



DOUBLE GATE SYSTEM

Purpose

- a. The double-gated system is to be utilized when laying out the Student/Parent Reunification Site is depicted below.
- b. The parents or guardians picking up a student will report to the “Adult Report Point” at the upper right.
- c. Signs will be posted by the Student/Family Reunification Team and Security Team Members will be stationed to assist parents or guardians in finding the “Adult Report Point.” The arriving parents or guardians will be greeted by 2 or more members of the Student/Family Reunification Team who are working the report point. The Team Members will provide the parents or guardians a copy of the “*Student Release Form*” asking the parents or guardians to complete the first section.
- d. A Team Member will then confirm the identity of the parents or guardians utilizing a government issued picture identification (driver’s license, military ID, passport, etc.) and confirm that the parents or guardians are listed on the emergency data card for the student as being authorized to pick up the student.
- e. A Team Member will then complete the second section of the “*Student Release Form*” and hand it to a Runner to be carried to the Student Holding Area. The parents or guardians will be asked to step around to the “Student Release Point” and wait for the Runner to return. [NOTE: The “Adult Reporting Point” and the “Student Release Point” may be consolidated if there are too few Student/Family Reunification Team Members to run both locations.]
- f. The Runner will deliver the “*Student Release Form*” to the 2 or more members of the Student/Family Reunification Team who are working at the entrance to the “Student Holding Area.” The Team Members will have the requested student report to them, if the requested student is present in the holding area.
- g. A Team Member will then record on a roster they maintain that the student has been released from the holding area, check off the “Sent with Runner” entry in the third section of the “*Student Release Form*” and send the student with a Runner to the “Student Release Point.”
- h. If, however, the student was never at school that day (absent), is being attended to at the First Aid station, has been taken to the hospital, is not available for pickup due to some “other” situation, or is missing, the Team Member will make the appropriate entry in third section of the “*Student Release Form*” and enter comments to clarify the status. The Runner will deliver the “*Student Release Form*” to the “Student Release Point.”
- i. When the Runner delivers the “*Student Release Form*” and the student (if available) to the 2 or more Student/Family Reunification Team Members at the “Student Release Point,” the Team Members will call for the parents or guardians picking up the student. The parent’s or guardian’s identification will again be confirmed utilizing a government issued picture identification.

- j. The parents or guardians will then sign for the student and depart the area with the student. If, however, the parents or guardians must be notified that the student is not available for pickup, a Student/Family Reunification Team Member will escort the adult to the Notification Room, where the notification will be made privately based on the information provided in the third section of the "Student Release Form."
- k. The Team members in the Notification Room will be responsible for helping the adult and finding answers to the resulting questions.

