

## Understanding the Process of Reunification

In the event of an emergency, it may be unsafe or impossible to release students in the traditional manner. In such circumstances, it is necessary for schools to implement procedures to safely reunite students with their parents.



### ARRIVE

1. Parents/guardians arrive with their driver's license/ID and are met by greeters.
2. Greeters provide the parent/guardian with this pamphlet, a reunification card, and pen.
3. Parents/guardians fill out the reunification card and take it to the check-in/verifier tables.

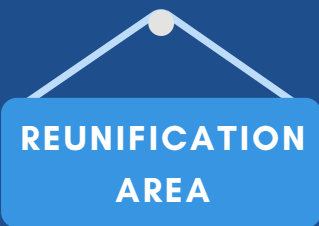
### CHECK IN

1. The check-in/verifier station is divided by last name.  
Parents/guardians find their line based on their child's last name.
2. Parents/guardians provide their child's name and their (parent/guardian's) driver's license/ID to the check-in/verifier
3. The check-in/verifier verifies the individual has the authority to pick the child up.
4. The check-in/verifier then takes the bottom portion and provides it to the runner who will locate the child.



### REUNITE

1. The parent/guardian walks to the reunification area where they will be reunified with their child.
2. Once the child is located, the runner will ask the child if they are supposed to go with the parent/guardian.
3. Once confirmed the child will be turned over to a reunifier.
4. The reunifier will reunite the child with the parent/guardian.
5. The parent/guardian will provide the top half of the card to the reunifier who will initial the card that the child has been reunified with the parent/guardian.
6. The reunifier will turn the cards over to an updater who will update the roster.



### LEAVE

The parent/guardian is free to leave with their child.

