

Family Reunification Go-Kit

- Reunification team identification vests
- Teacher roster and classroom assignments
- Staff phone tree and family contact information
- Student and staff emergency information (via paper or electronic)
- Current student, staff, substitute, and volunteer attendance roster
- Student and staff photos
- Student disposition and release forms (e.g. “Blacklist” students – legal cases)
- List of students and staff with medical needs
- Floor plans with areas and traffic flow clearly marked (for both the school and off-site evacuation areas)
- Emergency contact cards and laptop computers (with extension cords to plug in computers)
- Reunification cards for caregivers’ signatures, in multiple languages if needed
- Handouts of resources and referral information for caregivers
- Community agency contact information
- Traffic Signage
- Directional signs
- Caregiver check-in and check-out area signs
- Set of laminated sheets for sign-in tables:
- Alphabet sheets (A–D, E–G, etc.) and/or grade level (pre-K–12)
- Pop-up tents
- Bull horn (with extra batteries)
- File system to sort signed cards
- Folding tables
- Pens – multiple boxes
- Flashlights
- Batteries
- Walkie-talkies
- Water and food
- Duct tape
- Extension cords
- Extra chargers for cell phones, tables, computers
- Bungee cords
- Clipboards
- TV and movies
- Sunscreen
- Internet hotspot or wi-fi access codes to the building

Sources: The PREP_aRE Model (2009, 2016); I Love U Guys and Adams 12 Five Star School District (2011).