FAMILY REUNIFICATION PLAN

**PURPOSE**: The purpose of this document is to provide for the orderly and coordinated reunification of students and families of all or any part of the population of if an emergency occurs that warrants evacuating and/or closing early.

**SITUATION**: There are a wide variety of emergency situations that might require student/parent reunification.

*Student/parent reunification may be needed as a result of a hazardous materials transportation accident, major fire, water main break, natural gas leak, localized flash flooding, school violence, bomb threat, or terrorist attack.*

**ASSUMPTIONS**:

a. Some parents will refuse to cooperate with the family reunification process.

b. Parents may be emotional when arriving at the school.

c. While some emergency situations are slow to develop, others occur without warning. Henceforth, there may be time for deliberate family reunification, or a family reunification may have to be conducted with minimal preparation time. In the case of short notice, there may be little time to obtain personnel and equipment from external sources to support reunification operation.

d. Persons other than those on the student’s emergency release form will try to pick up students during an emergency.

e. Depending on the type of event, staff and students that have vehicles at the school may be required to leave their vehicles at the school until the situation allows for the release.

f. Expect the unexpected. If you plan and practice your plan, the unexpected will not become a secondary crisis, but rather a task easier handled.

g. The Family Reunification Plan is a living document. It must be reviewed and revised *as needed.*

h. No student will be released to any unauthorized person. All persons who come to pick up a student must show a valid ID (driver’s license, state ID card, military ID, passport, Permanent Resident ID card, foreign country ID cards) before the student will be released to their custody.

**ROLES:**

**Incident Command/Operations Chief:** Responsible for the safe, effective, and efficient, execution of the reunification process.

1. (Name/Phone number)
2. (Name/Phone number)

**Public Information Officer:** Provides regular and accurate information to the media and to Technology Support and Electronic Communications.

1. (Name/Phone number)
2. (Name/Phone number)

**Infinite Campus Team:** Responsible for verifying the identity of the parent/guardian through Infinite Campus records. Team members will review the information provided on the Reunification Information form. Once this information has been verified the team member will hand this to a runner to acquire the student. Team members will complete the Parent/Guardian Reunification Verification card once all information is verified. The team member will give the parent/guardian the completed Parent/Guardian Verification card and direct them toward the reunification area. Central Office will have hard copies of all student summary sheets in the event of a power outage which will result in a network failure.

1. District Level (Team Leader Name/Phone)
2. District Level (Name/Phone)
3. District Level (Name/Phone)
4. School Level Support
5. School Level Support

**Greeters:** Responsible for assembling a clear line toward the Check-In area. Maintain order and integrity to the best of your ability. Be calm, reassuring, and ask for patience. *(Remember: this is an emergency situation; we are doing our absolute best to account for every student to ensure the safety of all.)* Distribute the Parent/Guardian Information form, ink pens, and clipboard. Remind those in line to have their Identification ready.

1. District Level (Name/Phone)
2. District Level (Name/Phone)
3. District Level (Name/Phone)
4. District Level (Name/Phone)
5. District Level (Name/Phone)
6. School Level Support
7. School Level Support

**Runners:** Once the Infinite Campus Team verifies the identity of a parent or guardian, the verification form will be given to a runner to retrieve the student and proceed to the reunification area. The Runner inspects the Parent Verification card for verification. Upon reuniting the student(s) with the adult, the runner indicates the time on the Reunification Information form, signs the document and returns it to the Parent Check-In area.

1. District Level Support
2. District Level Support
3. District Level Support
4. District Level Support
5. District Level Support
6. School Level Support
7. School Level Support
8. School Level Support
9. School Level Support
10. School Level Support

**Reunification Area Supervision:** Responsible for overseeing the operations at the reunification site and addressing any parental or logistical concerns.

1. Principal of relocated school
2. School Level Support
3. School Level Support
4. School Level Support
5. School Level Support

**Food Service:** Responsible for providing hydration and nutritional supplements throughout the event.

1. District Level Support
2. District Level Support
3. School Level Support
4. School Level Support

**Technology Support and Electronic Communications:** Responsible for troubleshooting any specific technology issues, including the installation of a portable Wi-Fi router. Will receive specific instructions and communications from the Incident Command/Operations Chief to post on the district website and Messenger software for a One-Call.

