STUDENT/PARENTAL REUNIFICATION

Annex R

Table of Contents

Promulgation

This plan was written to provide a basis for parental/student reunification for the Surrey School District and its schools. The plan includes response instructions, emergency information, and guidelines to protect the safety and well-being of students and staff during localized emergencies and across a wide array of potential disasters.

The Surrey School District Parental/Student Reunification Plan is promulgated by the Superintendent and is implemented at the time of a disaster or emergency at the direction of the Superintendent or his/her designee. School site emergency plans are activated by school principals under the direction of the Superintendent or designee. In the absence of orders from the Superintendent, each school principal is authorized and directed to implement their reunification plan, or take such other action as may, in his/her best judgment be necessary to save lives and mitigate the effects of disasters.

Supporting Plans

The Surrey School district has written plans addressing emergency response and recovery. This ANNEX addresses the all-hazards emergency procedures as appropriate.

Purpose

The purpose of this annex is to provide for the orderly and coordinated reunification of students and families of all or any part of the Surrey School District if an emergency situation occurs that warrants evacuating and/or closing a school or schools early. The Student/Parental reunification plan is standardized throughout the schools located in the Surrey School District to remain in compliance with the National Incident Management System.

Situation

There are a wide variety of emergency situations that might require student/parental reunification. The reunification plan may be needed if a Surrey School District site is evacuated or closed as a result of an earthquake, hazardous materials accident, major fire, natural gas leak, localized flash flooding, school violence, terrorist attack, pandemic or any other manmade or natural incident that would cause an early school closure.

Assumptions

The following list summarizes the assumptions applied to this plan:
   A) Some parents will refuse to cooperate with the student/parental reunification process.
   B) Parents may be emotional when arriving at the school site.
   C) While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate student/parental reunification, or a student/parental reunification may have to be conducted with minimal preparation time. In case of short notice, there may be little time to obtain personnel and equipment from external sources to support reunification.
   D) Persons other than those on the student's emergency release form will try to pick up students during an emergency.

E) In certain situations, student/parental reunification may have to be moved to an alternate site if the emergency renders the primary school site unsafe for continuity of operations. Transportation may be needed to accomplish this and a method of communicating parental information should be established.

F) Some parents may not be able to respond to the school site in a timely manner due to the nature of the disaster or emergency. Advanced planning should be done to establish a centralized location to house students until the reunification process can be completed.

Concepts of Operations

General

Student/parental reunification is the means for safe and orderly reunion of students and families in the event of an emergency evacuation or school closing. In planning for student/parental reunification, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be reunited, the need for reception facilities, and the extent of traffic control and security required.

The Surrey School District must be prepared to conduct both small-scale and large-scale reunification at all times of the day from both known hazard areas and from unexpected incident locations.

The Surrey School District will use a "double-gate system" for reunification. Student/Parent Reunification Team members will be located in two areas. The first area, called the "holding area," will be where students can wait for their parents. The second area will include both the "reporting point" and the "student release point." Parents will check in at the reporting point and move to the student release point to wait for their child. These will be two distinctly separate areas, but they may be located in close proximity to each other. Red Cross assistance, if available, may be utilized to increase staffing, improve communications, and to make available refreshments in both areas.

A) Holding area Operations

Designated classroom teachers will remain with their assigned students in the holding area. Each will have the list of the students assigned to their supervision, including the exact name of parents/guardians. Anyone who was absent at the start of the school day or who departed school prior to the incident will be noted. "Buddy" teachers may be utilized to make more personnel available to assist at the release gates.

B) Release Gate Operations

The principal or designee should be at the release point, although if possible, not directly involved in the reunification. While overseeing the entire reunification process, it is important the principal remain calm and give the appearance that all is well so parents know there is no need to panic. When a parent/guardian arrives at the release point, he/she will be asked the name(s) of the student(s) to be picked up. The parent/guardian will then be required to show identification. When the staff member confirms the parent/guardian's identity and authority to pick up the student(s), the staff member will

use a runner or radio/cell phone to notify the staging area of the student(s) to be escorted to the release point. When the student(s) report to the release point, the staff member will have the parent/guardian sign for the student(s) on the Student Release Form, (see appendix 4).

If the parent/guardian must be notified that their child has been injured or for some other reason is not available for release to them, the staff member at the release point will not indicate the status of the child, but will ask the parent/guardian to accompany them to a nearby room for further processing. The "Notification Room" will be manned by counselors or site administrators trained in grief counseling.

