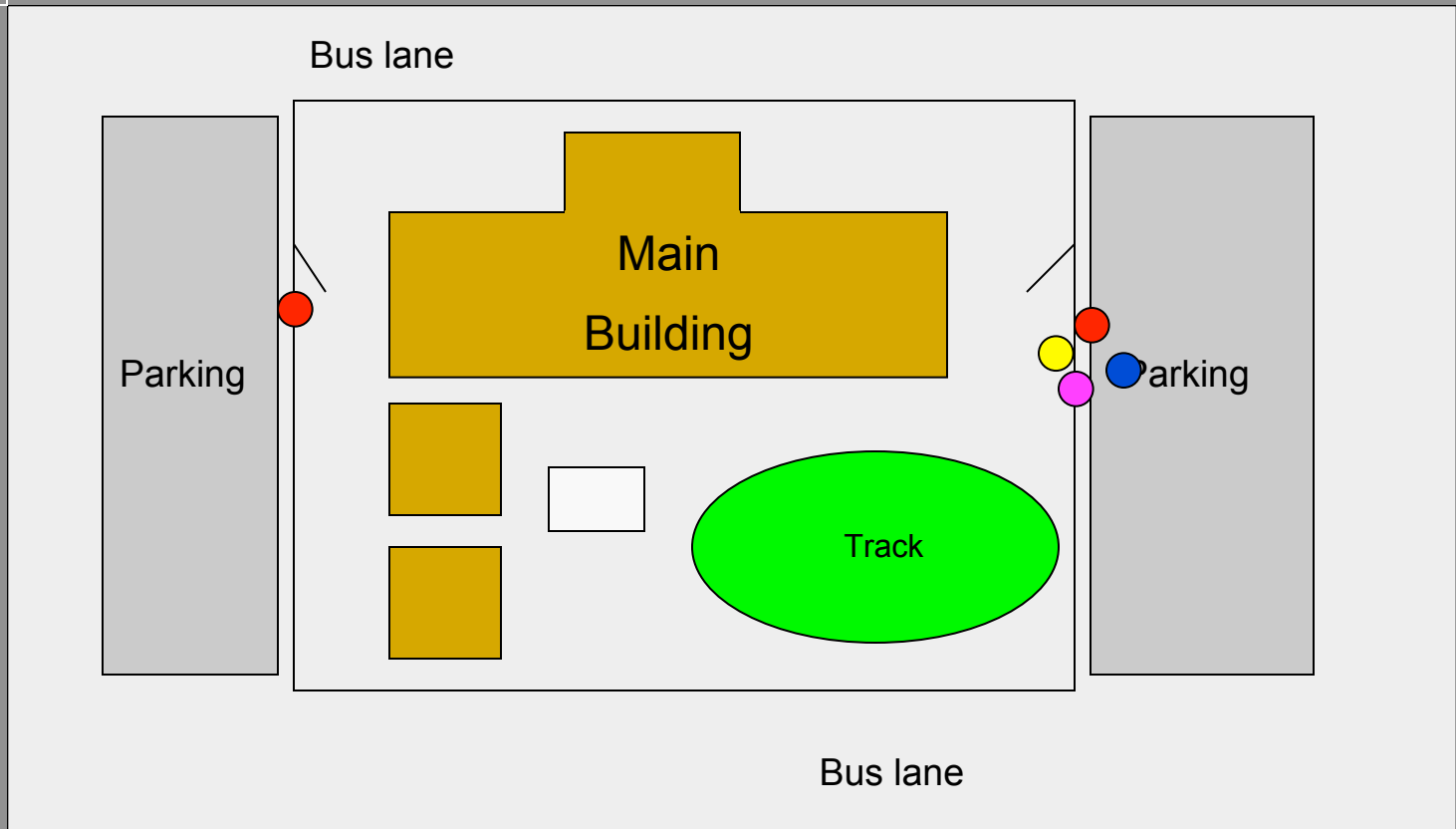
Parent / Student Reunification Process

A runner escorts the student to the Release Gate



Parent / Student Reunification Process

The Release Gate matches the student to the parent



What Should Plans Include?

