

# SRM The Process in 6 Easy Steps

## 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 is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.

## STEP 4 REUNIFICATION AREA

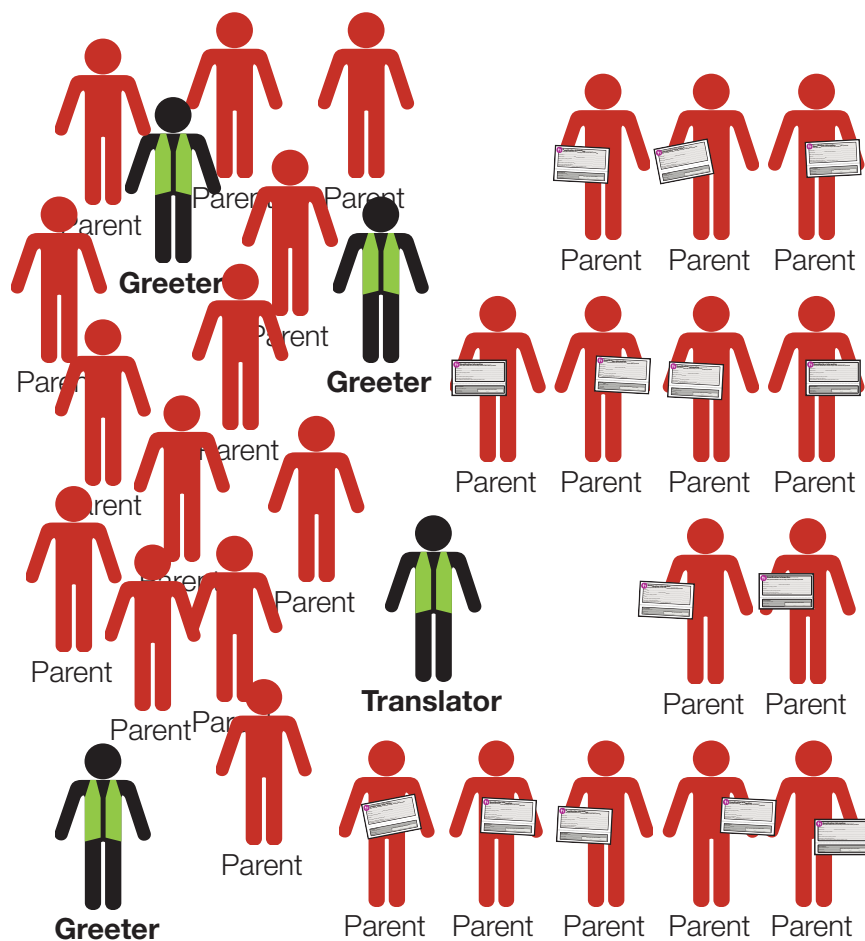
At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to get the student.

## STEP 5 STUDENT REUNIFICATION

The Reunifier returns the student to their parents asking the student if they feel comfortable leaving with that adult. 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 Student Assembly Accountant. The Accountant may start sorting the cards.



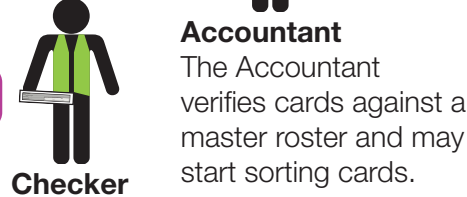
**Greeter**  
Greeters manage the initial intake of parents, explaining the process and answering questions that may arise.

ABC



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

DEFGHIJK



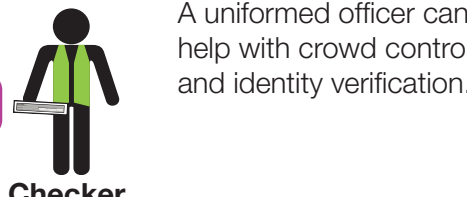
**Accountant**  
The Accountant verifies cards against a master roster and may start sorting cards.

LMN

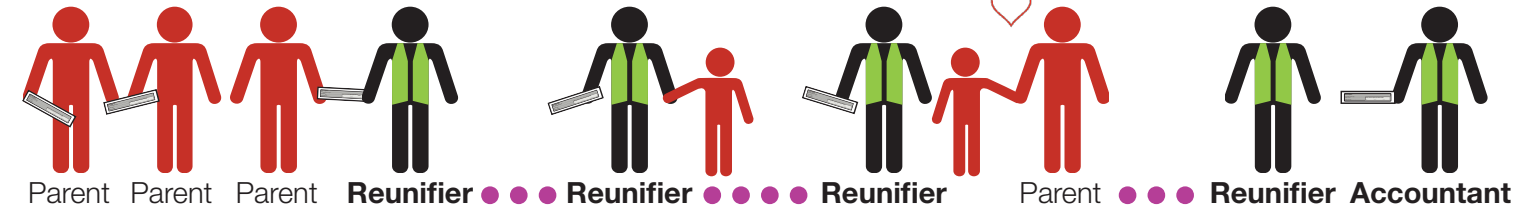


**Law Enforcement**  
A uniformed officer can help with crowd control and identity verification.

OPQ..XYZ



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



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

**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.



**Law Enforcement**  
A uniformed officer can help with crowd control and keep the peace.

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

