



“Reunification is a process that is enacted when a school is required to conduct a controlled release of students to parents/guardians following an emergency, or another significant disruption to the normal schedule. In this circumstance the school or District will send parents/guardians information related to Reunification by using Parentsquare messages, Skylert messages, emails, etc. Parents/guardians will be given instructions on when and where the Reunification will occur. Before a student can be released, the parent/guardian must complete a Reunification Checkout Card and present a valid picture ID for verification” (Jordan School District Website, 2018).

Reasons for Reunification

- Severe weather & flooding
- Power or water outage
- Earthquake
- Dangerous intruder
- Crisis near or at school

JSD Reunification Goal

Ensure the successful reunification of students with parents/guardians, in a controlled and accountable manner.

JSD Reunification Objectives

1. Activate the Incident Command System
2. Secure students and building/areas
3. Provide the accountability for all students & staff
4. Activate Reunification Support Roles
5. Set up the Check-in, Staging, and Reunification areas
6. Notify parents/guardians with procedural and relevant information
7. Greet parents/guardians at the Reunification site as they check-in
8. Verify identification (ID) and checkout/pick up rights by utilizing student emergency information as indicated on Skyward
9. Reunify students with parents/guardians and account for all students
10. Manage special circumstances.

REUNIFICATION OPERATION EXECUTION

1. The reunification site needs to be established and completely set up, whether on or off site, before students are moved and parents/guardians are directed to the area.
2. Once operationally ready, students will be moved and gathered in a designated area. It is preferred this area be out of sight and enclosed from the public if possible.
3. After all the students arrive and accounted for then parents/guardians will be directed to the front of the location. Their arrival should be monitored and controlled in a manner that will not block or overly congest the area in a way that inhibits operations.
4. Greeters will be promptly greeting the parents/guardians upon arrival and providing them with a reunification card and pen before having them proceed to the Check-In station.
5. Checkers will match the parent/guardian with the information housed in Skyward or school records and verify their identification.
6. If the student(s) is present and not directly involved in the incident (i.e., being interviewed as a witness, injured, or even deceased) then a reunifier will be sent to retrieve the student(s).
7. If the student(s) is somehow directly involved in the incident or is missing, the parent/guardian will be directed into a private or more secluded area accompanied by the appropriate personnel (i.e., counselors, law enforcement, Operations Chief or designee.) This is when relevant information should be shared or disclosed.
8. When a student(s) is reunified with a parent/guardian they should then be directed to exit from a different door or location in order to preserve the flow of the process.

REUNIFICATION ACTION PLAN

1. Set up and establish a Reunification Command Post.
2. Establish accountability for all students.

- a. Attendance shall be taken, even if previously completed, prior to gathering to the staging location.
 - b. Each teacher accounts for the students assigned or in their care.
 - c. The teacher communicates accountability to their assigned Group Leader.
 - d. The assigned Group Leader reports accountability to Operations Chief.
 - e. The Operations Chief notifies the Incident Commander of the accountability status.
 - f. If a student is unaccounted for, all reasonable and safe efforts should be taken to locate or identify a location for them.
 - g. A missing or unaccounted for student should be immediately reported in order to increase resources and efforts to locate.
3. Set up the Check-in, Staging and Reunification areas.
- a. Determine if the reunification can be done at the school or at a secondary location based on the incident needs.
 - b. Establish an area away from the incident location and/or hazards.
 - c. Use an area that will best accommodate the use of an access control point and secured perimeter.
 - d. DO NOT allow parents/guardians to enter the area from back or side entrances and gain direct access to the students.
 - e. Request police assistance with access control enforcement.
 - f. Consider how foot and vehicle traffic will flow through the process from beginning to end.
4. Secure students in the Staging/Reunification area.
- a. Students should be kept in an area out of eyesight of the parents/guardians. This will help maintain control and order ensuring proper accountability is taken upon release.
 - b. Students should remain with the class or group they arrived with so they will be more easily located by the Reunifiers. Displaced students who came with a different class may be escorted to their assigned class to assist in this process as well.
 - c. Make use of directional signs and barriers to help mitigate confusion.

***Note: The Incident Commander will determine if a Staging area is needed due to the nature of any incident, or for strategic placement of students. In some circumstances it

may be best to have students remain in classrooms with their teacher while waiting to be reunified.

5. Set up the Check-in location.

- a. Check-in location should be near the front entrance and highly visible but away from the students in the staging/reunification area.
- b. Check-in should include computers if power is available with school rosters and schedules downloaded to the hard-drive in case there is no internet access. Paper copies of these lists should be available as well in the event there are no usable computers.
- c. Have pens, clipboards, and student reunification cards ready for parents/guardians to fill out while waiting for check-in.
- d. Signage should be clearly posted to help guide parents/guardians through the process.