Places

People

Supplies

Process

Places

- Where will reunification take place?
 - On-site (staying at the school)
 - Off-site (going somewhere else)
 - District Site?
 - Non-District Site?

Places

- Off-site considerations:
 - How far away is it?
 - Far enough to avoid first responder traffic
 - Close enough for parent familiarity

Places

- Off-site considerations:
 - Is it large enough?
 - Students & staff
 - Traffic & parking
 - Lines of worried parents
 - Separation between areas
 - Enough restrooms

Places

- Off-site considerations:
 - Can it be secured?
 - Fencing around entire location
 - Securable gates
 - If at another school, will it disrupt that school's normal operations?

Places

- Off-site considerations:
 - Can you bring in food & water?
 - Is there Wi-Fi available?
 - Can you pre-stage supplies?

Places

District Site

- More school staff
- Access to all rooms (keys)
- Supplies stored on site
- Familiar with facility
- Wireless access
- Easier distribution of food, snacks and water

Non-District Site

- Possibly larger assembly areas
- Possibility for better ingress/egress
- Potential for more parking
- Will not interfere with another school

Places

- Plans Should Predetermine:
 - Student care or assembly areas
 - Request gate location
 - Release gate location
 - Medical / First Aid
 - Command post

Places

- Plans Should Predetermine:
 - Parent parking
 - Parent walking routes
 - Appropriate areas for special needs students
 - Grief / counseling rooms
 - Employee staging or check-in area

Places

On-Site Areas for Your Campus		
	Primary	Alternate
On-Site School Command Post	Principal's Office	AP's Office
Shelter-in-Place Areas	Classrooms	Cafeteria
On-Site Reunification Locations		
Student Care	Classrooms	Cafeteria
Medical Area - First Aid	Nurse's Office	Psychologist's Office
Student Request Gate	Front gate by office	
Student Release Gate	West playground gate	
Other		
Suggested Media Staging Area	Hayden & Osborn	
Public Safety Response	Determined by Responders	

Sample Reunification Map

Request Gate

GOLD DUST AVE

BASEBALL FIELD

A / 300

B

J / 600

H

I

C

N

CP

CAFETERIA

D

E

Student Care

GYM

Release Gate

F

SOFTBALL FIELD

G

FIELD HOUSE

FOOTBALL FIELD

FIREBRIS

CHAPARRAL

70TH STREET



People

- Plans Should Predetermine:
 - Who does what?
 - School staffing assignments
 - Primary & backup

People

<u>POSITION</u>	1 st (Primary)	2 nd (Alternate)
Incident Commander	Snow White	Doc
Designated Incident Commander when both principal and AP are off site	Tarzan	
Safety Officer	The Queen	Bambi
Liaison Officer	Grumpy	Thumper
Information Officer	Happy	Cinderella
Operations Section Chief	Doc	Dumbo
Student Request Team Leader	Sleepy	Aladdin
Student Release Team Leader	Dopey	Hercules
Student Care Team Leader	Bashful	Lady
Medical Team Leader	Sneezy	Tramp
*If the ICS member is a teacher, document who is responsible for caring for their students if called away (buddy teacher) to accomplish ICS roles.		
Lady – Robin Hood		

People

- Plans Should Predetermine:
 - District support roles
 - Manage student data?
 - Communicate with parents?
 - Bring extra supplies?
 - Bring extra personnel?

People

District ICS Team:

- James Dorer (480) 484-1234
- Chuck Rochran (480) 484-1234
- Terry Dorchester (480) 484-1234
- Bert Merzog (480) 484-1234
- Dan Clark (480) 484-1234
- Tom O'Brien (480) 484-1234
- Mary Saber (480) 484-1234
- Kristine Phill (480) 484-1234
- Becky Smith (480) 484-1234
- Michelle Jones (480) 484-1234
- Milissa Jacobson (480) 484-1234
- Lyle Soss (480) 484-1234

External Communications:

- Automated Calling System:
(English) (Spanish) (All #s) (Email)
(Text) (Emergency Contacts)
- District and School Website
- Letter for parents
- Facebook, Twitter, etc
- Media and other PIO
- Ask students to send message

