

# THE PROCESS

# SRM Staging the

## ASSEMBLY AREA

### STUDENTS ENTER OUT OF PARENTAL VIEW

Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium.

It is important that students are not in view of their parents.

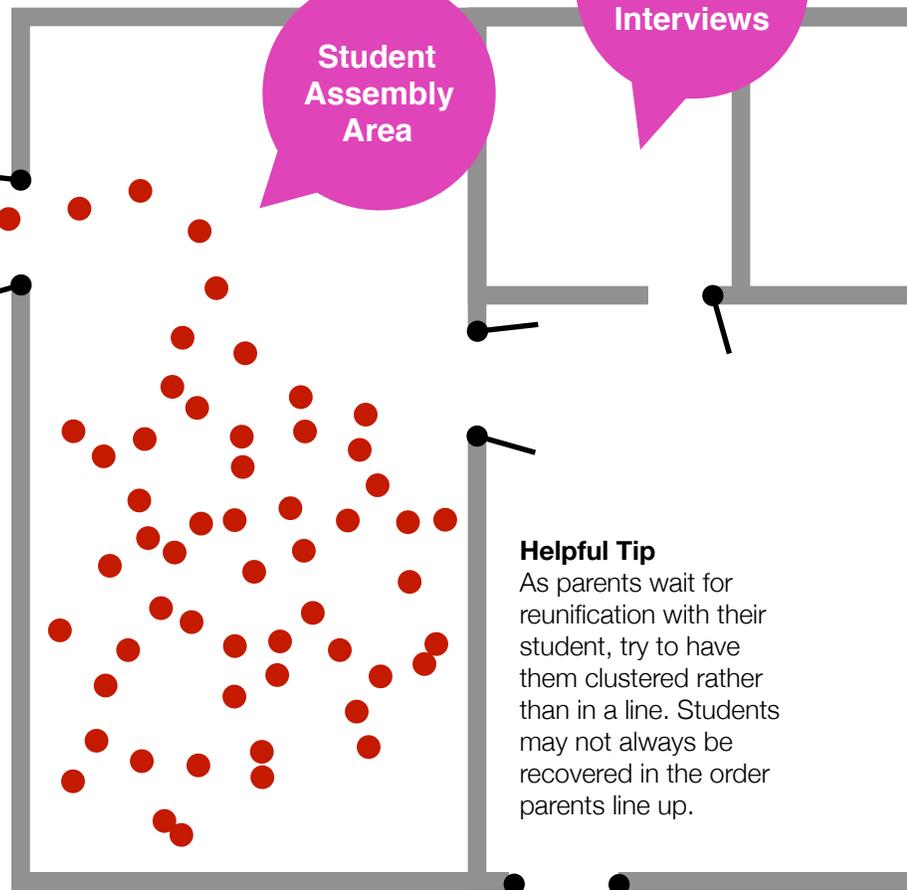
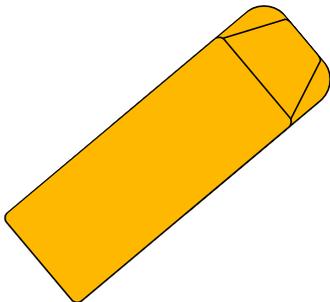
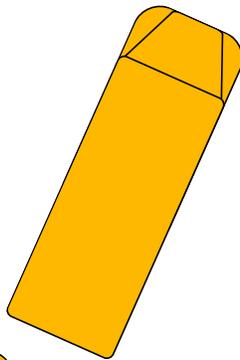
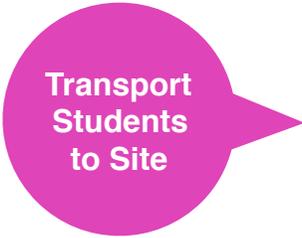
## GREETING AREA

### PARENTS ARE MET HERE

As parents arrive, signage directs them to general check-in area. Greeters begin the process by asking parents to complete the Reunification Card

#### Law Enforcement

Often an Officer is posted where students are disembarking.



#### Helpful Tip

As parents wait for reunification with their student, try to have them clustered rather than in a line. Students may not always be recovered in the order parents line up.

#### Law Enforcement

Often an Officer is posted where parents wait for reunification.



