

STUDENT/PARENTAL REUNIFICATION

QUICK REFERENCE CHECKLIST

The reunification procedure is activated when an emergency incident necessitates an unexpected school closure. This process differs from a planned early release and the following procedure should be utilized:

- The principal or designee will act as the Incident Commander and activate the appropriate ICS positions.
- The principal may appoint an Operations Section Chief to oversee the tactical operations of the reunification.
- Unified Command will be set up with emergency services if they are on scene. The school Incident Commander will remain in charge of the reunification process. The school liaison officer will represent the school in the emergency services Incident Command Post.
- Area Command will be set up with the District Emergency Operations Centre to allow communication between the school site and the Office of the Superintendent.
- Set up the student staging area, the parental check in point, and the student release point. Appoint a staff member to head the team at each of these locations.
- If an off-site reunification is required, the Logistics Chief will be responsible for arranging transportation of students and staff to that site.
- The school Public Information Officer will be responsible for method(s) of notifying parents the location of the reunification site.
- The principal or designee will respond to the parental check in point to remain available to greet parents and address any problems with the reunification.
- Office staff will bring all student release records and forms to the parental check in point.
- Once all students are accounted for, institute the “buddy classroom system” in the staging area to make more staff members available to assist with the reunification process.
- The staging area team will be responsible for all operations in the staging area. This includes overall safety and needs of students in the staging area.
- The Notification Room, if needed, will be set up and staffed by school counselors. If all students are safely accounted for the Notification Room is not needed.
- Any students not able to be picked up by a parent or guardian within a reasonable amount of time will be moved to a centralized area to await pick up. This move will be coordinated through the District Emergency Operations Centre.