THE
PROCESS
ASSEMBLY AREA
STUDENTS ENTER OUT OF PARENTAL VIEW
Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium.

It is important that students are not in view of their parents.

GREETING AREA
PARENTS ARE MET HERE
As parents arrive, signage directs them to general check-in area. Greeters begin the process by asking parents to complete the Reunification Card.

Law Enforcement
Often an Officer is posted where students are disembarking.

Transport Students to Site

Helpful Tip
As parents wait for reunification with their student, try to have them clustered rather than in a line. Students may not always be recovered in the order parents line up.

Law Enforcement
Often an Officer is posted where parents wait for reunification.
Reunification Site

CHECK-IN TABLE
SET UP MULTIPLE LINES
Establish parallel check-in lines based on first initial of last name.

REUNIFICATION AREA
PARENT STUDENT REUNIFICATION
As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.

IT’S ALL ABOUT FLOW
TRY TO KEEP THE PATHS FROM CROSSING
As you stage the Reunification Site, pay attention to how parents will be walking between the areas. Ensure their paths aren’t crossing in any part of the process.

Helpful Tip
If at all possible, try to keep parents out of the building. Crowd control becomes more difficult inside the reunification site.

Law Enforcement
Often an Officer is posted at Check-in.

Media
If Media is present, it’s best to enforce trespass and prohibit them from the property. Plan though, for them to be parked across the street.
**STEP 1**
**GREETINGS**
As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

**STEP 2**
**PARENTS FILL OUT CARD**
Parents complete the information requested on the card, and begin to self sort into lines.

**STEP 3**
**CHECKERS VERIFY ID**
Parent custody verification is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.

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**Reunification Information**

- **Student Name:**
- **Student Grade:**
- **Student Birthday:**
- **Photo identification matches name of person picking up student? Y or N:**
- **Have photo identification out and ready to show school district personnel:**
- **Student Grade:**
- **School personnel completes upon release of student**
- **Reunification Information**

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**Instructions:**

1. Prepare identification (If you don’t have ID with you, please move to the side of the line, it may take a little longer to...
2. Select the check-in line based on either student last name or student grade.
3. I have read and understand these instructions.
4. Photo identification matches name of person picking up student? Y or N
5. Have photo identification out and ready to show school district personnel
6. Please complete the information on the other side of this card.
7. If there has been injury or other concerns, you may be asked to meet a counselor.
8. Please don’t shout at school or district staff. We’ll get through this as quickly as possible.
9. First, we want to thank you for your patience during this reunification. We share the same goal during this process:

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**Greeter**
Greeters manage the initial intake of parents. Explaining the process and answering questions that may arise.

**Checker**
Checkers verify identification. In some cases custodial authority may need verification as well.

**Accountant**
The Accountant verifies cards against a master roster and may start sorting cards.

**Law Enforcement**
A uniformed officer can help with crowd control and identity verification.
in 6 easy steps

**STEP 4 REUNIFICATION AREA**
At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

**STEP 5 STUDENT REUNIFICATION**
The Reunifier returns the student to their parents. They then note the time and initial the bottom of the card.

**STEP 6 ACCOUNTABILITY**
The Reunifier delivers the bottom of the card to the Accountant. The Accountant may start sorting the cards.

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**WHAT IF? THE STUDENT ISN'T THERE**
If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

**SEPARATE PARENT FROM THE LINE**
The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.

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**Parent**
It may be beneficial to have the school principal in the area where students and parents are reunified.

**Law Enforcement**
A uniformed officer can help with crowd control and keep the peace.
RESOURCES
STANDARD REUNIFICATION METHOD
GLOSSARY

Checkers Verify ID and possibly custody rights of parents or guardians. Direct parents to Reunification Area.

Communications Facilitate radio and other communication needs.

Entertainment Director At the elementary level, deploying a projector and screen can reduce student stress. With middle and high school students, consider turning on a television and tuning to local news.

Facilities Coordinate any physical site needs.

Finance/Administration Chief Establish and manage administrative staff.

Flow Monitor Observe and remedy process hiccups.

Greeters Help coordinate the parent lines. Tell parents about the process. Help verify parents without ID.

Kid Wranglers Teachers or staff in the Assembly Area manage students.

Leads For span of control, some roles may need leads.

Liaison Officer Communicate with Fire, Medical or Law Enforcement.

Logistics Chief Establish and manage logistical staff.

Nutrition Services Provide snacks and water.

Operations Chief Establish and manage operational staff.

Parent Check-in Director Establish and manage the check-in process.

Planning Chief Establish and manage planning staff.

Public Information Officer Communicate with parents, press and social media team, if appropriate. Coordinate use of mass call or text messages.

Reunification Area After check-in, area where parents wait for their students.

Reunification Card is completed by the parent or guardian.

Reunification ID Pass (Green Icon) Given to adults arriving from the impacted site.

Reunification ID Pass (Pink Icon) Given to district reunification team.

Reunification Incident Commander Coordinate Priorities, Objectives, Strategies and Tactics for an accountable, easy, reunification of students with parents.

Reunifier Take bottom of Reunification Card to Assembly Area, recover student and bring to Reunification Area. Ask student, “Are you ok going home with this person?”

Runner Assist Incident Command if needed.

Safety Officer Observe site and remedy safety concerns.

School Principal At the Reunification Area, serve as the “Face of the school.”

Scribe Document events. A yellow pad is sufficient.

Secure Assembly Area At the impacted site, area where students are evacuated to/from their classrooms.

Social Media Team Communicate with Public Information Officer. Monitor social media. Tweet parents and press, if appropriate.

Student Assembly Area At the Reunification Site; the area where students wait for parents or guardians to arrive.

Student Assembly Director Establish and manage the Student Assembly Area.

Transport The process in which students are bused to the Reunification site.

Transportation Directs transportation needs.

Victim Services/Victim Advocates provide psychological first aid.
STANDARD REUNIFICATION METHOD
LAW ENFORCEMENT STAGING

NOTE:
Law Enforcement Officers outlined in red are also represented on the Site Floorplan.

MEDIA STAGING
STANDARD REUNIFICATION METHOD
FIRE/EMS STAGING