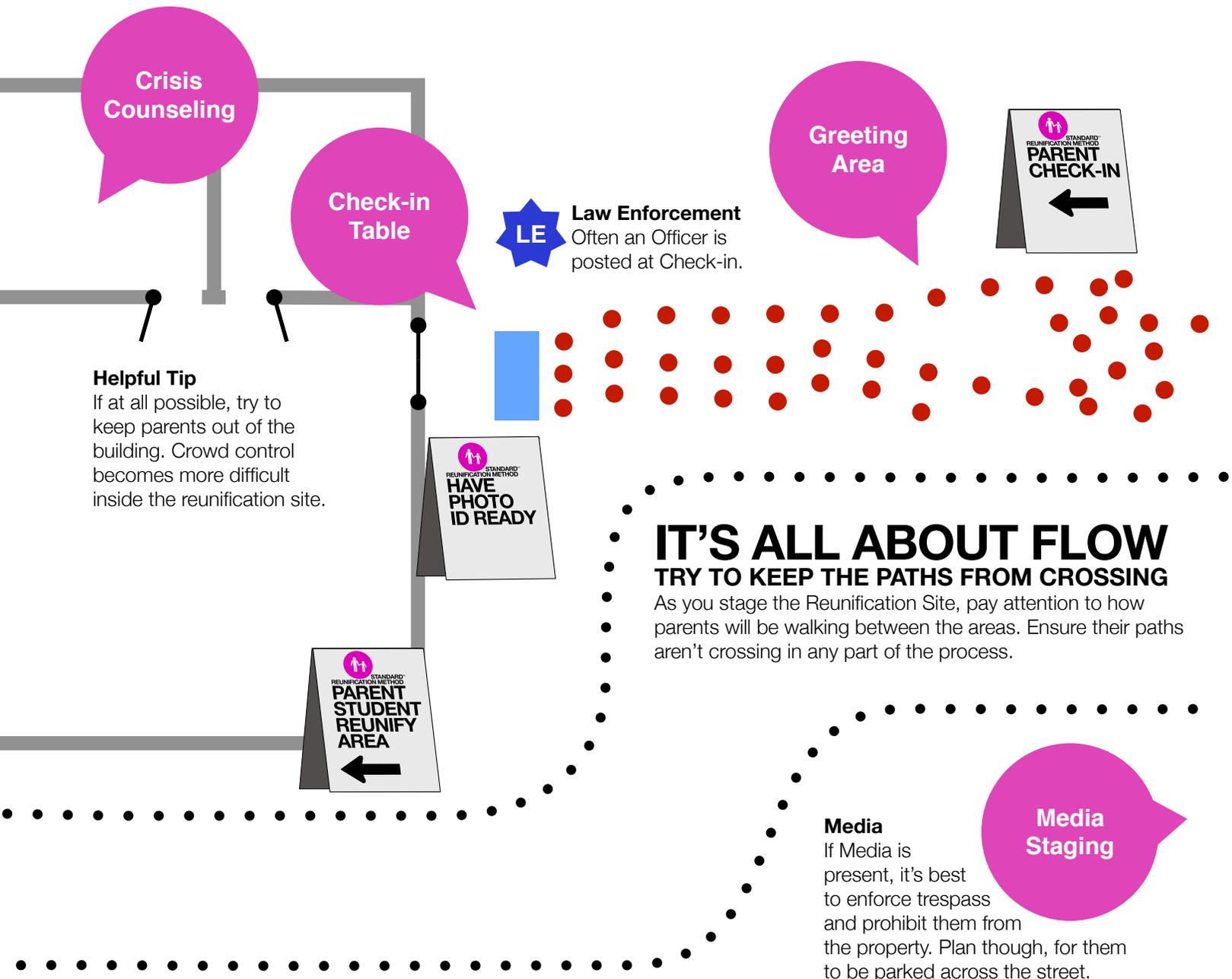
# Reunification Site

## CHECK-IN TABLE SET UP MULTIPLE LINES

Establish parallel check-in lines based on first initial of last name.

## REUNIFICATION AREA PARENT STUDENT REUNIFICATION

As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.



# SRM The Process

## STEP 1 GREETINGS

As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

## STEP 2 PARENTS FILL OUT CARD

Parents complete the information requested on the card, and begin to self sort into lines.

## STEP 3 CHECKERS VERIFY ID

Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.

**Reunification Information** (PLEASE PRINT CLEARLY)  
Have photo identification out and ready to show school district personnel.

