

## **STUDENT/PARENT REUNIFICATION DRILL**

1. What you need to do the drill.
  - a. Identification tags / volunteers:
    - ✓ 3-7 Runners – can be staff / volunteers / students
    - ✓ 3 security /counselor type person - staff / adult volunteers -1 at each post to help calm & explain process; prevent parents from running to field to pick up students without following the process. 1 at Request & 1 at Release, & 1 at First Aid
    - ✓ 3 request gate -staff only
    - ✓ 2-3 release gate adult or older student volunteers
    - ✓ 2 staff or adult volunteers - student holding & attendance station
    - ✓ 1 First Aid volunteer
    - ✓ Parents 4 total, (more if an expanded drill is desired)
    - ✓ Students – matching number to parents, (injuries or students not picked up may be used)
    - ✓ Teacher(s)
  - b. Emergency Information forms completed for each of the students
  - c. Student Release / Runner forms at Request Gate
  - d. Binders “Confidential Student Emergency Information” at Request Gate
  - e. Signs identifying the Request, Release, Holding Areas, etc.
  - f. Location pre-identified for parent reunion (small signs – not so visible to avoid confusion)
  - g. Pens and/or pencils / tape / paper
2. Prior to the Drill.
  - a. Train staff and student runners in the reunion procedures
  - b. Determine the date and time the drill will begin
  - c. Decide location for parent request / check-in
  - d. Post VISIBLE signs
  - e. Place students with ID Tags in various locations - holding and first aid
  - f. Distribute Parent ID tags to volunteers and ask them to wait at the check-in area
  - g. Keep Emergency forms alphabetized in CONFIDENTIAL Emergency Information binders
3. Ready to Start the Drill
  - a. Parents begin arriving at request / check-in
  - b. Parent completes Release Form Box1 at Request Gate or at location in front of Request

Gate.

- c. Only Staff members can check Emergency Information forms (kept alphabetically in books– confidential information); staff to verify Photo ID & sign off in Box 2.
  - d. Parent goes to Student Release Area to wait, may be escorted by runner if necessary;
  - e. Runner takes form with them then gets student from Holding-Area.
  - f. Holding-Area Staff complete Box 3 & return form to runner informing runner of the student location.
  - g. Runner takes form, gets student and goes to Release Gate personnel. If a student is in first aid, attendance /holding area staff will mark the first aid box on the form; runner will then go to First Aid. First Aid Security/Counselor Staff will either direct runner to bring parent back to First Aid or if student is okay to leave, release student at that point to go with runner to Release Gate. If student is missing, seriously injured or dead, the parents or guardian will be led to the Notification Room for further information
  - h. Release Gate personnel checks Box 4 verifies it is the same person as Box 1, verifies photo ID if available or student / adult verification of identity if ID not available; Release Gate personnel signs off on Box 4.
  - i. Parent or person picking up student signs in Box 5, writes destination/phone, time & date.
  - j. Runner takes form back to Request Gate staff to file behind Student Emergency Form in case someone comes there looking for same student at a later time.
  - k. Runner is now ready for next form
4. The following information should be disseminated to parents prior to the start of the school year:
- If there is an incident at your child’s school site, do not respond to the school for parental reunification unless contacted by the school, the school district, or alerted by a news broadcast.
  - If notified of a student/parental reunification, calmly respond to the school to pick up your child or children. If driving, do not park your car in a manner that would block traffic.
  - Look for signage indicating the “Adult Reporting Point.” You must check in with school staff prior to picking up child. Please bring photo identification with you.
  - After checking in with school staff, please respond to the release gate to pick up your child. A runner will retrieve your child from the student holding area and accompany them to the release gate.
  - This could be a time consuming process due to crowding, so please be prepared for a possible delay in picking up your child. If you are waiting and have not been notified of a problem by school officials, rest assured that your child is well and awaiting reunification in the student holding area.
  - After picking up your child, please leave the school site. You will be advised at a later time when the school will reopen.
  - Students who can’t be picked up in a timely manner will be transported to a centralized location in the district to await reunification in order to ensure their safety. The location of the centralized holding area will be displayed at the school site and all efforts will be made to contact the parents of the children to advise them where to go for reunification.