- Becky Smith (480) 484-1234
- Manda Kolleb (480) 484-1234
- Nicole Davidson (480) 484-1234

- Manda LUKOS (480) 484-1234
- Mike Mens (480) 484-1234
- Tom O'Brien (480) 484-1234

District Support:

- SIMAR for reunification
 - o Brian Starks (480) 484-1234
 - o Ron Meets (480) 484-1234
- IT Department for reunification
 - o Dan Clark (480) 484-1234
 - o 484-HELP
 - o Toni Hall (480) 484-1234
- Translation for reunification
 - o Jess Linney (480) 484-1234
- eCoach - Lyle Soss (480) 484-1234
- Trailer – Joey Black (480) 484-1234
- Food and Water –
 - o Pat Bible (480) 484-1234
 - o Juny Cima - (480) 484-1234
 - o Mike Johnson - 480 484-1234
- CCTV–Bob Herman 480 484-1234

Employees:

- Email message / automated phone call to all principals
- Email message / automated phone call to employees of the affected site
- Email message / automated phone call to all employees

People

- Plans Should Predetermine:
 - Other needed resources
 - » Police
 - » Fire
 - » Grief counselors

People

- Plans Should Predetermine:
 - Who's in charge...
 - Evacuation school staff?
 - Reunification school staff?
 - District staff?

People

- Plans Should Predetermine:
 - Who's in charge

The person wearing the vest!



Supplies

- What supplies are necessary for reunification?
 - Student Release Form
 - Enough for your biggest school population



STUDENT RELEASE FORM

AUTORIZACIÓN PARA ENTREGAR A UN ESTUDIANTE A SUS PADRES O TUTORES LEGALES

Please Print Legibly – Complete a Separate Form for Each Student
Por favor escriba de manera legible – Llene un formulario aparte para cada estudiante

Student's Name: _____ Grade: _____
Nombre del estudiante: _____ Grado: _____

Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____

(Photo ID is mandatory for student release. If you do not have a driver's license, list another form of photo ID)
(Es obligatorio presentar identificación para recoger a un estudiante. Si usted no tiene una licencia de manejar, incluya otra forma de identificación que incluya una fotografía.)

Relationship to Student: _____
Parentesco con el estudiante: _____

DO NOT WRITE BELOW THIS LINE - NO ESCRIBA DEBAJO DE ESTA LÍNEA

Request Gate

Proof of Photo ID: (Yes) (No) Name Listed as Parent or Guardian: (Yes) (No)
Verified By: _____ Name Listed as Emergency Contact: (Yes) (No)

Student Care (circle one)

Sent to Release Absent First Aid Missing

Comments: _____

Release Gate

Proof of Photo ID: (Yes) (No) Released By: _____

Requester Signature: _____
(Signature Indicates Release of Student) La firma indica la entrega del estudiante

Date: _____ Time: _____
Fecha: _____ Hora: _____

Supplies

- What other supplies are necessary for reunification?
 - Pens & clipboards
 - A to Z file folders (alphabetizers)
 - Laptop computers
 - Extension cords, power strips

Supplies

- What other supplies are necessary for reunification?
 - Signage and duct tape
 - Cones, barricades, stanchions
 - Loud speaker or bullhorns
 - Batteries

Supplies

- What other supplies are necessary for reunification?
 - Radios for communication
 - ICS Vests
 - Tables & chairs
 - Pop-up tents for shade
 - Tent weights / paperweights

Supplies

That's a lot of stuff...

Supplies

- Where do you keep your supplies?
 - Stored at every school site?
 - Stored at predetermined reunification sites?
 - Stored at the District and delivered when necessary?

Supplies

- Where do you keep your supplies?