Student Name \_\_\_\_\_ Student Cell Phone Number \_\_\_\_\_  
 Student Grade \_\_\_\_\_  
 Name of person picking up student \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Phone number of person picking up student \_\_\_\_\_  
 Relationship to student being picked up \_\_\_\_\_  
 Photo identification matches name of person picking up student? Y or N \_\_\_\_\_

Parent completes:  
 Print Student Name Again \_\_\_\_\_  
 Student Grade \_\_\_\_\_  
 Student Birthday \_\_\_\_\_

School personnel completes upon release of student:  
 NAME INITIALS OTHER

**Reunification Information** (PLEASE PRINT CLEARLY)  
Have photo identification out and ready to show school district personnel.

Student Name Suzie Smith Student Cell Phone Number 720-554-1212  
 Student Grade 8th  
 Name of person picking up student John Smith  
 Signature John Smith  
 Phone number of person picking up student 720-554-7123  
 Relationship to student being picked up Parent  
 Photo identification matches name of person picking up student? Y or N \_\_\_\_\_

Parent completes:  
 Print Student Name Again Suzie Smith  
 Student Grade 8th  
 Student Birthday July 4th 2004

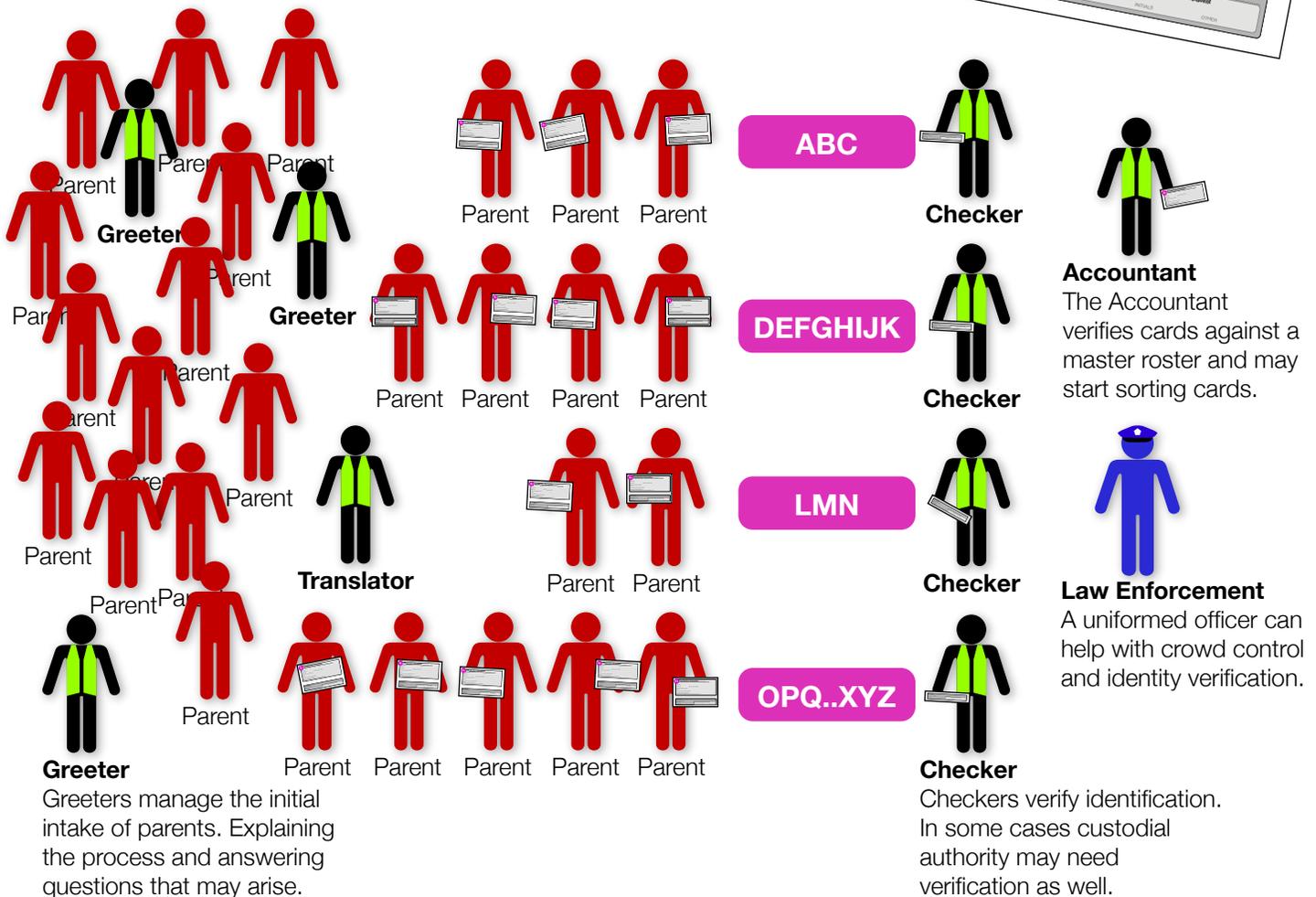
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 Name of person picking up student John Smith  
 Signature John Smith  
 Phone number of person picking up student 720-554-7123  
 Relationship to student being picked up Parent  
 Photo identification matches name of person picking up student? Y or N \_\_\_\_\_

