

## Sample Parent/Guardian/Student Reunification Procedures

In the event of an incident, school districts/schools must establish a Reunification Area that is safe and secure for parents and/or guardians to go to pick up their children. This area must be away from the incident, the Media Staging Area, and the Students and Staff Assembly Area. In a typical release, the following steps will be followed:

1. Parents/Guardians will report to the assigned area and give the name of their child/children.
2. Picture identification will be required by the person in charge of the Reunification Area to insure the person requesting the child/children is a match to the name on the Incident Release Card.
3. A runner will go to the Students and Staff Assembly Area and get the child/children requested by the parent or guardian. The runner will escort the student (s) back to the Reunification Area.
4. Parents/Guardians will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
5. If the child/children is/are in the First Aid Area, the parent/guardian will be escorted to that area for reunification with their child/children.
6. If the child/children is/are missing, the parent/guardian will be escorted to the area where the Mental Health Team members or Crisis Counselors are located.
7. Mental Health Team members or Crisis Counselors should be located close to the First Aid Area in the event they are needed.
8. Student rosters should be updated at least twice a year. If your enrollment dictates you might want to update them more often.
9. Updated rosters should be stored in every classroom in an area easily identified by both teachers and substitutes. Additional copies of the rosters should be distributed to the principal and placed in the back of the All Hazards Plan binder.
10. Incident Release Cards should be filled out at the beginning of each school year. This card should include contact information on parents/guardians, as well as other adults who can be contacted if the parent/guardian is not available. The card should also indicate who the child/children is/are permitted to leave campus with if necessary. The card should also include all pertinent medical information such as chronic medical conditions, allergies, medications, and doctor contact information. These cards should be stored in the front office in both hard copy and electronically, if possible.

11. DO NOT release students to people not listed on the Emergency Release Card. A well-intentioned friend may offer to take a child/children home; however school staff must be certain that students are only released to the appropriate people so students' families will know where they are to be found.
12. Some parents/guardians will refuse to cooperate with the Reunification Procedures process. This situation can be diminished, to some degree, if parents/guardians are informed about the School District/School Reunification Procedures before the incident occurs. They should be reminded that the safety of their child/children is your utmost priority. It is a good idea to include this material in your student handbook distributed at the beginning of the school year.
13. For the above reason, as well as the safety and security of the parents/guardians and students, it is a good idea to have security at the Parents/Guardians/Students Reunification Area.