

Shoreline Schools - Emergency Procedures

Student / Parent Reunification

Student/Parent Reunification is part of the Incident Command System and is assigned to the Operations Area.

There are a wide variety of emergency situations that might require student/parent reunification.

 Action Completed	Procedures
	<p>In the event that student-parent reunification is needed, _____ (School) will utilize _____ (location or facility).</p> <ol style="list-style-type: none"> a. Parents will report to the assigned area and give the name of their child/children. b. Picture I.D. will normally be required to ensure the person requesting the child/children is a match to the name on the Student Request Form. c. A staff member will go to the student assembly area and get the child/children requested by the parent or adult. The staff member will escort the student back to the pick-up area. d. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be recorded on the pick-up form. e. If the child is in the first aid area, the parent will be escorted to that area for reunification with their child/children. f. Counselors, when available, will be located close to the first aid area in the event they are needed.

Shoreline Schools - Emergency Procedures

Student / Parent Reunification *(Continued)*

 Action Completed	Procedures <i>(Continued)</i>
	<p>Additionally,</p> <ol style="list-style-type: none"> 1. Student rosters should be updated as classes change. 2. Updated class lists should be stored by the main door in every classroom and be easily identified by both teachers or substitutes, and students. Additional copies of the rosters should be distributed to the Principal/designee and placed in the back of their Emergency Preparedness Manual. 3. Emergency forms should be filled out at the beginning of the year. This form should include contact information on parents/guardians, as well as, other adults who can be contacted if the parent/guardian is not available. The form should also indicate with whom the child is permitted to leave campus if necessary. <ul style="list-style-type: none"> ○ DO NOT release students to people not listed on the <u>Student Information Form</u>. A well-intentioned friend may offer to take a child home. However, school staff must be certain students are only released to the appropriate people so students' families will know where they are. The form should also include all pertinent medical information such as allergies, medications, and doctor contact information. These forms should be stored in the front office in both hard copy and electronically if possible.
 Action Completed	Traffic Control
	<ul style="list-style-type: none"> • If available, traffic will be controlled by local law enforcement. • To every extent possible two way traffic will be maintained to allow for entry and exit of emergency vehicles. • As the situation develops there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident. • When law enforcement arrives on the scene they will take charge and do whatever is necessary, including the towing of vehicles, to manage the emergency or disaster.

Shoreline Schools - Emergency Procedures
Student / Parent Reunification (Continued)

	Assumptions
	<ul style="list-style-type: none">❖ Some parents will refuse to cooperate with the student/parent reunification process. This situation can be diminished, to some degree, if parents are informed about the school release procedures before the disaster or emergency occurs. They should be reminded the safety of their child <u>is your utmost priority</u>. <p>NOTE: It is a good idea to include this material in your student handbook distributed at the beginning of the school year.</p> <ul style="list-style-type: none">❖ Parents may be emotional when arriving at the school. Have counselors available to deal with issues that exceed your area of expertise.❖ The District's Public Information Officer or Superintendent/designee will respond to media inquiries.