C) Notification Room Operations

Counselors or site administrators will be responsible for notifying parents that their child is not available for pick-up for any of the following reasons: injured, dead, arrested, witness, etc. The staff member will:

1. Provide available information regarding the child in a sensitive way.
2. Assure the parent/guardian that everything possible is being done to safeguard their child or their child's remains.
3. Inform the parent/guardian where they are to await further information about how they will be reunited with their child or the remains of their child.
4. Assist the parent/guardian with their trauma.
5. Make available to the parent/guardian means for communicating with other family members and supporters.
6. Shelter the parent/guardian from media representatives.

D) Student(s) Who Can Not Be Picked Up

At the end of the day, teachers will call all those parents/guardians who have not picked up their children. If the parent cannot be reached, a decision will be made by the principal after consultation with the superintendent as to whether to transport the child(ren) to a centralized location within the school district to await parental contact and pick up. Law enforcement may be requested for assistance with parental outreach at this point.

Student/Parental Reunification Decisions

The Incident Commander shall assess the need for evacuation, then plan evacuations or school closures that may require activating the student/parental reunification process. Student/parental reunification planning should revolve around the following questions:

A) How will parents and guardians be advised what to do?
B) What do evacuees need to take with them?
C) What travel routes should be used by parents/guardians?
D) What transportation support is needed?
E) What traffic control is needed?

F) Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
G) How will reunion areas be secured

Reunifications that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

Hazard Specific Reunification Planning

A) Hazard specific reunification planning information will be developed for certain known hazards and included as appendices to this or other annexes.
B) Weather related hazards may require students to be held indoors until reunification.
C) Threats of violence or fire may require students to be evacuated and reunification take place outside or at a different location away from the safety threat.
D) Potential reunification areas, pick up points and assembly areas should be included as site specific appendices to the reunification plan. (Guidance for indoor and outdoor reunification will be provided in appendix 6).

Traffic Control

A) Traffic will be controlled by school based safety personnel, local law enforcement, or a trained school staff member.
B) Whenever possible, two-way traffic will be maintained on all routes to allow continued access for emergency vehicles.
C) Where time permits, traffic control devices such as signs and barricades should be used. Signage delineating the parental reporting point should be used to avoid confusion.
D) Law enforcement should be requested for clearing disabled vehicles from traffic routes if needed.

Warning and Public Information:

A) The Incident Commander will normally arrange for dissemination of information on the reunification process.
B) Advance notice of possible early school closure should be given as soon as possible.
C) For slowly developing emergency situations, advance warning should be given to parents as soon as it is clear that early school closure may be required. Such advance notice is normally disseminated through mass notification systems and the local media. A predesignated radio channel should be used.
D) Warning messages alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require additional information on what to do during the reunification process. Parental outreach and training on the reunification should be done in advance of activating the reunification process. Samples of bulleted statements to be supplied to parents are included in Appendix 6.
E) The Public Information Officer, (PIO), will insure information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to

disseminate information to individuals with special needs, including the blind and hearing impaired.

F) When the incident that generated the reunification is resolved, parents must be advised when the schools will reopen.

Access Control and Security:

A) During reunification, the security of the holding area is extremely important. Parents may want to enter the holding area to get their child in some cases, but this should be avoided if possible. Parents entering the holding area will cause a breach in security and lessen the integrity of the reunification process.

B) Staff and students shall be removed from all danger. The Student/Parent Reunification Team, school based security, or local law enforcement should establish access control points to limit entry into the holding area.

Activities by Phases of Emergency Management:

A) Mitigation/Prevention
- Wherever possible, undertake mitigation for known hazards that have in the past led to situations requiring reunification.
- Seek improvement to pre-planned holding areas if needed.
- Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

B) Preparedness
- To the extent possible, identify staff, students or parents with special needs who would require assistance during the reunification process and maintain contact information on those individuals.
- Identify primary and alternate reunification areas, taking into account capacities of holding areas.
- Review the disaster preparedness plans of facilities and advise facility operators of any changes that may be needed to make them more workable.
- Include reunification periodically into scenario training and drills.
- Conduct public information programs to increase staff, student and parent awareness of possible reasons for reunification and preplanned reunification procedures.

C) Response
- See the general reunification checklist in Appendix 3 to this ANNEX.

D) Recovery
- Initiate return of staff and students when it is safe to do so.
- Coordinate temporary supervision for those students whose parents or guardians cannot be contacted.

- Provide traffic control for return.
- Carry out appropriate public information activities.

