

Evacuation and Reunification Process Information

Circumstances may occur at the Pillager Public School that require parents and legal caregivers to pick up their students either from the school site or emergency alternate location in a formalized, controlled release. If relocation is necessary, we will initiate our process of a controlled release called reunification. The reunification process is a protocol that makes this process more predictable and less chaotic for all involved. The relocation site will be communicated to parents and legal caregivers only at the time a reunification process is necessary. If the reunification site may be at the school or an off-site location.

Notification

Parents and legal caregivers will be notified via JMC Message system as voice, text and email. For your safety, please do not respond to the school or the reunification site until instructed. Further directions will be shared at that time that may include a map to follow as well.

Parent/Legal Caregiver Expectations

Upon notification that a reunification is needed, there are expectations to be aware. First, **bring identification**. This will streamline the reunification process. Second, **be patient, depending on the emergency, the process could take time**. Reunification is a process that protects both the safety of the student and provides for an accountable change in custody from the school to a recognized custodial parent or caregiver. **In order to limit traffic and confusion, please decide as a family or household who will come to the school to pick up their children if possible.**

What if Pick-up is Not Possible?

When a parent and legal caregiver is unable to get to the reunification site, students will only be released to individuals previously identified as one of the student's emergency contacts. The school will hold students until parents/legal caregivers can pick up their student. Emergency contacts may be added via JMC. Parents and Guardians should update that information frequently.

What if a Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents will be advised to pick-up their student. In some circumstances, high school students may be released on their own to leave after we have accounted for them..

How it Works

Students are instructed to be orderly and quiet while waiting. Students may be asked to text a message to their parent/legal caregiver, and refrain from sending other text messages to reduce the impact on the cellular network during the reunification process.

Reunification Cards

If a parent/legal caregiver is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents/legal caregivers will be given directions to follow through the JMC Message System to the "Check-in" area. Parents may be asked to remain in the vehicle or form in lines based on last name or by grade level depending on the process used. While in line, parents/legal caregivers will be asked to fill out a reunification card. Please complete all parts of the card. In the case of multiple students being reunited, a separate card for each student needs to be completed.

Bring ID to Check In

Identification and custody rights are confirmed at the "Check-in" site. Once verified, a runner will take a copy of the card to the Student Care Area to retrieve the student(s). During this process, parents/legal caregivers will either move to a designated "Check-out" site or remain in their vehicle. ID will again be verified before the release of the student(s). Please be aware that in some cases, parents/legal caregivers may be invited to meet for further information.

Interviews & Counseling

In some cases, parents/legal caregivers may be advised that a law enforcement investigation is underway and interviews are necessary. In extreme cases, parents/legal caregivers may be pulled aside for emergency or medical information.

Standard Response Protocol Terminology

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.



Hold is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.



Lockdown is followed by District "ALICE" procedures appropriate to the situation and is the protocol used to secure and to effectively keep students safe.



Evacuation may be followed by an onsite or offsite location, and is used to move people from one location to a different location in or out of the building.



Shelter and state the Hazard and Safety Strategy for group and self protection. (Example; Weather Related Emergency, City Wide Emergency)