Parent completes:  
 Print Student Name Again Suzie Smith  
 Student Grade 8th  
 Student Birthday July 4th 2004

School personnel completes upon release of student:  
 NAME INITIALS OTHER



**Greeter**  
Greeters manage the initial intake of parents. Explaining the process and answering questions that may arise.

**Checker**  
Checkers verify identification. In some cases custodial authority may need verification as well.

# in 6 easy steps

## STEP 4 REUNIFICATION AREA

At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

Parent completes: Suzie Smith	School personnel completes upon release of student
Print Student Name Again	
Student Grade 8th	
Student Birthday July 4th 2004	TIME INITIALS OTHER

## STEP 5 STUDENT REUNIFICATION

The Reunifier returns the student to their parents. They then note the time and initial the bottom of the card.

Parent completes: Suzie Smith	School personnel completes upon release of student
Print Student Name Again	
Student Grade 8th	
Student Birthday July 4th 2004	TIME 15:25 INITIALS PH OTHER

## STEP 6 ACCOUNTABILITY

The Reunifier delivers the bottom of the card to the Accountant. The Accountant may start sorting the cards.

Parent completes: Suzie Smith	School personnel completes upon release of student
Print Student Name Again	
Student Grade 8th	
Student Birthday July 4th 2004	TIME 15:25 INITIALS PH OTHER



### Principal

It may be beneficial to have the school principal in the area where students and parents are reunified.

## WHAT IF? THE STUDENT ISN'T THERE

If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

Parent completes: Suzie Smith	School personnel completes upon release of student
Print Student Name Again	
Student Grade 8th	
Student Birthday July 4th 2004	TIME INITIALS OTHER

## SEPARATE PARENT FROM THE LINE

The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.



### Law Enforcement

A uniformed officer can help with crowd control and keep the peace.



# RESOURCES



# STANDARD REUNIFICATION METHOD GLOSSARY

**Checkers** Verify ID and possibly custody rights of parents or guardians. Direct parents to Reunification Area.

**Communications** Facilitate radio and other communication needs.

**Entertainment Director** At the elementary level, deploying a projector and screen can reduce student stress. With middle and high school students, consider turning on a television and tuning to local news.

**Facilities** Coordinate any physical site needs.

**Finance/Administration Chief** Establish and manage administrative staff.

**Flow Monitor** Observe and remedy process hiccups.

**Greeters** Help coordinate the parent lines. Tell parents about the process. Help verify parents without ID.

**Kid Wranglers** Teachers or staff in the Assembly Area manage students.

**Leads** For span of control, some roles may need leads.

**Liaison Officer** Communicate with Fire, Medical or Law Enforcement.

**Logistics Chief** Establish and manage logistical staff.

**Nutrition Services** Provide snacks and water.

**Operations Chief** Establish and manage operational staff.

**Parent Check-in Director** Establish and manage the check-in process.

**Planning Chief** Establish and manage planning staff.

**Public Information Officer** Communicate with parents, press and social media team, if appropriate. Coordinate use of mass call or text messages.

**Reunification Area** After check-in, area where parents wait for their students.

**Reunification Card** is completed by the parent or guardian.

**Reunification ID Pass (Green Icon)** Given to adults arriving from the impacted site.

**Reunification ID Pass (Pink Icon)** Given to district reunification team.

**Reunification Incident Commander** Coordinate Priorities, Objectives, Strategies and Tactics for an accountable, easy, reunification of students with parents.