Maybe a combination of all three

Supplies

- School site “Go Bags”
- Student information
- Student medication



Supplies

- School site “Go Bags”
 - Student information
 - Student medication



Supplies

- School site “Go Bags”
- Student information
- Student medication

CONFIDENTIAL

Disabled Student Individual Emergency Response Assistance Plan

Name of Student: _____ School: _____ Grade: _____
 Site Special Needs Safety Coordinator: _____ Site Principal: _____
 Completed by: _____ Date completed: _____

Please check the box(es) next to the conditions that identify the student needing evacuation assistance. Check all boxes that apply:

- The student is mobility impaired and uses:
 - Wheelchair
 - Walker
 - Body Brace
 - Other _____
- The student has a vision/hearing impairment:
 - Legally blind (Do not check box when the sight is resolved by wearing corrective lenses)
 - Hearing impaired
 - Uses assistive equipment/technology (Please specify) _____
- The student has the following condition(s):
 - Autism
 - Cognitive
 - Down Syndrome
 - Medical Disability
 - Special Education Need
 - Other Health Impairment _____

Medications provided by nurse during the school day Yes No
 Important medication information on file with school nurse Yes No
 Type of Evacuation Equipment (if applicable): _____
 Location of Evacuation Equipment (if applicable): _____

- The staff member assigned to assist a student with special needs during an evacuation must know and is responsible for that student getting to their assigned area of safety in relation to:
- Building evacuations to include reverse evacuations
 - Shelter-in-place
 - Location for boarding transportation if evacuating off-site
 - Room or area student will be taken to if relocated off-site

This plan will be revised as necessary to address the student's schedule changes.

Time of Day	Room #	Teacher	Assigned Personnel for Evacuation	
			Primary	Alternate
Before School Program				
After School Program				

Supplies

- Predetermined reunification sites





Supplies

Whatever works for your District!

Consider sharing resources with neighboring Districts?

Process

The background features a stylized graphic. On the left, a sun is depicted with several yellow, pointed rays. Below the sun, a light blue mountain range is shown with various peaks and valleys. The entire scene is set against a white background that is partially enclosed by a large, light blue circular shape on the right side. At the bottom of the page, there is a dark teal banner.

Engage, Educate and Empower Every Student, Every Day

Process

- Plans Should Predetermine:
 - Start-up actions
 - Communications
 - Flow of parents & students
 - Paperwork trail

Process

- Start-up actions
 - Initial notifications
 - » Evacuating school
 - » Reunification location
 - Facility set-up



FIRE LANE

Station
1
Start Here

Process

- Communications
 - Transportation
 - District staff to assist
 - Outside partners (police, fire, etc)
 - And of course... PARENTS

Process

- Communications
 - Parents (How?)
 - » Automated phone system
 - » Website
 - » Media (PIO)
 - » Social media (Twitter, Facebook, etc)

Process

- Communications
 - Parents (What?)
 - » Where to go (Request Gate)
 - » What to bring (Identification)
 - » What to expect (letter to hand out)

Process

- Communications
 - Parents (training prior to event)

Emergency planning

The safety and security of all PV Schools students and staff is our highest priority. All district staff members receive training in a variety of emergency scenarios.

Our emergency response plans have been developed by school and district teams to ensure that all schools meet and exceed emergency response preparedness guidelines established by the U.S. and Arizona departments of education, and the Maricopa County Department of Emergency Management.

Parents are encouraged to review the resources provided here.