6. Notify Parents/Guardians.

- a. Utilize all means of public communication to inform parents/guardians of where and how to reunify with their respective student(s).
- b. Be detailed and direct in the communication providing clear and concise instructions.

***Note: Parents/guardians should not be instructed to come to the Reunification site before the school is adequately set up and prepared to receive them.

Staff Roles & Responsibilities

Incident Command

- Ensures the Reunification Action Plan and support roles are activated
- Determines the following:
 - Incident Command Post location
 - Check-in Location
 - Staging Location
 - Reunification Location
 - Supports from district personnel/departments
 - Evacuation to secondary location
 - Barriers, directional information, signage

Operations Chief

- Assumes command of the Reunification area in the absence of the Incident Commander, who may still be at the scene of the origination incident.
- Remain with the Reunification Command Post and liaison with first responders.
- Oversee the overall operations of the Reunification area by allocating resources necessary to be successful.
- Assist the Incident Commander in all tasks as needed if present

Public Information Officer

- Coordinates with JSD Office of Communication on all message content whenever possible
- Coordinates message content with law enforcement and fire department when applicable
- Meets with fire and law enforcement to form joint information center when incident and applicable information will be coordinated and disseminated
- ParentSquare messages should be sent in a timely manner and at regular intervals as appropriate
- Messages should contain procedural and relevant information including: time and location of reunification, what to bring (ID), and should communication expectations and directions

Documentation Officer

- Obtains the necessary documentation needed to verify student, staff, and visitor attendance for the day
- Keeps track of all reported accountability to include student reunified, those not picked up, anyone transported for medical care, including when and where they were taken
- Provides documentation to Operations Officer at the Command Post location
- Serves as a scribe to record events, times, and decisions made at the Command Post

Interior Leader

- Oversee the Checkers and Reunifiers.

- Make sure Checkers have the equipment and records necessary to successfully complete their assignments.
- Assist with special circumstances such as language barriers or parents/guardians without identification. Use alternate means to establish identification of a parent/guardian without ID. Methods may include:
 - Does a school staff member know the individual?
 - Can the school call a contact person listed on the student's emergency information, as indicated on Skyward, to get a description of the individual?
 - Take a photo of the individual and ask the student to identify the person in the picture.
- Help deal with and deescalate difficult parents/guardians as needed.

Exterior Leader

- Oversee all exterior operations of the reunification area.
- Direct the Greeters of how the flow of both foot and vehicle traffic is to go.
- Work closely with law enforcement and/or security personnel to ensure perimeter integrity is maintained through the reunification procedure.
- Help resolve and de-escalate issues on the exterior of the reunification area.

Greeter

- Greeters are outside the entrance to the reunification area ready to greet the parents/guardians or any members of the public.
- Help direct both foot and vehicle traffic at the direction of the Exterior Director.
- Ensure no one from the public, including parents/guardians, enters the reunification area from anywhere other than the controlled access point (main entrance).
- Work closely with law enforcement in matters of security outside.
- Provide reunification cards for parents/guardians to complete while waiting to be checked

Checker

- Check and verify the identification(s) of all parents/guardians attempting to pick up a student.

- Have Skyward or other means of record access to accurately obtain student and parent/guardian information.
- Communicate closely with Reunifiers to ensure the correct student is reunified with a corresponding parent/guardian

Reunifier

- Reunifiers are to work closely with the Checkers.
- Help maintain and manage the line of parents/guardians checking in.
- Once a student's parent/guardian is verified the Reunifier will retrieve the student, ensuring they have the correct individual.
- Make sure the teacher is aware before each student is taken from their care for reunification.

Staging Manager

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Teachers

- Gather class roster and verify student attendance
- Move students to secure location (in classroom, planned zone, or based off Incident Command direction)
- Hold cards based on roster status (green, yellow, red, medical)
- Update student list as Reunifiers pick students up for reunification

Crisis Counselors

- Provide mental health resources to all who need it as a result of the critical incident.
- Counselors should be centrally located within the building in order to respond to the needs of students and parents/guardians.
- A room or secure space should be designated for use by counselors and first responders to be able to speak privately with students, staff, and/or parents/guardians.

REUNIFICATION POINTS (View Maps Below)

Type	Student/Staff Location	Guardian Location
On-Campus, indoor	Classrooms/Gym/Cafeteria	South Parking Lot (entrance through the neighborhood)
On-Campus, outdoor	North & South Fields in Grade Zones	South Parking Lot (entrance through the neighborhood)
Off-Campus	Parking lot located at the back of the church	8173 S 3200 W, West Jordan UT 84088