**Reunifier** Take bottom of Reunification Card to Assembly Area, recover student and bring to Reunification Area. Ask student, "Are you ok going home with this person?"

**Runner** Assist Incident Command if needed.

**Safety Officer** Observe site and remedy safety concerns.

**School Principal** At the Reunification Area, serve as the "Face of the school."

**Scribe** Document events. A yellow pad is sufficient.

**Secure Assembly Area** At the impacted site, area where students are evacuated to/from their classrooms.

**Social Media Team** Communicate with Public Information Officer. Monitor social media. Tweet parents and press, if appropriate.

**Student Assembly Area** At the Reunification Site; the area where students wait for parents or guardians to arrive.

**Student Assembly Director** Establish and manage the Student Assembly Area.

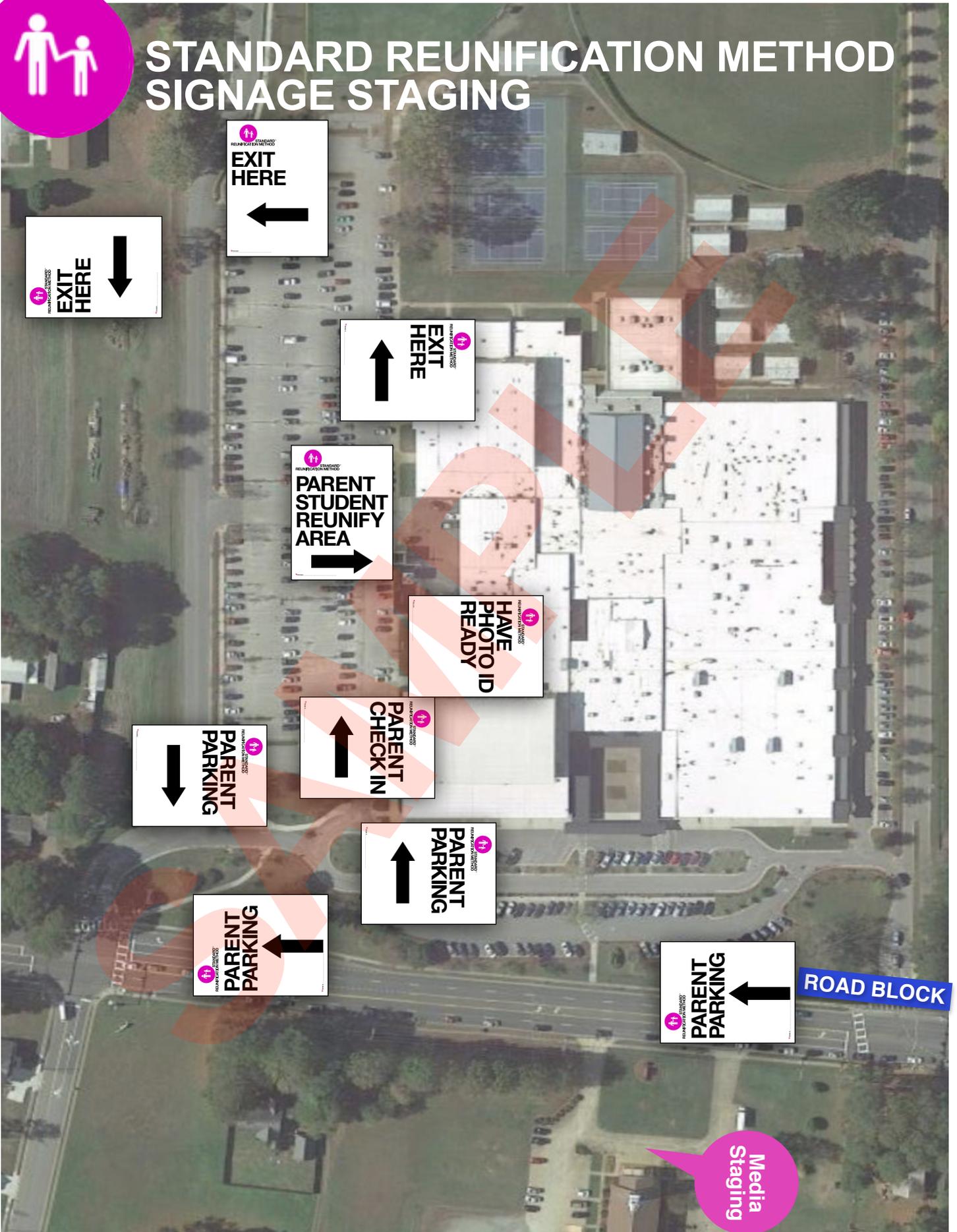
**Transport** The process in which students are bused to the Reunification site.

