

Administrators Guide to the Family Reunification Process

Goal: Equip the school community to carry out an orderly family reunification under high-stress conditions.

Preparation:

- Keep the Reunification Supplies in an emergency backpack or box in the Main Office or near the designated gates. Consider enough supplies for multiple stations at each gate so additional stations can be opened as needed.
- Stations can be created by student's last name, grade level, etc.
- Identify all staff members assigned to the Request Gate and Reunion Gate teams in the Integrated Safe School Plan (ISSP). Ensure that they are aware of their assignment and responsibilities.
- Train and review reunification procedures with staff members, families, and students. It is highly recommended that all staff complete *STEPS 419: Student Release and Parent Reunification Procedures Following an Emergency*. It is important to cross-train staff as other team members may be reassigned to the Request/Reunion Gate after they are done with their assignments.
- Identify the Request Gate and Reunion Gate on your campus, preferably on opposite ends of a building or open area. If space does not permit, choose a location that will facilitate a natural flow of traffic.
- Ensure that all students and staff have updated Emergency Information Forms on file.

Reunification Supplies

Laminated Last Name Signs (A-C, D-G, H-K, L-N, O-S, T-Z)	Request Gate: Blue Slips
Radios and Laptops	Request Gate: Rosters
Keys to Request and Reunion Gate locations	Request Gate: Student schedules
Tables & Chairs	Request Gate: Emergency Information forms
Sign clips, Zip ties, Tape	Reunion Gate: Sign-out sheets
Clipboards & Notepads	Reunion Gate: Emergency Information forms
Pens & Markers	

Reunification Process: Teams and Roles

Request Gate/Family Check-in	Greeters: crowd/line management and de-escalation Dispatchers: <ul style="list-style-type: none"> ○ check IDs and Student Emergency Information forms ○ assign blue slips to family members ○ dispatch runners to escort students to the Reunion Gate
Escorts	Escort family members who have already checked in at the Request Gate to the Family Waiting Area near the Reunion Gate.
Runners	Retrieve requested students from the Assembly Area or classrooms and escort them to the Reunion Gate.
Reunion Gate	Greeters: manage arrival of requested students Dispatchers: <ul style="list-style-type: none"> ○ re-verify family identification and authenticity of blue slips ○ ensure students recognize the adult who has claimed them ○ confirm adult signs the Student Release Log completely
Support Team	Security: verify family members who are not on the Student Emergency Information forms. Individual Assistance: support families requesting children who are missing, injured, or detained.