Lockdown, Off-Site Relocation and Parent/Student Reunification

Parent Training Video



Depending on the emergency,
students may ride regular bus home

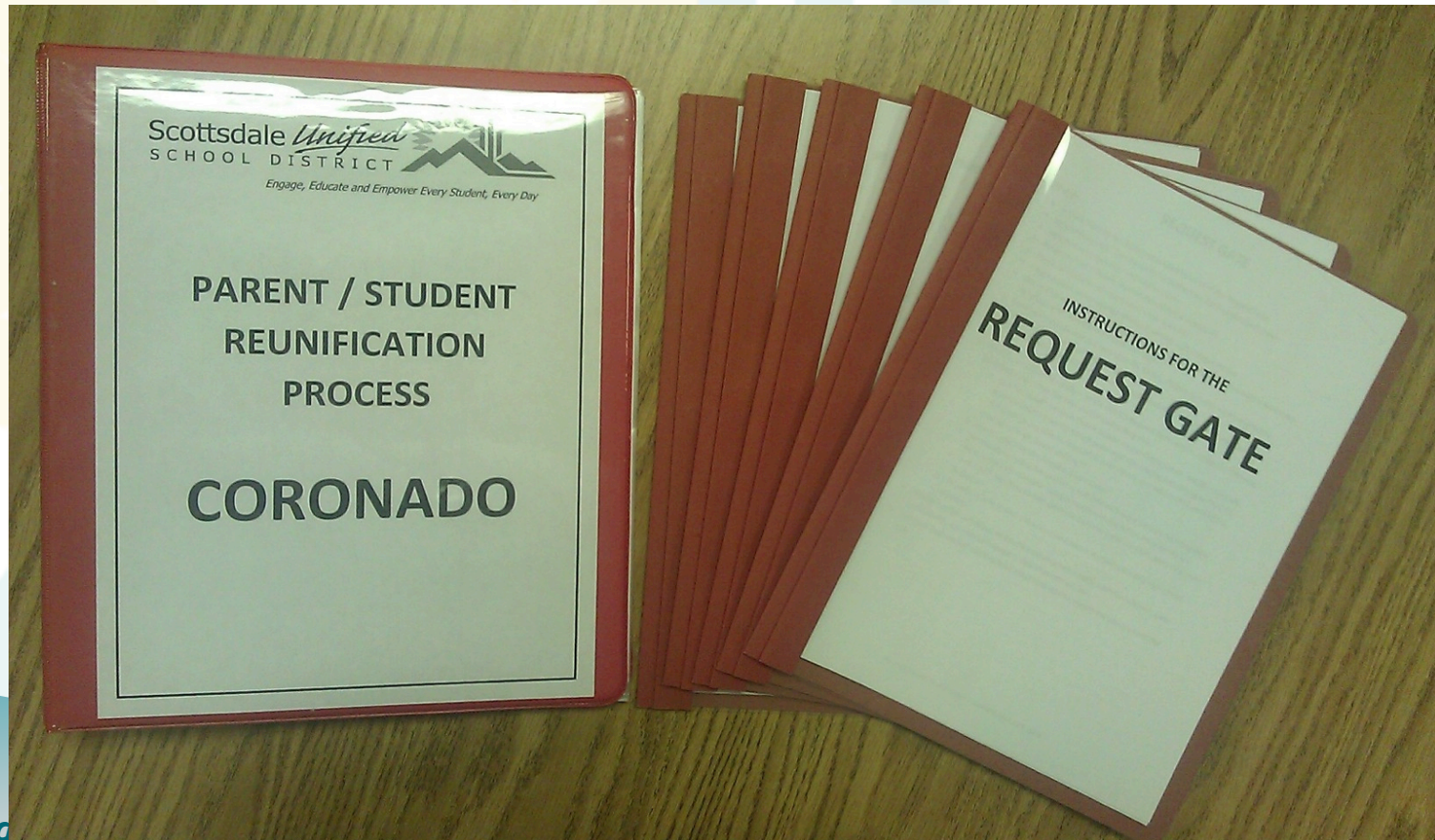


Process

- Flow of parents & students
 - Employee staging procedures
 - Request Gate procedures
 - Student Care procedures
 - Release Gate procedures