Readiness Levels
- Refer to Appendix 1 to this ANNEX.

Direction and Control

A) **General**: The Superintendent or designee has the general responsibility for recommending evacuation or school closures when that is the most suitable means of protecting the staff and students from a hazard.

B) **Evacuation Area Definition**: The hazard situation which gave rise to the need for reunification should be continually monitored in case changing circumstances, such as increasing rainfall or wind shift, change the potential impact on the area being used for reunification.

C) **Continuity of Government**: The lines of succession for the Superintendent should be outlined in the District's Basic Plan. Lines of succession for each school site and agency head shall be according to the standard operating procedure established by each department.

Organization and Assignment of Responsibilities

A) **General**:
   1. The normal emergency organization described in the District's Basic Plan will plan and carry out student/parent reunification.
   2. Incident command System (ICS) – Emergency Operation Center (EOC) Interface:
        i. The Incident Commander will normally determine the need for, organize, and activate the student/parent reunification team.
       ii. The Incident Commander will normally manage reunification at the scene. In cases where the District EOC is opened, the Incident Commander will interface with the EOC Director through the concept of Area Command.

B) **Task Assignment**:
   1. The Superintendent of Schools or designee will:

      - Approve release of warnings, instructions, and other emergency public information relating to reunification.
      - Direct the opening of shelter and mass care facilities if needed.

   2. The Incident Commander will:

      - Identify risk areas in the vicinity of the incident site and determine protective actions required for people in those risk areas.

- If evacuation of risk areas and facilities is needed, plan, organize, and conduct the evacuation with the resources assigned.
- Activate the Student/Parent Reunification Team to coordinate the reunification process.

3. The Student/Parent reunification Team will:

- Develop site specific materials for this ANNEX.
- Staff the Holding and Release areas.
- Coordinate staffing of the Notification Room.
- Follow all policies and procedures for reunification.
- Supervise the reunification site.
- Supervise releasing of students to their parents/guardians.
- Communicate with the Operations Section Chief or Incident Commander regarding the number of students remaining in the holding area.
- Coordinate with Transportation regarding the transport of students whose parents are unable to pick them up in a timely manner.
- Make arrangements for shelter of students whose parents or guardians are unable to pick them up.

4. The Student Control Team Leader will:

- Direct team activities.
- Interact with the Incident Commander to identify problems and report status.
- Refer all outside requests for information to the Public Information Officer.

5. The Student Control Team Members will:

- Greet parents/guardians.
- Direct parents/guardians to the notification room if necessary.
- Provide reassurance to parents/guardians.
- Maintain order.
- Dispatch runners to bring students to the release point.

6. The Holding Area Team Leader will:

- Report missing persons to the Incident Commander.
- Direct team activities.
- Interact with the Incident Commander to identify problems and report status.
- Collect the *Injury and Missing Persons Report* from team members and make them available to the Incident Commander.

7. The Holding Area Team members will:

- Maintain order.
- Obtain reports of missing students.
- Interact with the Holding Area Team Leader.

- Verify release information when a student is requested.
- Assist the reunion gate team.
-

8. School Security and/or Local Law enforcement will:

   - Assist the reunification by providing traffic control.
   - Limit access to all areas of the school including the reunification holding area.
   - Coordinate law enforcement activities with other emergency services.
   - Assist in warning the staff, students and families of any hazards or dangerous situations.
   - Provide information to the Public Information Officer for news releases on the reunification process.

9. The Fire Service will:

   - Be responsible for fire protection in the reunification holding area.
   - Assist in warning the staff, students and families of any hazards or dangerous situations.
   - Assist in evacuation of disabled or special needs persons in the holding area.

10. The Public Information Officer will:

   - Disseminate emergency information from the Superintendent or designee advising the public of reunification actions to be taken.
   - Coordinate with area news media for news releases.

Administration and Logistics

Reporting

Student/parent reunification efforts should be reported to the command section and disseminated in a situation report during emergency operations.

Records

The Surrey School District will maintain activity logs recording:

- School activity logs kept by the Incident Commander during the reunification process. These logs will record reunification decisions, significant reunification activities, and the commitment of resources to support reunification operations.
- Documentation of costs. Expenses incurred in carrying out reunification may be recoverable from either the private party causing the reunification or from disaster relief funding in cases of natural disasters. All departments and school sites will maintain records of personnel and equipment used and supplies consumed during the reunification process.

