

ANNEX D

Student/Parent

Reunification

[District/School]

APPROVAL AND IMPLEMENTATION

Annex D Student/Family Reunification

Signature

Date

Signature

Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the first signature block is used by the individual having primary responsibility for this emergency function and the second signature block is used by the **Superintendent/Principal/Designee**. Alternatively, each person assigned tasks within the annex may sign the annex.

ANNEX D

Student/Parent Reunification

I. AUTHORITY

See Basic Plan, section I.

II. 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 population of [district/school] if an emergency situation occurs that warrants evacuating and/or closing the [district/school] early.

III. EXPLANATION OF TERMS

A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operating Center
ICP	Incident Command Post
ICS	Incident Command System
PIO	Public Information Office or Officer
SOP	Standard Operating Procedure

IV. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require student/parent reunification.
 - a. Student/parent reunification may be needed if the [district/school] is evacuated or closed as a result of a hazardous materials transportation accident, major fire, natural gas leak, localized flash flooding, school violence, bomb threat, or terrorist attack.

B. Assumptions

1. Some parents will refuse to cooperate with the student/parent reunification process
2. Parents may be emotional when arriving at the school
3. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate student/parent reunification or a student/parent 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 operations.

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

V. CONCEPT OF OPERATIONS

A. General

1. Student/parent 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/parent 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.
2. This [district/school] must be prepared to conduct both small-scale and large-scale reunification at all times of the day both from known hazard areas and from unexpected incident locations.
3. [District/School] will use a double-gate system. Student/Parent Reunification Team members will be located in two areas. The first area, the "holding area," will be where students can wait for their parents. The second area, will include both the "report point" and the "student release point" where adult care givers will report and wait for their students to join them. These will be two distinctly separate areas, but they will be in close proximity to one another. Red Cross assistance, if available, will be utilized to increase staffing, to improve the communications capabilities and the conditions at both areas, and to make available refreshments at 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 their parents/guardians. Anyone who was absent at the start of the school day or who departed prior to the incident will be noted.
 - b. Release Gate Operations - When a parent/guardian arrives at the release point, s/he will be asked for the name of the student(s) being picked up. The parent/guardian will then be required to show proof of their identification (driver's license or other government issued photo identification). When the staff member confirms the parent/guardian's identity and authority to pick up the student, the staff member will use a runner or a radio/cellular telephone to notify the staging area that the designated student(s) are to be escorted to the release point. When the student(s) reports to the release point, the staff member will have the parent/guardian sign for the student(s) on Student Release Form (Appendix 2) and the student(s) are released to the adult care giver.
 - c. If the parent/guardian must be notified that their child(ren) have been injured or for some other reason are 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 to report to a nearby room for further processing. The "notification room(s)" will be manned by [counselors/assistant principal/designee]

- d. Notification Room Operations - [counselors/assistant principal/designee] 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:
- Provide available information regarding the child(ren) in a sensitive way.
 - Will assure the parent/guardian that everything possible is being done to safeguard their child or their child's remains.
 - Will inform the parent/guardian where they are to await further information about how they will be reunited with their child(ren) or the remains of their child(ren).
 - Will assist the parent/guardian with their trauma.
 - Will make available to the parent/guardian means for communicating with other family members and supporters.
 - Will shelter the parent/guardian from media representatives.
- e. At the end of the day, teachers will call all those parents/guardians who have not yet picked up their child(ren). If the parent cannot be reached, the student will be transported to his or her home by school district personnel.

B. Student/Parent Reunification Decisions

1. The Incident Commander shall assess the need for evacuation, plan evacuations, or school closures that may require activating the student/parent reunification process. Student/Parent Reunification planning should resolve the following questions:
 - a. How will parents and guardians be advised of what to do?
 - b. What do evacuees need to take with them?
 - c. What travel routes should be used by parents and 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.

C. Hazard Specific Reunification Planning

Hazard-specific reunification planning information will be developed for certain known hazards and included as appendices to this or other annexes. Weather related hazards may

require students be held indoors until reunification. Threats of violence or fire may require students to be evacuated and reunification take place outside. These appendices will describe the reunification process for situations where reunification takes place inside the school and outside the school building. Such appendices should also identify potential reunification areas and, where appropriate, transportation pickup points or assembly areas.

