

Chapter 11

General Suggestions for Parent-Student Reunification Plans for Schools

Local community emergency management and response agencies should consult on the district's plan to promote a coordinated response to evacuations. This list is a starting point for discussions between school officials and others addressing evacuation plans. Select locations for reunification based on the following criteria:

- a. The ability of school buses to safely access the area;
- b. Coordinate evacuation plans and drills with school transportation officials to address the capacity of that system to safely evacuate all students;
- c. Coordinate evacuation plans and drills with school nursing and Special Education staff to address the needs of students and staff with disabilities so as to ensure that the reunification site is adequate for their needs;
- d. The facilities are safe for students while they wait for parents to arrive (including shelter, access to restrooms, food as appropriate, etc.);
- e. Sufficient parking for parents while they check in with school authorities;
- f. Sufficient number of ingress/egress points to minimize traffic congestion;
- g. Test the ability of the school's two-way radio system (including the bus communication system) to ensure that the system is capable of operation between the district office, the sending location, and the reunification site.
- h. Consider developing Memoranda of Understanding with local community colleges as reunification sites, as they often have all of the resources necessary to safely conduct this process.

Section: Operations
Student Release
Bellevue Fire Department
Bellevue, Washington

- Personnel:** School Secretary, available staff .
Student Release process is supported by student runners.
- Responsibilities:** Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.
- Start-Up Actions:**
- Obtain and wear vest or position identifier, if available.
 - Check with Operations Chief for assignments
 - Obtain necessary equipment and forms from Logistics.
 - Secure area against unauthorized access. Mark gates with signs.
 - Set up Request Gate at the main student access gate.
 - Use alphabetical grouping signs to organize parent requests.
 - Have Student Release Forms available for parents outside of fence at Request Gate. Assign volunteers to assist.
 - Set up Release gate some distance from Request Gate.
- Operational Duties:**
- Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
 - Refer all requests for information to the Public Information Officer.

Procedures:

Requesting adult fills out Student Release Form, gives it to staff member, and shows identification.

Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.

Staff instructs the requester to proceed to the Release Gate.

Runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box. Runner takes form(s) to the designated classroom.

Student Release

If student is with class:

Runner shows Student Release Form to the teacher

Teacher marks box, "***Sent with Runner.***"

If appropriate, teacher sends parent copy of first aid form with the runner.

Runner walks student(s) to Release gate.

Runner hands paperwork to release personnel.

Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student.

Parents are given the Notice of First Aid Care Given, if applicable.

If student is not with the class:

Teacher makes appropriate notation on Student Release Form:
Absent if student was never in school that day.

First Aid if student is in Medical Treatment area.

Missing if student was in school but now cannot be located.

Runner takes Student Release Form to CP.

CP verifies student location if known and directs runner accordingly.

If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to CP for verification.

Parent should be notified of missing student status and escorted to crisis counselor.

If student is in first aid, parent should be escorted to Medical Treatment Area.

If student was marked absent, parent will be notified by staff member.

Closing Down:

At the direction of the Operations Chief, return equipment and unused supplies to Logistics.

Complete all paperwork and turn into the Documentation Unit.

Equipment/

Job description clipboards

Supplies: Pens,

stapler

Box(es) of Emergency Cards

Signs to mark Parent Request Gate and Release Gate

Signs for alphabetical grouping to organize the parents (A-F, etc.)

Empty file boxes to use as out boxes

Forms: Student Release Form (copies for every student)

Disaster Release Form Completed By: _____

Relationship to Student: _____ Date: _____

Disaster Release Form

Student's Last Name: _____ **First Name:** _____

Address: _____

Mother's Name	Home Phone Work	Phone	Pager/Cell Phone
Father's Name	Home Phone Work	Phone	Pager/Cell Phone
Guardian's Name (if different than above)	Home Phone	Work Phone	Pager/Cell Phone

If I/we are unable to pick up our child, I/we designate the following three people to whom my child may be released in case of emergency:

Name Ho	me Phone	Pager/Cell Phone
Name Ho	me Phone	Pager/Cell Phone
Name Ho	me Phone	Pager/Cell Phone

Release Statement: I authorize release of my son/daughter to any adult with whom he/she feels comfortable.

Circle One: **Yes** **No**

Medical Alert:

Condition: _____ Medication: _____

Condition: _____ Medication: _____

Please send to school at least three full day's dosage of each medicine and include a letter from your physician giving the principal or designee permission to administer this medicine in the time of an emergency.

Please list a friend or family member, who lives out of state, that we can call with information in case local telephone service is interrupted.

Name _____ Phone (____) _____

For School Use Only

The Student was released to _____ By _____

Date: _____ Time: _____ (AM) (PM) Destination: _____

White Copy for Request Gate

Yellow Copy for Release Gate

Attach Yellow Copy to Student Release Form

Student Release/Runner Form

To Be Taken By Runner

Please Print

Student's Name : _____

Teacher : _____

Grade : _____

Requested By:

To be filled in by Request Gate Staff

Proof of I.D. _____ Name on Disaster Release Form Yes No

(Circle One)

Student's Status

To Be Filled In By Teacher

Sent with Runner _____ Absent _____ First Aid _____ Missing _____

(If student is absent, in first aid or missing deliver this form to the Command Post)

To Be Filled In By Release Gate Staff

Proof of I.D. _____ Name on Disaster Release Form Yes No

(Circle One)

To Be Filled In By Requester

At Release Gate

Requester Signature:

Destination:

Date: _____ Time: _____

Directions for Parent & Student Reunion Drill:

What you need to do the drill:

Bin of 10 teddy bears with nametags
 Emergency release forms completed for each of the bears
 Student runner forms and attached to the emergency release forms
 Bear Parent Identification Cards
 10 Parent volunteers to be bear parents
 4 to 5 student runners
 Signs identifying the parent check in area
 Location pre-identified for parent reunion location (do not put signs at reunion location)
 Pens and/or pencils

Prior to the drill:

- Train staff and student runners in the procedures for parent reunion
- Determine the date and time the drill will begin
- Decide location for parent check in and sign appropriately
- Sort the teddy bears and match the bears with their emergency form (make sure each bear has a form and matching parent identification card).
- Decide which classrooms will get the bears as guests for the drill and put the teachers name and classroom number on the attached runner form.
- Distribute the bears to the classrooms (keep the Bear Parent Identification and the emergency forms in the parent check location).
- Distribute Bear Parent Identification cards to the parent volunteers and ask them to wait and the check in area
- Put the emergency forms in alphabetical order

Now you are ready to start the drill – Parent Begin Check-in

- Reunion team checks identification and insures there are on the emergency form
- Completes the bottom part of the emergency release form (student released to _____ by *initials of the release team member*, date, time and ask them where they are going.)
- Direct parent to the reunion area, reminding them to keep their ID out for them to be checked again in the reunion area.
- Tear off the white form and re-file it alphabetically.
- Fold over the yellow copy and have the runner form on the top.
- Complete the first section of the runner form (checked ID and On the form)
- Send runner form with runner to the classroom with the bear
- Runner gives runner form to the teacher, teacher checks box “sent with runner” and gives runner the bear and the form
- Runner takes bear to the reunion area and gives form and bear to the adult at the reunion table.
- Reunion team checks parent identification and asks parent to complete the bottom of the runner form.
- Give parent their bear and file the runner form alphabetically.