**Transportation** Directs transportation needs.

**Victim Services/Victim Advocates** provide psychological first aid.

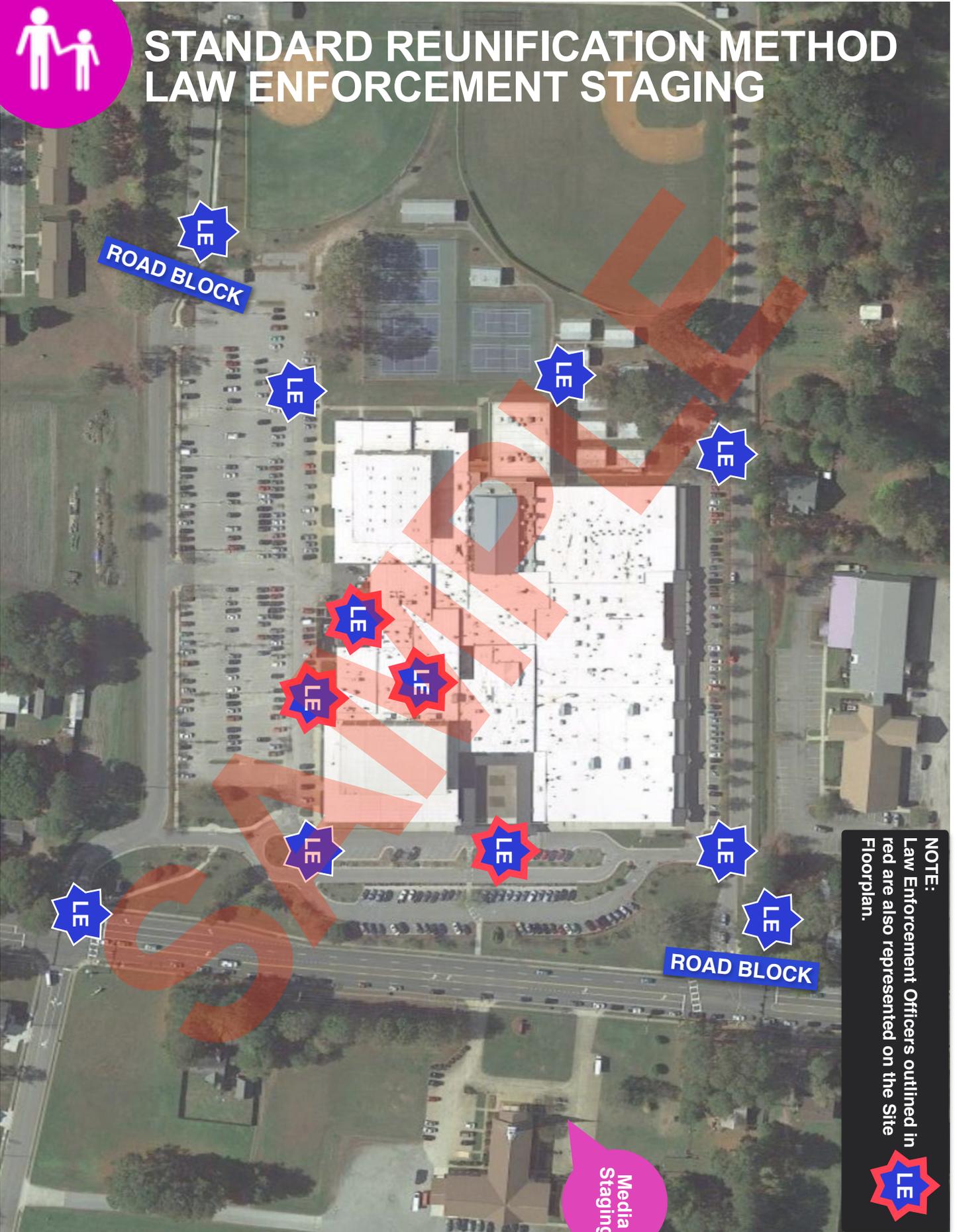