1. Guidance for indoor reunification will be provided in Appendix 1
2. Guidance for outdoor reunification will be provided in Appendix 2

D. Traffic Control

1. Traffic will be controlled by the **[school-based law enforcement/local law enforcement]**.
2. If at all possible, two-way traffic will be maintained on all routes to allow continued access for emergency vehicles
3. Where time permits, traffic control devices, such as signs and barricades, will be provided by the **[Public Works/Road & Bridge]** Department upon request.
4. Law enforcement will request wrecker services needed to clear disabled vehicles from traffic routes.

E. Warning & Public Information

1. The Incident Commander will normally arrange for dissemination of information on the reunification process.
2. Advance Notice of Possible Early School Closure
 - a. 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 the media.
3. Reunification Notification
 - a. Reunification notification should be disseminated through all available warning systems. See Annex A, Warning, for further information.
4. Emergency Public Information
 - a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during the reunification process. The Public Information Officer (PIO) will insure that such 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. Specific public information procedures are contained in Annex I (Emergency Public Information).
 - b. Amplifying instructions for reunification may include information on the location of holding area, and specific traffic routes,

- c. When the incident that generated the need for reunification is resolved, parents and guardians must be advised when schools will reopen.

F. Access Control & Security

1. During reunification, the security of the holding area is extremely important. Staff and students must be removed from any and all danger. [Student/Parent Reunification Team/School-based Law enforcement/local law enforcement] should establish access control points to limit entry into holding areas.

G. Actions by Phases of Emergency Management

1. Mitigation

- a. Where possible, undertake mitigation for known hazards that have in the past led to situations requiring reunification.
- b. Seek improvement to preplanned holding areas if needed.
- c. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

2. Preparedness

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

3. Response

See the General Reunification Checklist in Appendix 1

4. Recovery

- a. Initiate return of staff and students, when it is safe to do so.
- b. Coordinate temporary supervision for those whose parents or guardians cannot be contacted.
- c. Provide traffic control for return.

- d. Carry out appropriate public information activities.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out student/parent reunification.
2. Incident Command System (ICS) – Emergency Operating Center (EOC) Interface
 - a. As noted previously, the Incident Commander will normally determine the need for, organize, and activate the student/parent reunification team.
 - b. The Incident Commander will normally manage reunification operations at the scene.

B. Assignment of Responsibilities

1. The Superintendent/Principal/designee will:
 - a. Approve release of warnings, instructions, and other emergency public information relating to reunification
 - b. Direct the opening of shelter and mass care facilities, if needed.
2. The Incident Commander will:
 - a. Identify risk areas in the vicinity in the incident site and determine protective actions for people in those risk areas.
 - b. If evacuation of risk areas and special facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
 - c. Activate the Student/Family Reunification Team to coordinate the reunification process
3. Student/Parent Reunification Team will:
 - a. Develop materials for this annex
 - b. Staff the Holding and Release Areas.
 - c. Coordinate staffing for the Notification Room
 - d. Follow all policies and procedures for reunification
 - e. Supervise the reunification site
 - f. Supervise releasing of students to their parents/guardians.

- g. Communicate with Operations regarding number of students remaining in holding area.
 - h. Coordinate with transportation regarding transport of students whose parents or guardians are unable to pick up their child.
 - i. Make arrangements for shelter of students whose parents or guardians are unavailable to pick –up their child.
4. Release Point Team Leader [position responsible] will:
- a. Direct team activities
 - b. Interact with the Incident Commander to identify problems and report status.
 - c. Refer all outside requests for information to the Public Information Officer.
5. Release Point Team Members [positions responsible] will:
- a. Greet parents, guardians, or designees
 - b. Greet and direct parents, guardians, or designees to the notification room as appropriate.
 - c. Providing reassurance to parents, guardians, or designees
 - d. Maintain order.
 - e. Issuing a tag or other identifications only to an authorized person.
 - f. Dispatch runners to bring students to the release point.
6. Holding Area Team Leader [position responsible] will:
- a. Report missing persons to the Incident Commander.
 - b. Direct team activities
 - c. Interact with the Incident Command to identify problems and report status.
 - d. Collect the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and make them readily available to the Incident Commander.

