Lakeland Joint School District #272

Parent Copy of Student and Parent

Reunification

Student and Parent Reunification

I. Purpose

This plan is designed to guide Lakeland staff in an orderly and coordinated reunification of students with their parents if an emergency should call for an evacuation of a school.

II. Explanation of Terms

Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
CIO	Chief Information Officer
SOP	Standard Operating Procedure

III. Situations

Situations

1. There are many emergency situations that may arise that will require student/parent reunification.

   a. Student/parent reunification may be needed if {school} is evacuated or closed as a result of:

      1. major fire
      2. natural gas leak
      3. localized flooding
      4. earthquake
      5. hazardous materials transportation accident
      6. school violence
      7. bomb threat
      8. terrorist attack
      9. other bonafide emergencies
      10. during appropriate training exercises
      11. or when directed to do so by a qualified authority

IV. Concept of Operations

A. General

   1. The intent of student/parent reunification is the safe and orderly reunion of students with their parents/guardians/emergency contact., in the event of an emergency evacuation should be needed.

   2. Lakeland and our staff must prepare to conduct both small-scale and large-scale reunification at all times, both from unexpected hazards as well as known hazards to our schools.

   3. School to Provide to District Office

      a. Emergency Contact information for all students each quarter. With updates of new students when student(s) enrolls.

b. Class roster sheets each quarter. When it changes, the district office will be notified on the day of the change.

c. Staff lists with duties of each staff member annually, updated if a change occurs.

4. Lakeland will use a Dual-Gate System. Student/Parent reunification team members will be located in two separate areas. The first area, "Holding Area" will be where students can wait for their parents. The second area will include both a "Report Point" and the "Student Release Point" where parents/guardians/emergency contacts will report and wait for their students to join them. These will be two completely separate areas, but in close proximity to one another.

a. Hold Area Operations- Designated classroom teachers will remain with their assigned student in the holding area. Each will have the list of the students assigned to their supervision, including the exact name of their parent/guardians. Anyone who was absent at the start of the school day or who departed prior to the incident will be noted.

b. Parent Check-in- Parent will check in at the Parent check-in line labeled with their child(ren)'s first letter of their last name. They will be required to fill out a Parent/Student Reunification card, and provide identification (driver's license or some other form of government issued photo identification).

c. Release Gate Operations- When the parent/guardian arrives at the release point, they will be asked for the name of the student or students being picked up. They will be required to show proof of their identification again, as a secondary measure.

d. Crisis Team(s) will be available to provide counseling as needed.

e. At the end of the day, the principal or his/her designee will call all those parents/guardians who have not yet picked up their student(s) child(ren). If the parent cannot be reached, the school will make arrangements to care for the student until a parent or designated individual can pick up the student(s) child(ren).

V. Means of Notification

A.   Warning and Public Information

   1.   The Incident Commander will normally arrange dissemination of information
        on the reunification process. In our case this will be done by the
        Superintendent and/or Assistant Superintendent.

   2.   Reunification Notification should be disseminated through all available
        warning systems. Skyward, email, text message, phone system mass call, etc.