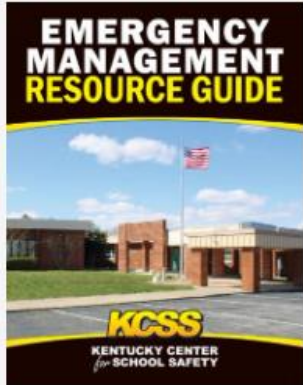


Advanced Planning, Reunification & Response After a Tragedy


SSC Training
June 6, 2023

Advanced Planning



**EMERGENCY
MANAGEMENT
RESOURCE GUIDE**

KCSS
KENTUCKY CENTER
for SCHOOL SAFETY

 [Download Guide](#)

The image shows a promotional graphic for an 'EMERGENCY MANAGEMENT RESOURCE GUIDE'. The top section has the title in white and yellow text on a black background. Below this is a photograph of a school building with a brick facade and a flagpole flying the American flag. At the bottom of the graphic, the logo for the Kentucky Center for School Safety (KCSS) is displayed in yellow and white. Below the logo is a blue download icon and the text 'Download Guide' in blue.

Reunification Considerations

Plan

Document the Plan

Practice the Plan

Revise the Plan

Practice the Plan

****RELATIONSHIPS*RELATIONSHIPS*RELATIONSHIPS**

*

Reunification Considerations

Once we determine the most appropriate Family Reunification Site:

1. Secure the Site (MOA)
2. Evacuate to the Site (Hwy. Dept/How to Transport)
3. Notify Parents of location
 - a. Send It/OneCall
 - b. Text/Email
 - c. Radio
 - d. Television
 - e. Website
 - f. Social Media

Reunification Considerations

4. Reunification Set Up (Flow)

Determine Roles and Responsibilities (Supplies)

a. Greeting Area, Check-in Area, Staging Area, etc.

b. Security at Site

COMING SOON

KCSS Website:

*Family Reunification Plan Guide/Template

*Sample Reunification Forms

*Sample Reunification Map (Layout)

*Sample Parent EM Information Guide

School Emergency Parent Information

Question: When and why are students and staff asked to Lockdown, Shelter-In-Place or Evacuate?

Answer: A school crisis can take several forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation, or any combination of these protocols, to ensure the safety and well-being of students and staff.

In the event of an emergency at your child's school, it is important to know the following terms:

Lockdown: A lockdown takes place if an internal or external threat is identified at or near the school. All school doors are locked, and students are confined to classrooms. NO entry into or exit from the school, including parent check-outs will be allowed during a lockdown.

Shelter-in-Place: Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the school, including parent check-outs, will be allowed until an "all-clear" determination is made.

Evacuation: In the event of certain building emergencies, students will be relocated to a reunification site. Students will be released only to parents/guardians with a photo identification who are on the official school release and permission list. This procedure is necessary to account for the whereabouts of all students.

Question: What should I do during a school emergency?

Answer: When an emergency occurs that affects the school, a parent can get important information by doing one of the following:

- Visit the _____ School district website at (website address). The home page will give critical information.
- Check your phone for messages from the school through our Messenger software or through our One-Call system.
- Tune in to local television networks.

In a school emergency, the first instinct as a parent or guardian is to pick up the telephone and start calling the school or rush to the school and get your student(s). The truth is this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder the rescue attempts of police and fire officials on the scene. The best action parents can take in an emergency is to stay close to their phone to receive messages or instructions, and to monitor local television reports for updates and instructions.

Question: How can I be reunited with my child(ren)?

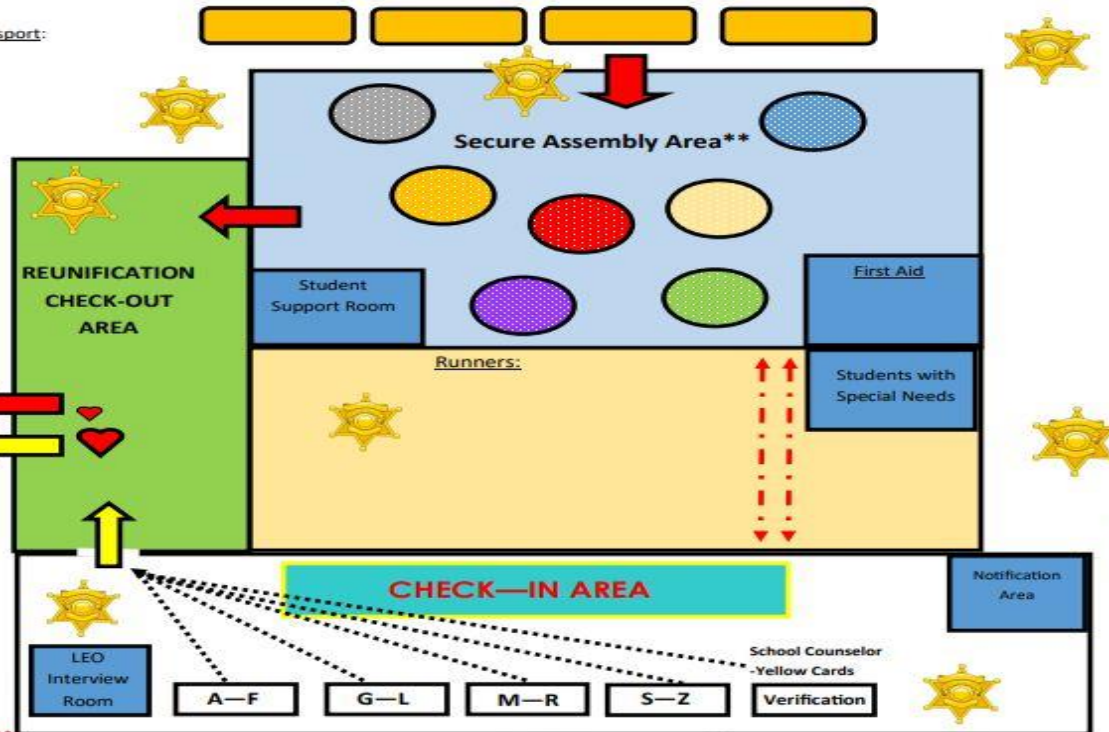
Answer: Whether students are at their regular school or relocated to another site for family reunification, the reunification site will be announced by a districtwide "One-Call" message and posted on the district's website. Local radio and television stations will also announce the location to pick up your child(ren). The reunification process can be time-consuming, so parents are urged to be patient.