7. Holding Area Team Members: [positions responsible] will:
 - a. Maintain order
 - b. Obtain reports of missing students
 - c. Interact with the Holding Area Team Leader
 - d. Verify release information when a student is requested
 - e. Assist the reunion gate team

8. [School-Based Law Enforcement/Local Law Enforcement] will:
 - a. Assist in reunification by providing traffic control.
 - b. Limited access to all areas of the school including reunification holding area.
 - c. Coordinate law enforcement activities with other emergency services.
 - d. Assist in warning the staff, students and families.
 - e. Provide information to the PIO for news releases to the public on the reunification process

9. The Fire Service will:
 - a. Be responsible for fire protection in the reunification holding area.
 - b. Assist in warning the staff, students and family
 - c. Assist in evacuating the disabled, and other special needs groups to the reunification holding area.

10. The Public Information Officer (PIO) will:
 - a. Disseminate emergency information from the [Superintendent/Principal/designee] advising the public of reunification actions to be taken.
 - b. Coordinate with area news media for news releases.

11. The [Public Works/Road & Bridge] Department will:
 - a. Provide traffic control devices upon request.
 - b. Assist in keeping traffic routes to school open.
 - c. Provide barricade and barrier to restrict entry to school areas and other areas where entry must be controlled.

12. The Transportation Officer will

- a. Coordinate transportation for students whose parents or guardians are without vehicles or who need assistance in reuniting with their children, determining and establishing pickup points if necessary.
- b. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.

13. Arrange for use of suitable host facilities.

- a. Request emergency assistance from local government if assistance cannot be obtained from other sources.
- b. Ensure assigned personnel are trained and knowledge of reunification procedures.
- c. Disseminate public information to advise relatives and the general public of the status of their facilities and the students.

VII. DIRECTION AND CONTROL

A. General

1. The [Superintendent] has the general responsibility for recommending evacuation or school closure, when that is the most suitable means of protecting the staff and students from a hazard.

B. Evacuation Area Definition

1. The hazard situation which gave rise to the need for reunification should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that is being used for reunification.

C. Continuity of Government

1. The lines of succession for the [Superintendent/Principal] are outlined in Section VII of the Basic Plan.
2. Lines of succession for each department and agency head shall be according to the standard operating procedures established by each department.

VIII. READINESS LEVELS

A. Green—Low

See the mitigation and preparedness activities in section V.J, Actions by Phases of Emergency Management.

B. Blue—Guarded

Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation or early school closure. Guarded readiness actions may include:

1. Reviewing information on reunification areas.
2. Monitoring the situation.
3. Informing first responders and local officials of the situation.
4. Checking the status of potential reunification areas.

C. Yellow-Elevated

Elevated readiness actions may include:

1. Monitoring the situation.
2. Reviewing procedures with staff, students, and parents
3. Checking the status of resources and enhancing short-term readiness if possible.
Monitoring the availability of transportation assets and drivers.

D. Orange-High

High readiness actions may include:

1. Placing the student/parent reunification team and transportation providers in an alert status.
2. Updating the status of resources.
3. Checking the status of reunification areas and pre-positioning traffic control devices.
4. Selecting shelter/mass care facilities for use.
5. Providing information to the public on planned reunification procedures.

E. Red-Severe

Severe readiness actions levels may include:

1. Activating the student/parent reunification team
2. Call in substitute personnel

IX. ADMINISTRATION AND SUPPORT

A. Reporting

Student/parent reunification efforts should be reported to the command function and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control.

B. Records

1. Activity Logs.

The Incident Commander shall maintain accurate logs recording reunification decisions, significant reunification activities, and the commitment of resources to support reunification operations.

2. Documentation of Costs.

Expenses incurred in carrying out reunification for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during the reunification process.

C. Resources

General emergency response resources that may be required to conduct reunification are listed in Annex M, Resource Management.