Resources

General emergency response resources that may be required to conduct reunification, (tables and chairs, shade structures for first aid and triage areas, tarps for morgue area, emergency food and water, etc.).

Post Incident Review

For reunifications, the Superintendent or designee will organize and conduct a review of emergency operations by those tasked in the reunification process as described in this ANNEX. The purpose of this review is to identify needed improvements in this plan, procedures, facilities and equipment.

Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include a reunification scenario.

ANNEX Development and Maintenance

- The Student/Parent Reunification Team at each site is responsible for customizing this ANNEX to meet the needs of the individual school site. Recommended changes to this ANNEX should be forwarded as needs become apparent.
- This ANNEX will be reviewed annually and updated as needed.
- Departments and agencies assigned responsibilities in the ANNEX are responsible for developing SOPs covering those responsibilities.

APPENDICIES

APPENDIX 1- Student/Parent Reunification Readiness Level
APPENDIX 2- General Reunification Check List
APPENDIX 3- Student/Parent Reunification Sites
APPENDIX 4- Surrey School District Student Release/Runner Form
APPENDIX 5- Double Gate System Matrix
APPENDIX 6- Student/Parent Reunification Drill

APPENDIX 1

STUDENT/PARENT REUNIFICATION REDINESS LEVEL

WARNING READINESS LEVEL		
School Threat Level	**Definition of Threat Level**	**Local Considerations & Suggested Activities for Response to the School Threat Level.**
Green	**LOW**	1. No change in day-to-day activities. 2. Seek improvement to preplanned holding areas if needed. 3. Enhance warning systems to increase warning times & reduce the need for hasty evacuations. 4. Identify staff, students or parents with special needs who would require assistance in during the reunification process & maintain contact information for those individuals. 5. Identify primary & alternate reunification areas. 6. Review the disaster preparedness plans of special facilities & advise facility operators of any changes that may be needed to make them more workable. 7. Include reunification in the scenario of periodic emergency drills and exercises. 8. Conduct public information programs to increase staff, student and parent awareness of possible reasons for reunification, and preplanned reunification procedures
Blue	**GUARDED**	1. All actions in Level Green plus: 2. Reviewing information on reunification areas. 3. Monitoring the situation. 4. Informing first responders and local officials of the situation. 5. Checking the status of potential reunification areas.
Yellow	**ELEVATED**	1. All actions in Level Green and Blue plus: 2. Monitor the situation. 3. Reviewing procedures with staff, students, and parents 4. Checking the status of resources and enhancing short-term readiness if possible. Monitoring the availability of transportation assets and drivers.
Orange	**HIGH**	1. All actions in previous levels plus: 2. Monitor the situation. 3. Placing the student/parent reunification team and transportation providers in an alert status. 4. Updating the status of resources. 5. Checking the status of reunification areas and pre-positioning traffic control devices. 6. Selecting shelter/mass care facilities for use. 7. Providing information to the public on planned reunification procedures.
Red	**SEVERE**	1. All actions in previous levels plus: 2. Severe readiness actions levels may include: 3. Activating the student/parent reunification team 4. Call in substitute personnel

APPENDIX 2

GENERAL REUNIFICATION CHECK LIST

1.   Student/Parent Reunification Team members:

Team Leader(s)

_____

_____

Team Members

_____

_____

_____

_____

2.   Reunion Box

☐ Copy Student Emergency Release Form

☐ Authorization to Release Student in Emergency forms

☐ Student Accounting

☐ Runner Form

☐ Signage

☐ Class Rosters

APPENDIX 3

STUDENT/PARENT REUNIFICATION SITES

1. <u>Indoor</u>

Indoor Reunification site #1

    Release Gate Location: _____

    Holding Area Location: _____

    Notification Room Location: _____

Indoor Reunification site #2

    Release Gate Location: _____

    Holding Area Location: _____

    Notification Room Location: _____

2. <u>Outdoor</u>

Outdoor Reunification site #1

    Release Gate Location: _____

    Holding Area Location: _____

    Notification Room Location: _____

Outdoor Reunification site #2

    Release Gate Location: _____

    Holding Area Location: _____

    Notification Room Location: _____

APPENDIX 4

SURREY SCHOOL DISTRICT STUDENT RELEASE/RUNNER FORM

To Be Taken By Runner

1.   COMPLETED BY PARENT/REQUESTOR AT RELEASE

Student Last Name_____   First Name_____

School_____ Grade_____   Teacher (if known)_____

Name of Person Picking up Student: _____

Relationship to student:_____

2.   COMPLETED BY REQUEST STAFF

Name on Release Form? (circle one)   Yes   No

Photo ID/Driver's License Checked ☐
or OK to verify at release gate by student /_____☐