Sample Parent Guide

Transportation Student/Staff Transport:

Food Service:

REUNIFICATION /
Check-Out Team:



Incident Commander:
(EOC)

Operations Chief:
Transportation, Food Service

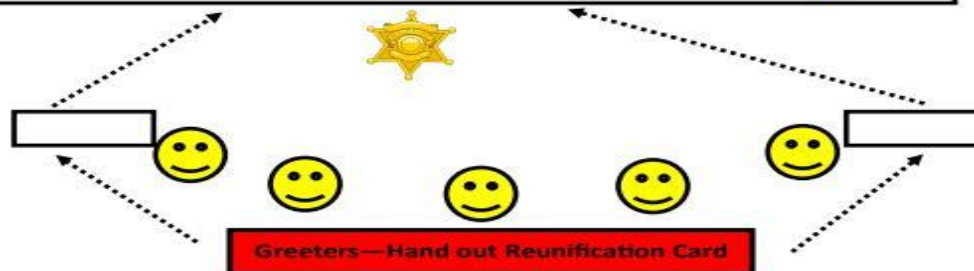
Public Information Officer:
(Media Staging Area)

Liaison Officer:
Security
Radios

Staging Manager:
(Supplies: Tables, signs, vests, IDs,
etc.)

Check-In Team:
(Table/Sign Staging)

Greeters:
Reunification Cards, tables, walkie/talkie, pens, etc.



 *Traffic
 *Perimeter Control
 *Security
 *Investigation



Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

Photo identification matches name of person picking up student? Y or N

Parent completes:

Print Student Name Again

Student Grade

Student Birthday

School personnel completes upon release of student

TIME

INITIALS

OTHER

Reunification

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

Instructions

1. Please complete the information on the other side of this card.
2. Prepare identification (If you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity.)
3. Select the check-in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

Parent Guardian Sign Off

I have read and understand these instructions.

Print Your Name Date

Signature



Información de Reunificación (POR FAVOR IMPRIMA CLARAMENTE)

Tenga identificación con foto disponible para mostrarle al personal del distrito escolar.

Nombre del Estudiante

Grado del Estudiante..... Número del Celular del Estudiante

Nombre de la persona que recoge al estudiante

Firma

Número de teléfono de la persona que recoge al estudiante

Relación al estudiante recogido.....

¿La identificación de foto encaja con el nombre de la persona que recoge al estudiante? Sí o No

Para completar por el padre:

Imprima el Nombre del Estudiante Otra Vez

Grado del Estudiante.....

Cumpleaños del Estudiante.....

El personal escolar completa tras la liberación del estudiante.

OTRO

TIEMPO

INICIALES

Reunificación

Primero, queremos agradecerle su paciencia durante esta reunificación. Compartimos la misma meta durante este proceso: Reunirlo a Ud. y a su estudiante lo más rápido posible. La razón por la cual estamos haciendo esto es que un acontecimiento ha ocurrido en la escuela que nos manda a juntarle personalmente con su niño.

Instrucciones

1. Por favor complete la información del otro lado de esta tarjeta.
2. Prepare su identificación (si usted no tiene identificación con usted, por favor muévase al lado de la línea/fila, puede tomar un poco verificar su identidad.)
3. Seleccione la fila de registro basada en apellido del estudiante o grado del estudiante.
4. Después del registro, el personal partirá esta tarjeta en dos y un corredor será enviado para traer a su estudiante. Por favor camine hacia la ubicación de reunificación.
5. Si ha habido una lesión u otras preocupaciones, puede pedirle reunirse con un consejero.
6. Por favor no le grite al personal de la escuela o del distrito. Completaremos esto lo más rápido posible.

Firma del Padre o Tutor

He leído y entiendo estas instrucciones.

Imprima su Nombre.....Fecha.....

Firma.....

Response After Tragedy



Considerations

1. How will you provide transparency to stakeholders?
2. When can you return to school?
3. What mental health services will you provide?
 - a. Students
 - b. Staff
 - c. Tier 1, 2, and 3
 - d. How will people access the services?
 - e. How will you track services?
4. What is expected in the classroom?
 - a. Academic
 - b. Behavior
 - c. Social Emotional
5. What is expected with Extra Curriculars?
 - a. Are you canceling?
 - b. When will you participate?
 - c. Will you host events?
6. What will be provided during breaks?
 - a. Short Term Breaks?
 - b. Summer Break?