Process

- Flow of parents & students



Process

• Flow of parents & students

REQUEST GATE

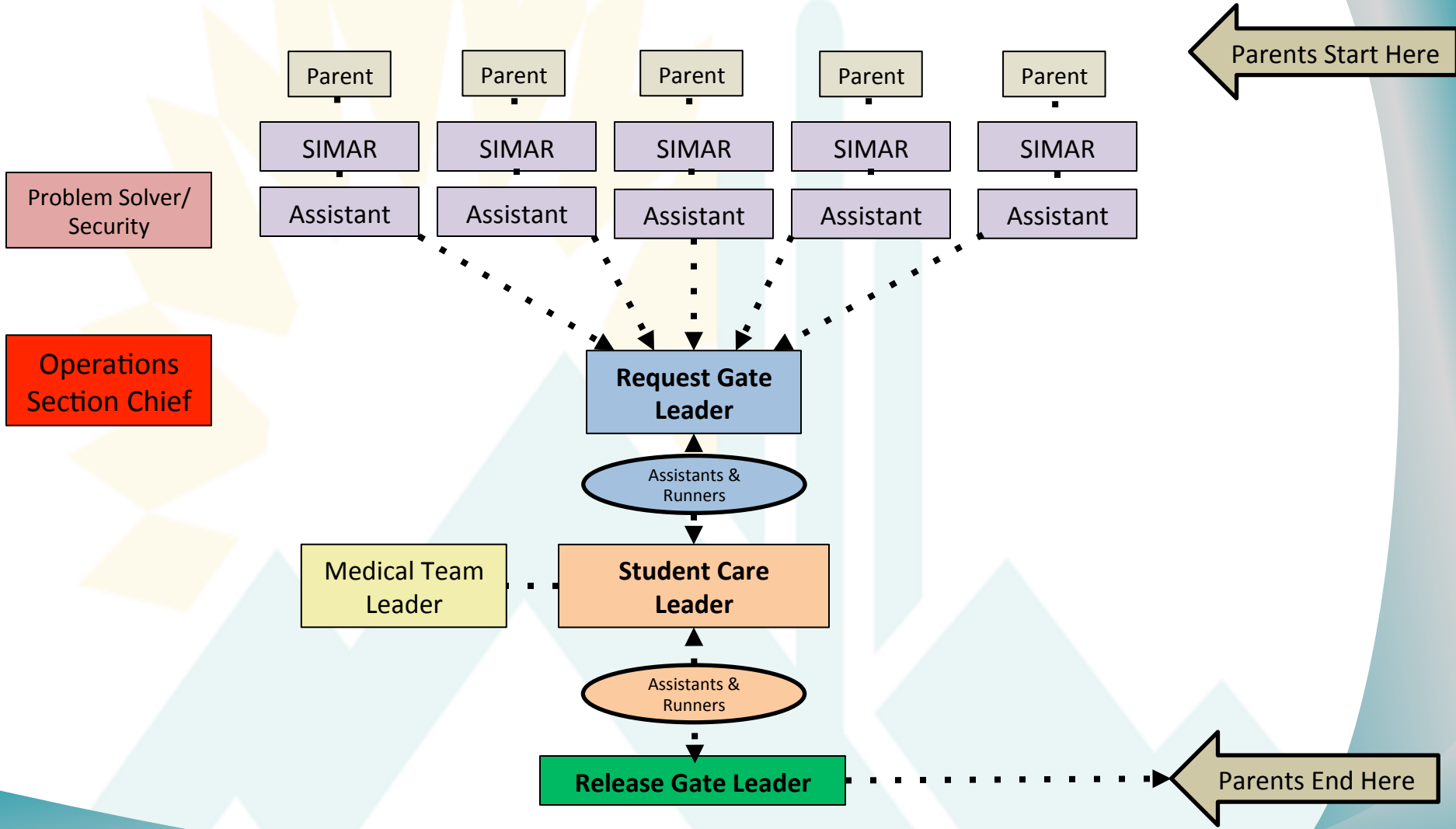
SET-UP:

- Consult the map for the pre-identified location of the Request Gate.
- Secure the campus (see PowerPoint instructions for locations/positions)
- Locate at least six tables and twelve chairs.
- Locate the site's Parent/Student Reunification Supply Kit.
- Locate sound system/megaphone when available.
- Create and/or set up signage directing parents to the Request Gate.
- Set up Request Gate tables to help channel responding parents and provide a workspace for school staff. Identify the tables with signs.
- Each table requires one A-Z accordion file folder, clipboards, pens, supply of Student Release Forms, and school radio (if available)
- Locate a power supply for computers – secure cords with tape to avoid trip hazards
- Identify personnel. In addition to the site ICS Request Gate Leader, assign the following personnel from either the host and/or evacuating site:
 - One "assistant" for each SIMAR person responding to assist. Ideally, there will be a minimum of five (5) SIMAR personnel responding, possibly up to ten (10). **If SIMAR is not able to respond to your school, you will need to conduct this process with site based staffing**
 - One assistant for the Request Gate Leader
 - Somebody to help solve problems and deal with angry parents (administrator level preferred). Consider using or supplementing with a security officer.
 - 3 or 4 staff members to help greet the parents, hand out clipboards, keep them in line, etc.
 - Runners to help shuttle paperwork and escort students (possibly high school students)
- Consider using counselors, front office administrative staff, available teachers, para-professionals, equipment managers, district personnel, etc.
- Conduct "just-in-time" training (a briefing) with staff to explain the process and their role

