

## **Parent-Student Reunification Procedures for Cascade K-8**

The following information outlines the process CK8 has established to reunite students with their families in the event of an emergency during the school day that requires us to implement our Parent-Student Reunification Plan.

### **Locations:**

- If the building is determined safe and students are being housed in their classroom or other designated indoor area (gym/cafeteria for example), parent pick-up will be located at the main entrance to the building (dot loop).
- In the event of evacuation and the building is determined to be unsafe, student pick-up will likely be at the gate to the field (located in front of the building by the yellow bicycle stand) but could change to the Kingdom Hall of Jehovah's Witnesses (2960 NE 200th St, Shoreline, WA 98155) depending on the type of emergency.
- If you arrive before staff have their stations set up, please be patient. If you are able, please consider volunteering to help with the setup or distributing of Student Release Forms to people waiting.

### **Reunification Procedures:**

- Parents will report to the designated area and fill out a Student Release Form.
- Please be patient and take a deep breath. This is a big task and our caring staff will work as quickly as possible to reunite you with your child/ren.
- Please have your photo I.D. with you. You may want to take a photo of your driver's license in advance so that it is accessible on your phone. We cannot release children to an adult without first verifying their identity with a photo I.D.
- Note: You may only take someone else's child if you are a designated emergency contact for that child and your name and contact information matches the information on that student's data profile sheet.
- Once the Student Release Form is completed and your I.D. is confirmed, a runner will be sent to the student assembly area (or classroom) to get your student and escort them back to the student release area. All parents are to remain in the designated waiting area while a runner is sent to retrieve their child/ren from where they are being supervised.

**Communication:**

- If phones and email are working you will receive information directly from Shoreline Public Schools. Depending on the situation, you may also receive communication via Parent Square directly from CK8.
- Please do not call the school. School staff will be busy responding to the emergency and the needs of students. If school phone lines are operable, they need to remain open and available to communicate with emergency responders.

**Traffic Control:**

- Traffic will be controlled by a CK8 Site Security Team until law enforcement are on the scene.
- To every extent possible, two-way traffic will be maintained to allow for entry/exit of emergency vehicles.
- As the situation develops, it may become necessary for additional traffic control devices/barriers to be set up.
- When law enforcement arrives, the CK8 Site Security Team will hand charge of traffic control over to local law enforcement.

**Maintaining Procedures:**

- Student rosters and emergency supplies are kept in classrooms. Additional food, water and emergency supplies are stored in the Pod storage area.
- Paper copies of rosters are stored in staff Emergency Binders and the main office. Rosters are updated regularly.
- Emergency contact information is updated at the beginning of each academic year. Emergency information will include contact information for parents as well as designated adults who the child is permitted to leave campus with.
- Students are only released to people listed on the student emergency card or with Administrator discretion when a situation demands.

**Things to Remember:**

- The safety of our students is our top priority.
- Have your photo I.D. | Stay calm | Be patient | Follow instructions