1. District Level (Name/Phone)
2. District Level (Name/Phone)
3. District Level (Name/Phone)

**Counseling Team:**

1. District Level (Name/Phone)
2. District Level (Name/Phone)
3. District Level (Name/Phone)
4. School Level Support
5. School Level Support

**First Aid Team:** Provide first aid support in addition to local paramedics.

1. District Level Support (Name/Phone)
2. School Level Nurse
3. School Level Support (First Aid Certified)
4. School Level Support (First Aid Certified)
5. School Level Support (First Aid Certified)
6. School Level Support (First Aid Certified)

**Translators:** Two team members will be posted in the Parent Check-In area, and one posted in the Reunification area. Provide support when a language barrier is present.

1. (Name/Phone)
2. (Name/Phone)
3. (Name/Phone)

**Central Office Telephone Support:** Receive telephone calls. Provide accurate information and any communicated instructions.

1. District Level Support
2. District Level Support

**PARENT NOTIFICATION:**

1. Parents will receive information prior to an event to inform regarding communication of a Family Reunification event through the first day packets or upon enrollment.
2. When Family Reunification is engaged, a scripted communication will be sent out by the Technology Electronic Communications and Public Information Officer through our district messenger software and updates will be made to the district website.

**TRANSPORTATION:**

1. Incident Command/Operations Chief will notify Transportation staff of number of students and staff that need transportation to the Family Reunification Site.
	1. Transportation Director (Name/Phone)
	2. Bus Driver Supervisor (Name/Phone)

Enrollment and Staff as of (date):

XYZ High School Students and Staff: 653 (11 buses)

XYZ Middle School Students and Staff: 448 (7buses)

XYZ Elementary School Students and Staff: 466 (7 buses)

1. If additional vehicles are needed, Incident Command/Operations Chief will contact (Transportation Service, if available) and other school districts for additional support. *MOA with Transportation Service and local districts*
	1. Transportation Service (Name/Phone)
	2. Neighboring District (Name/Phone)
2. Buses will transport all students/staff to Family Reunification Site. *Occupants will enter the site away in a separate door from the Parent Greeter/Check-In area.*

**FOOD SERVICE:**

1. Incident Command/Operations Chief will notify Food Service Director of student/staff count. Director will ensure that hydration and nutritional needs are provided to students during Family Reunification.
	1. District Food Service Director (Name/Phone)
	2. District Food Service Support

**SECURITY:**

1. Incident Command/Operations Chief will contact Local Law Enforcement in partnership to the Highway Department for assistance with traffic control and vehicle routes.
	1. Local Police Department (Name/Phone)
	2. Chief (Name/Phone)
	3. Asst. Chief (Name/Phone)
	4. Local Sheriff Department (Name/Phone)
	5. Sheriff (Name/Phone)
	6. Chief Deputy (Name/Phone)
	7. SRO (Name/Phone)
	8. SRO (Name/Phone)
2. Incident Command/Operations Chief will notify agencies/individuals to secure the following areas:
	1. ALL exit/entries including parking lot. Security assistance will also be needed at each area within the Family Reunification Site: Greeter, Check-in/ID Verification Area, Reunification/Exit Area, and Student Staging Area. (Suggested Law Enforcement)
3. Incident Command/Operations Chief will contact the County Emergency Management for instructions or support.
	1. County EM Director (Name/Phone)
4. Traffic will be controlled by a School Resource Officer (SRO), local law enforcement, or a trained school staff member.
5. If possible, two-way traffic will be maintained on all routes to allow continued access for emergency vehicles.
6. Where time permits, traffic control devices, such as signs, traffic cones, and barricades will be used.

**COMMUNICATION:**

1. The primary modes of communication will be the (e.g. district messenger software and district website.)
2. The Public Information Officer will stage at the Media Staging Area with specified updates. The Public Information Officer will ensure that such information is provided to update the media on a timely basis (specified time e.g. every 15 mins. Regardless if there are any new updates) for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind, hearing impaired and non-English speaking. *Media Staging Area should not be on the same campus as the Family Reunification Site.*

**REUNIFICATION SITE**:

Each school site will have two versions of the reunification site map. One version is designed for parent information only. The appropriate site map will immediately be posted on the district website once a reunification event has been announced. A separate map is designed for staff use and contains additional information to aid in the process. (Additional non-school owned facilities will be added to this plan.)

**STAGING AREA**:

Designate classroom teachers to remain with their assigned students in the staging area. Teachers will obtain their roster to check for missing students. Teachers must keep their class together in a defined space.

**REUNIFICATION AREA:**

When the student(s) report to the Reunification Area with their escort (runner), the Reunification Area team member will confirm the parent/guardian and have them sign for the student(s) on the Reunification Information form and the student(s) are released to the adult care giver. Staff will document the time the student is released.