



Parent Information for Critical Incidents

Presented by the Fortville Police Department in cooperation with the Mt. Vernon Community Schools



Critical Incident Information



There may be times at the school that parents pick up their students in a formalized, controlled release. This process is called reunification and may be necessary due to weather, a power outage, hazardous material or if a crisis occurs at the school.



Critical Incident Information



This reunification method makes this process more predictable and less chaotic for all involved. Generally, reunification is not a typical end of the school day pick-up and may occur at a different location than the school the student attends.



Critical Incident Information



Parents and Guardians will be notified in a number of ways. Mt. Vernon will use its Skyward alert system via telephone and/or email. **IT IS IMPORTANT AND YOUR RESPONSIBILITY** to keep your Skyward account up to date with current telephone numbers and emails.



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In some cases, students may be asked to send a text message to their parents. A text message from your student may look like this. *“The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID and student keychain ID with barcode & reunification form”.*



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DURING THE REUNIFICATION PICK-UP PROCESS, IT IS IMPORTANT to bring **Identification** and be **patient**. This will streamline the process and is necessary to pick up your student. This protects both the safety of your student and provides accountability for the Mt. Vernon Staff members.



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“What if I can’t pick up my students?”

Mt. Vernon staff members will only release your student to authorized persons in Skyward. It is imperative that you keep this up to date. Anyone you wish to pick up your student **MUST** be in Skyward, have student keychain ID with barcode, and have the reunification form completed.



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“What if my student drove to school?”

There may be instances where a student may not be allowed to remove their vehicle from the parking lot. In this case, parents can recover the student at the designated reunification area. In some cases, student driver may be released on their own.



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“Why can’t I get a hold of my student via telephone?”

For students, the school may ask to be orderly and quiet while waiting, this will include telephones being in the silent mode with no communication in or out.

Cellular networks tend to be overloaded in times of an emergency and our goal is to minimize the footprint we have on the network so the public safety personnel can communicate using these networks. Do not panic if you do not hear from your child.



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“What is a reunification form?”

A reunification form will be required for all student pick ups. It will include the student’s name, their grade, cell phone number (if applicable), name of person picking up the student, signature, relationship to student, and student’s birthdate (because some students may have the same or similar names). Upon pick-up, staff will log the parent ID.



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“What should I expect while traveling to the reunification area?”

There will be a lot of parents picking up their students. Please be extra cautious while driving. It will add to emergency personnel's responses if you are involved in an accident and police have to be pulled away from where they may be needed.



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“How will I know if I am in the right place?”

There will be signage out and personnel in traffic vests to direct you. The signs will look something like this.





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“Should I get out of my car and where do I park?”

You will need to stay in your vehicle until directed by an official to park and go to the “Check-In” area.

If you leave your vehicle parked in a travel lane needed by emergency personnel **YOUR VEHICLE WILL BE TOWED AT YOUR EXPENSE.**



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“Once I am parked where do I go?”

You will be directed to go to the check in area with your ID, reunification form, and student keychain ID with barcode.

Once you are there officials will check your ID and reunification form to verify the student you are picking up. If you are picking up multiple children of your own, you will need a reunification form for **EACH** student.



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“Will I be able to go and get my student at the reunification site?”

NO

You will not be permitted in to the student area for any reason. Your child(ren) will be brought to you. (Parents should be aware that in some cases, they may be invited into the building for further information.)



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“Will my child be interviewed by the police?”

In some cases, parents may be advised that an investigation is underway and that interviews may be necessary.



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“What if my student is injured?”

In extreme cases, parents may be notified prior to the reunification or pulled aside for emergency or medical information.



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“What do I do if I need emergency personnel during the incident?”

Law Enforcement, Fire and Medical personnel will be at the reunification area for the safety and wellness of the students. Please advise someone that you need to be seen for a medical emergency. We will get someone to you promptly. If you are driving to the reunification area and need medical care, please pull over and dial 911. The 911 operator will direct you further as to what to do.



Critical Incident Information



The Mt. Vernon Community School Corporation and the Fortville Police Department thank you for taking the time to assist us in being prepared for any emergency.