3.   COMPLETED BY HOLDING AREA STAFF

Student Status: _____ Sent with Runner   _____ Absent

                       _____ First Aid   _____ Missing

Other Notes: _____

4.   COMPLETED BY RELEASE GATE STAFF

Name of Person Picking Up is same as Box #1 Above   ☐ Yes

Photo ID/Driver's License Checked ☐
or verified as in Box #2 Above by student /_____☐

Check by Release Gate Personnel_____

5.   COMPLETED BY PARENT/REQUESTOR AT RELEASE GATE

Requester Signature _____

Destination/Phone _____

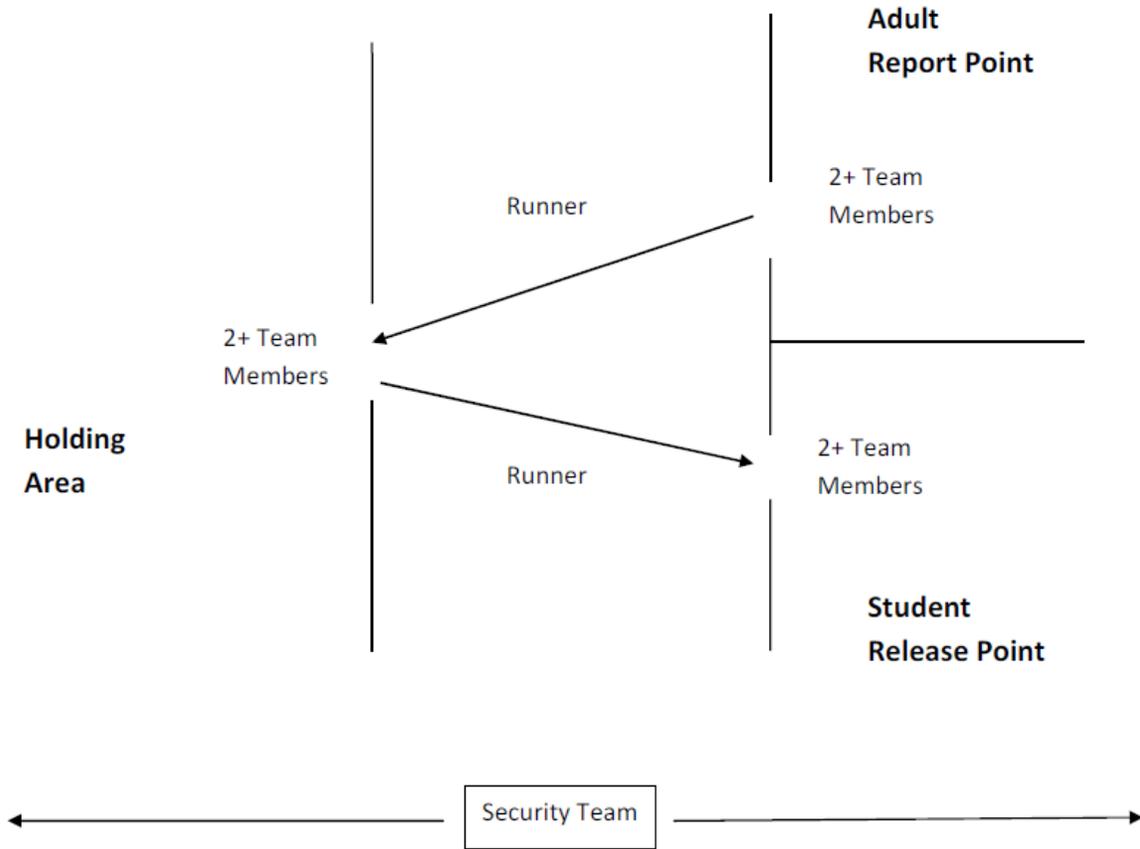Address/Directions if needed _____

Time _____   Date _____

APPENDIX 5

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.

DOUBLE GATE SYSTEM

Adult Report Point

Runner

2+ Team Members

2+ Team Members

Holding Area

2+ Team Members

Runner

Student Release Point

Security Team

APPENDIX 5

STUDENT/PARENT REUNIFICATION DRILL

1. What you need to do the drill.
   a. <u>Identification tags / volunteers:</u>
      - ✓ 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.