

Standard Evacuation/ Reunification Method

Evacuation

A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are all scenarios that may require the school to instigate the evacuation of students to a relocation site. This procedure will require the reunification of students to their parents or guardian.

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone system. In some cases the students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 2:45 at the main entrance. Bring your ID".

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's

emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Students Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to test a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Form

For parents, there are a couple of steps. If a parent is driving to the school greater awareness of traffic and emergency vehicles is advised. Parent should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification form. In the case of multiple students being reunified, a separate form for each student needs to be completed.

Bring ID to Check In

During check in, the arriving adults will complete the first section of the Student Release Form. Staff will confirm the identity of the adult and confirm that the adult is authorized to pick up the student. The adult will be asked to move to the "Student Release Point". A staff member will complete the second section of the form and hand it to a "Runner" who will carry it to the Student Holding Area. A staff member in the Student Holding Area will complete the third section of the form. The student will be sent to the student release point with the runner and the completed form for reunification with the adult. At the Student Release Point the last section of the Student Release Form will be completed, completing documentation for student accounting.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.