



# Reunification Planning Guide

There may be times when an emergency will require an evacuation and relocation to another building. When this occurs, dismissal procedures must be conducted in a safe and organized fashion by using procedures to account for all students who have been reunified with their families. Advanced planning, through the use of the Reunification Planning Guide, will result in a successful reunification. Various factors must be considered during a relocation which include the number of people being reunited, the available space at the relocation/reunification site, and the appropriate security personnel that may be required. During these emergencies, school officials must work with DOE staff and School Safety Agents who respond to the relocation site to assist.

## Reunification at all relocation sites will require:

- A minimum of four *pre-designated* rooms/ common spaces, or sections of the school yard (external only);
- A command post (established by the *host* building prior to the arrival of staff and students from the *relocation* building);
- Access to the medical office or an established medical station to facilitate basic first-aid if needed.
- Families must be informed in advance that identification will be required during the reunification process.

<p><b>1- The Family Staging Area:</b> Required staff (based on the size of the room and the number of parents): 1 Family Staging Area Coordinator (reporting to the Assembly Point Coordinator), 2-4 staff (to collect information), 1-2 School Safety Agents.</p>	<p><b>2- The Student Staging Area:</b> Required staff: 1 Student Staging Area Coordinator (reporting to the Assembly Point Coordinator), all classroom teachers, 3-5 School Safety Agents, adding additional agents as necessary based on the number of students in the staging area.</p>
<ul style="list-style-type: none"> <li>◆ This area must be separated from the student staging area.</li> <li>◆ This area must be supervised by staff and School Safety Agents.</li> <li>◆ Families must complete <b>Part 1</b> of the Student Release Form, prior to being escorted to the Reunion Area.</li> </ul> <p><i>Parents must be escorted to the Reunion Area in small manageable groups (i.e. 1 staff member: 5 family members)</i></p>	<ul style="list-style-type: none"> <li>◆ Teachers are required to have their classroom evacuation folder including class rosters, daily attendance, and GRP assembly cards.</li> <li>◆ Students will remain with their class until they are reunited with a family member. Students must be escorted to the Reunion Area, restrooms, and medical areas by school staff.</li> <li>◆ Classroom teachers must remain with their assigned students until a runner arrives to call for specific students.</li> </ul> <p><i>All students who were absent from school must be reported to the Assembly Point Coordinator upon reaching the Student Staging Area.</i></p>
<p><b>3- The Reunion Area:</b> Required staff: 1 Reunion Area Coordinator (reporting to the Assembly Point Coordinator), 3-5 staff (to collect information), 4-5 runners, 3-5 School Safety Agents.</p>	<p><b>4- The Counseling &amp; Medical Areas:</b> Required staff: <b>Counseling Area:</b> Members of the school crisis team (number of staff to be determined based on need). <b>Medical Area:</b> School nurse and health aide</p>
<ul style="list-style-type: none"> <li>◆ A family member completes/submits the Student Release Form with <b>Part 1</b> completed.</li> <li>◆ Identification is verified by staff to ensure that the individual is listed on school records. The staff member will complete Part 2 of the Student Release Form.</li> <li>◆ The runner (school staff) is given the Student Release Form. When the student is retrieved, <b>Part 3</b> of the Student Release Form is completed by the runner.</li> <li>◆ The student is escorted to be safely reunited with their family, and <b>Part 4</b> of Student Release Form completed by staff.</li> </ul> <p><i>Family members must sign for students in Part 4 of Student Release Form to take custody of their child.</i></p>	<ul style="list-style-type: none"> <li>◆ The Counseling Area must be identified upon arrival and used as needed.</li> <li>◆ Clinical staff (counselors, psychologists, etc.) will work with families and students who may need additional support before leaving the relocation site.</li> <li>◆ If necessary, the Counseling Area is where the family will receive information about their child if the child cannot be released to them.</li> <li>◆ If the Counseling Area is used, components of the school Crisis Plan must be used as appropriate.</li> <li>◆ The medical area must be located near the host-school medical office.</li> </ul>



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Area	Suggested Space Internal And External	Brief Description of Area	Internal Area Assigned	External Area (when conducting at the home school)
Command Post	<p>Internal location: listed in the School Safety Plan at the relocation site.</p> <p>External location listed in the School Safety Plan.</p>	<p>Location where critical information is shared among the Principals, Building Response Team Leaders (of all schools/buildings involved), and all DOE and First Responders who are at the scene. Refer to Command Post Card located on the Principals Portal to properly establish the Command Post.</p>		
Student Staging Area	<p>Internal: Auditorium, Cafeteria</p> <p>External: Corner of a schoolyard (away from the reunion and parent staging area).</p>	<p>Area where students will be brought to await reunification. Students must remain with their assigned class and teacher so that accurate attendance can be taken. Students must remain engaged in appropriate activities during the staging process.</p>		
Family Staging Area	<p>Internal: Classroom</p> <p>External: Opposite corner of the school yard.</p>	<p>Area where families are directed to report to upon arrival at the relocation site. Staff must provide instructions regarding the reunification process and distribute the Student Release Form.</p>		
Reunion Area	<p>Internal: Room or office close to exit doors being used for egress after reunification.</p> <p>External: Well secured separate section of the school yard.</p>	<p>The area where families will take custody of their child.</p>		
Counseling & Medical Areas	<p>Internal: Classroom, Office that is <b>not</b> located near the family or student staging area or the reunion area.</p> <p>External: A well secured, separate corner that is <b>not</b> near the staging or reunion area.</p>	<p>Private area where families will be taken if they need additional time to speak/meet with counseling staff, or if reunification with their child may be delayed for any specific reason. This room is staffed with members of the crisis/clinical team.</p> <p>The medical area is a private area where medical assistance is provided including the administering of medicine to students requiring regular treatment for existing conditions.</p>		



# **STUDENT RELEASE FORM**

Use One Form For Each Child



<p><b>PART 1</b></p> <p>Completed by <b><u>family</u></b> at The Family Staging Area</p>	<p>Student's Last Name _____ First Name _____</p> <p>Class _____ Grade _____ Teacher (if known) _____</p> <p>Name of Person Picking up Student: _____</p> <p>Relationship to student: _____</p>
<p><b>PART 2</b></p> <p>Completed by <b><u>staff</u></b> at The Reunion Area</p>	<p>Is the person picking-up the student listed on Emergency Blue Card? (circle one) Yes No</p> <p>If no, list the name of the administrator who has authorized release _____</p> <p>Name of staff who verified the identification of the person picking-up the child: _____</p> <p>School Staff Member's Signature _____</p>
<p><b>PART 3</b></p> <p>Completed by the <b><u>runner</u></b> at The Student Staging Area</p>	<p>Student Status (check appropriate status)</p> <p>_____ Sent with Runner _____ Absent from School _____ In Medical Room</p> <p>Other Notes:</p> <p>_____</p> <p>_____</p> <p>Runner's Signature _____</p>
<p><b>PART 4</b></p> <p>Completed by <b><u>staff and the family</u></b> in The Reunion Area</p>	<p><b><u>THE PERSON LISTED IN PART 1 MUST BE THE SAME PERSON WHO IS LEAVING WITH THE CHILD.</u></b></p> <p><b>Identification Verified</b> Time: _____ Print Staff Name: _____</p> <p>Signature of staff member who reunited the child with the family: _____</p> <p>*****</p> <p><b>I have been reunited with my child</b></p> <p>Parent/ Guardian Signature _____</p>