D. Post Incident Review

For reunifications, the [Superintendent/Principal] shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section VIII.E of the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include a reunification scenario based on the hazards faced by this [district/school].

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The [Student/Parent Reunification Team] is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

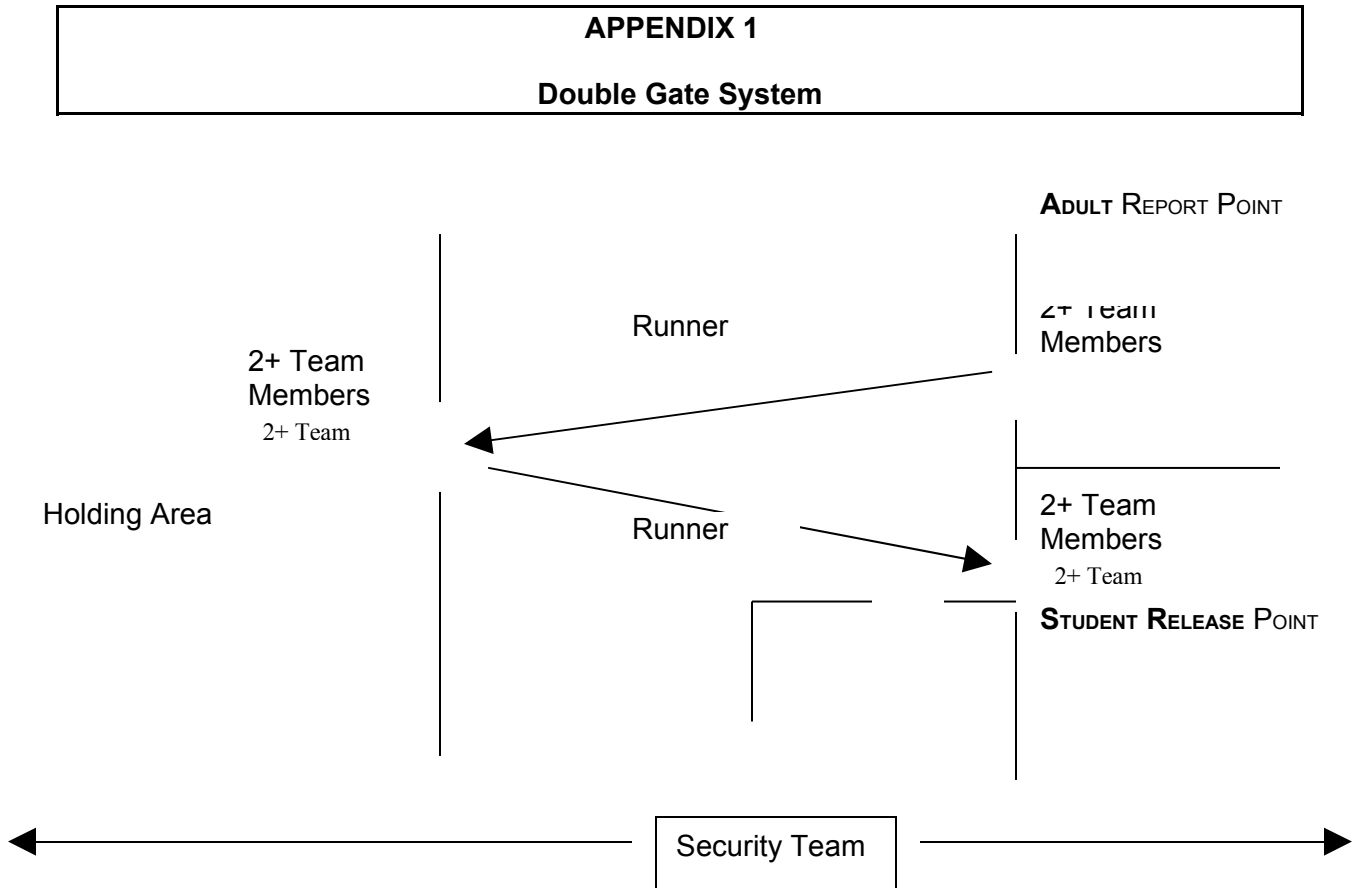
1. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).