REQUEST GATE

PROCESS:

- The Request Gate Leader is responsible for the overall coordination of Request Gate information and operations. The Request Gate Leader should assign and lead personnel to fulfill the necessary roles to carry out this process.
- When parents arrive, school staff will give them a clipboard and pen to complete the top section of the four-part Student Release Form. Direct parents to have their ID ready.
- If a parent is requesting multiple students, they must complete a separate form for each student.
- The parent gives the completed form(s) and their Identification to SIMAR personnel working the tables.
- SIMAR verifies the ID and looks up the student's name in Synergy to verify the requestor is either a parent/guardian or listed as an emergency contact. The staff member circles "yes" for proof of ID, indicates if the requestor is listed as a parent/guardian or emergency contact, and initials under "verified by".
- If the requesting person does not have identification, the student cannot be released unless a school staff member personally recognizes the person and can verify they are who they say they are. In this case, that staff member should circle "no" for proof of ID and clearly print & sign under "verified by". The requestor must still be authorized on the student profile.
- If the requesting person is not listed on the student's Synergy profile as either a parent/guardian or emergency contact, DO NOT release the student. Explain that they are not listed as an authorized person. If there are any conflicts, ask that person to step aside to the staff member/security responsible for problem solving.
- If the student is being released, SIMAR checks the student off on their A-Z Name List (or blank student release log if the lists have not arrived yet) and files the pink copy of the form at their table in the accordion file folder.
- SIMAR gives the parent the bottom goldenrod copy of the form as well as a map directing them to the Release Gate (if available). Explain they will need to use the goldenrod copy as their "ticket" to enter and retrieve their student. Explain they will need to show their ID again at the Release Gate.
- SIMAR gives the white and yellow copies to the Release Team Leader.
- SIMAR keeps the pink copy of the form.
- The Release Team Leader collects the Student Release Forms. Once enough forms are collected to ensure efficiency, they send runners over to Student Care with both the white and yellow copies of the form.



Process

- Paperwork trail

11501

Scottsdale Unified School District

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Student's Date of Birth: _____ Student's School ID#: _____
Fecha de nacimiento del estudiante: _____ Número de ID del estudiante: _____

School: _____ Teacher: _____
Escuela: _____ Maestro: _____

Name of Person Requesting Student: _____
Nombre de la persona que vino para recoger al estudiante: _____

Requestor's Driver's License #: _____ State: _____
Número de la licencia de manejar: _____ Estado: _____
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Requester Signature: _____
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Date: _____ Time: _____
Fecha: _____ Hora: _____

White – Release Gate Yellow – Student Care Pink – Request Gate Goldenrod – Parent (December 2013)

White – Release Gate Yellow – Student Care Pink – Request Gate Goldenrod – Parent (December 2013)

White – Release Gate Yellow – Student Care Pink – Request Gate Goldenrod – Parent (December 2013)

White – Release Gate Yellow – Student Care Pink – Request Gate Goldenrod – Parent (December 2013)

The background features a stylized sunburst on the left side, composed of several yellow, pointed shapes radiating from a central point. To the right of the sunburst is a light blue mountain range with several peaks of varying heights. The entire scene is set against a white background with a large, light blue circular arc on the right side. The text "Exercise Your Plan" is centered in a dark blue, sans-serif font.

Exercise Your Plan



COYOTE CRISIS COLLABORATIVE



SCHOOL REUNIFICATION

Planning Guide

2017

The background features a stylized sun with yellow rays on the left and a light blue mountain range on the right. The sun's rays are composed of several pointed, overlapping shapes. The mountains are represented by simple, angular shapes in a light blue color. The overall scene is set against a white background with a teal gradient at the bottom.

Questions?

Jdorer@susd.org

(480) 484-8640