**Parent-Student Reunification Planning**

Local community emergency management and response agencies should consult on the district’s plan to promote a coordinated response to evacuations. This list is a starting point for discussions between school officials and others addressing evacuation plans. Select locations for reunification based on the following criteria:

* The ability of school buses to safely access the area;
* Coordinate evacuation plans and drills with school transportation officials to address the capacity of that system to safely evacuate all students;
* Coordinate evacuation plans and drills with school nursing and Special Education staff to address the needs of students and staff with disabilities so as to ensure that the reunification site is adequate for their needs;
* The facilities are safe for students while they wait for parents to arrive (including shelter, access to restrooms, food as appropriate, etc.);
* Sufficient parking for parents while they check in with school authorities;
* Sufficient number of ingress/egress points to minimize traffic congestion;
* Test the ability of the school’s two-way communication system (including the bus communication system) to ensure that the system is capable of operation between the district office, the sending location, and the reunification site.
* Consider developing Memoranda of Understanding with local potential reunification sites which have resources necessary to safely conduct this process.

**Student Release**

**If student is with class:**

* Runner shows Student Release Form to the teacher.
* Teacher marks box, “***Sent with Runner***.”
* If appropriate, teacher sends parent copy of first aid form with the runner.
* Runner walks student(s) to Release gate.
* Runner hands paperwork to release personnel.
* Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student. Parents are given the Notice of First Aid Care Given, if applicable.

**If student is not with the class:**

* Teacher makes appropriate notation on Student Release Form: *“****Absent****”* if student was never in school that day.
* *“****First Aid****”* if student is in Medical Treatment area.
* *“****Missing****”* if student was in school but now cannot be located.

**Next Steps:**

* Runner takes Student Release Form to CP.
* CP verifies student location if known and directs runner accordingly.
* If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning “Missing” forms to CP for verification.
* Parent should be notified of missing student status and escorted to crisis counselor.
* If student is in first aid, parent should be escorted to Medical Treatment Area. If student was marked absent, parent will be notified by staff member.
* Sample [Reunification Cards](http://cdpsdocs.state.co.us/safeschools/Resources/SRM%20Reunification%20Card.pdf)

**Planning for Parent & Student Reunion Drill:**

**What you need to do the drill:**

* Bin of 10 teddy bears with nametags for drill purposes
* Emergency release forms competed for each of the bears
* Student runner forms and attached to the emergency release forms
	+ Bear Parent Identification Cards
* 10 Parent volunteers to be bear parents
* 4 to 5 student runners
	+ Signs identifying the parent check in area
* Location pre-identified for parent reunion location (do not put signs at reunion location)
* Pens and/or pencils

**Prior to the drill:**

* Train staff and student runners in the procedures for parent reunion
* Determine the date and time the drill will begin
* Decide location for parent check in and sign appropriately
* Sort the teddy bears and match the bears with their emergency form (make sure each bear has a form and matching parent identification card).
* Decide which classrooms will get the bears as guests for the drill and put the teachers name and classroom number on the attached runner form.
* Distribute the bears to the classrooms (keep the Bear Parent Identification and the emergency forms in the parent check location).
* Distribute Bear Parent Identification cards to the parent volunteers and ask them to wait and the check in area
* Put the emergency forms in alphabetical order

**Now you are ready to start the drill – Parent Begin Check-in**

* Reunion team checks identification and insures there are on the emergency form.
* Completes the bottom part of the emergency release form (student released to \_\_\_\_\_\_by *initials of the release team member*, date, time and ask them where they are going.)
* Direct parent to the reunion area, reminding them to keep their ID out for them to be checked again in the reunion area.
* Tear off the white form and re-file it alphabetically.
* Fold over the yellow copy and have the runner form on the top.
* Complete the first section of the runner form (checked ID and On the form)
* Send runner form with runner to the classroom with the bear
* Runner gives runner form to the teacher, teacher checks box “sent with runner” and gives runner the bear and the form
* Runner takes bear to the reunion area and gives form and bear to the adult at the reunion table.
* Reunion team checks parent identification and asks parent to complete the bottom of the runner form.
* Give parent their bear and file the runner form alphabetically.

**Additional Resources:**

* [FEMA-OSPI](https://training.fema.gov/programs/emischool/el361toolkit/assets/parent-studentreunificationplans.pdf)
* [Issaquah Reunification Process](https://issaquah.wednet.edu/docs/default-source/district/emergency/standard-reunification-process.pdf?sfvrsn=2)
* [PSESD-Pierce County K-12 Workgroup](http://www.psesd.org/wp-content/uploads/2016/01/PSESD-Reunification-Presentation-7.31.17.pdf)
* [REMS Family Reunification](https://rems.ed.gov/docs/FamilyReunificationSample.pdf)