XII. APPENDICES

Appendix 1 Example and Explanation of Double Gate System.....

Appendix 2 Directions for Parent/Student Reunion Drill.....

Appendix 3 Reunion Sites.....



The double-gated system to be utilized when laying out the Student/Parent Reunification Site is depicted above. The parents or guardians picking up a student will report to the “Adult Report Point” at the upper right. 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” in Appendix 2, asking the parents or guardians to complete the first section. 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. 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.]

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. 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.” 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.”

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. 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.” The Team members in the Notification Room will be responsible for helping the adult and finding answers to the resulting questions.

APPENDIX 1-2

[District/School] STUDENT RELEASE/RUNNER FORM
To Be Taken By Runner

1

Request Gate Completed by Parent/ Requester at Release Gate

Student Last Name _____ First Name _____
School _____ Grade _____ Teacher (if known) _____
Name of Person Picking up Student: _____
Relationship to student: _____

2

Request Gate Completed by Staff

Name on Release Form? (circle one) Yes No
Photo ID/Driver's License Checked
or ok to verify at release gate by student / _____
Emergency Form / Box 1 Checked by (Staff Only) _____

3

Completed by Staff Holding Area

STUDENT STATUS: _____ SENT WITH RUNNER _____ ABSENT
_____ First Aid _____ Missing
Other Notes: _____

4

Release Gate Completed

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 / _____
Checked by Release Gate Personnel _____

5 *Parent – Requester Completes the Following:

Release Gate	Completed by Parent /
	Requester Signature _____
	Destination/Phone _____
	Address / directions if needed _____
Time : _____	Date _____

APPENDIX 2_
Directions for Student / Parent Reunification Drill

What you need to do the drill:

Identification tags / volunteers:

- ✓ 3-7 Green - Runners – can be staff / volunteers / students
- ✓ 3 Red - 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 Yellow – request gate -staff only
- ✓ 2-3 Blue – release gate adult or older student volunteers
- ✓ 2 Orange – staff or adult volunteers - student holding & attendance station
- ✓ 1 First Aid volunteer
- ✓ Parents 4 total - BJSB; (2 B parents, 1 J parent, 1 S parent)
- ✓ Students 3 total – BSJ (if not enough people to participate, use teddy bears)
- ✓ Teacher

Emergency Information forms completed for each of the students

Student Release / Runner forms at Request Gate

Orange Binders “Confidential Student Emergency Information” at Request Gate

Signs identifying the Request, Release, Holding Areas, etc.

Location pre-identified for parent reunion (small signs – not so visible to avoid confusion)

Pens and/or pencils / tape / paper

Prior to the drill:

- Train staff and student runners in the reunion procedures
- Determine the date and time the drill will begin
- Decide location for parent request / check-in
- Post VISIBLE signs
- Place students with ID Tags in various locations - holding and first aid
- Distribute Parent ID tags to volunteers and ask them to wait at the check-in area
- Keep Emergency forms alphabetized in orange CONFIDENTIAL Emergency Information binders

Now you are ready to start the drill

Parents begin arriving at request / check-in

- Parent completes Release Form box 1 at Request Gate or at location in front of Request Gate
- Only Staff members can check Emergency Information forms (kept alphabetically in orange books– confidential information); staff to verify Photo ID & sign off in box 2
- Parent goes to Student Release Area to wait, may be escorted by runner if necessary;
- Runner takes form with them then gets student from Holding-Area
- Holding-Area Staff complete box 3 & return form to runner informing runner of the student location
- 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

- 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
- Parent or person picking up student signs in box 5, writes destination/phone, time & date
- 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
- Runner is now ready for next form

APPENDIX 3 Student/Parent Reunification Sites
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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:

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 Student/Parent Reunification Checklist
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A. Student/Parent Reunification Team members:

Team Leader(s) _____

Team Members _____

C. Reunion Box

- _____ 1. Copy Student Emergency Release Form
- _____ 2. Authorization to Release Student in Emergency forms
- _____ 3. Student Accounting
- _____ 4. Runner Form
- _____ 5. Signage (**REUNION SITE**)
- _____ 6. Class Rosters