# STANDARD REUNIFICATION METHOD SIGNAGE STAGING





# STANDARD REUNIFICATION METHOD LAW ENFORCEMENT STAGING



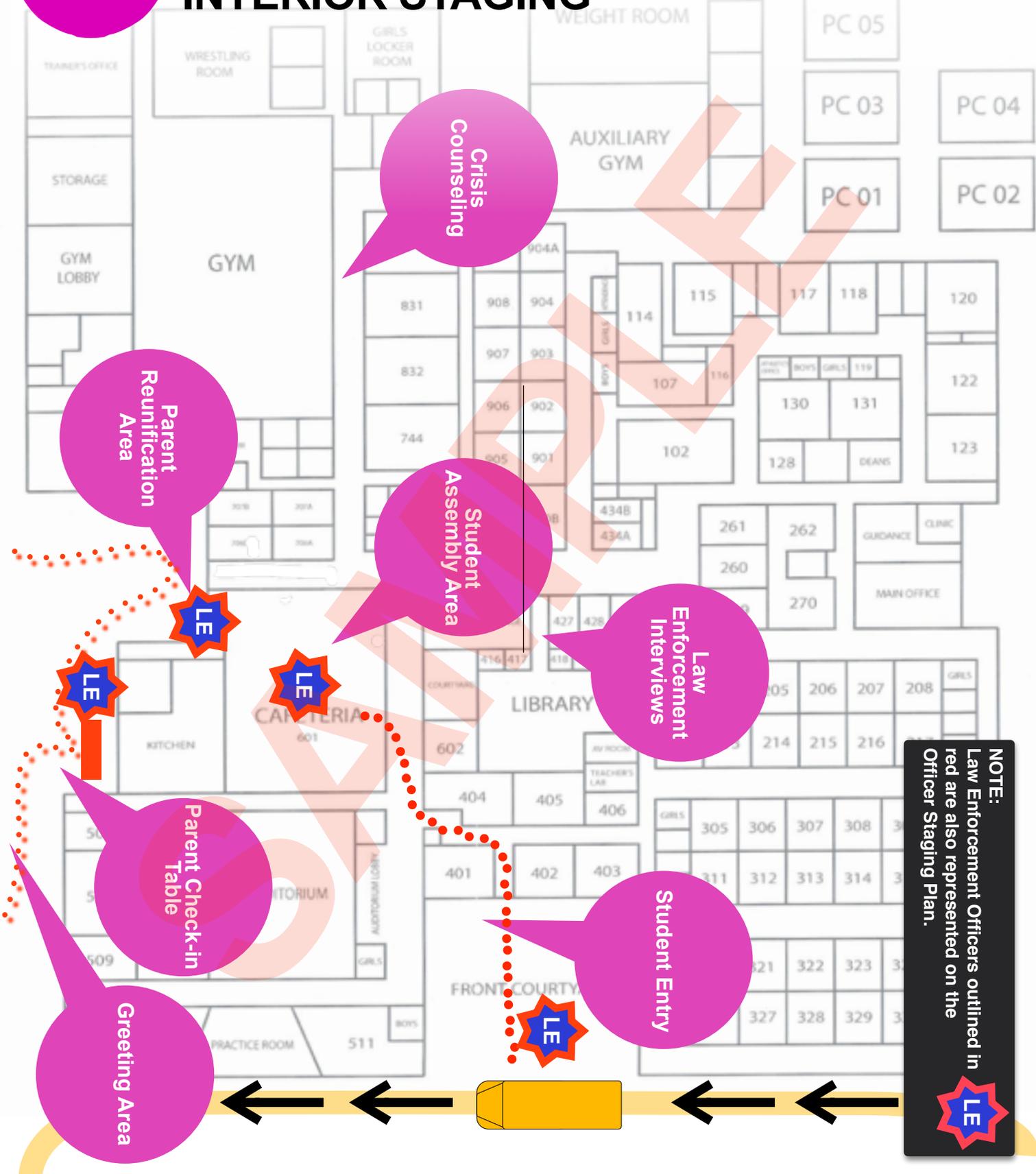
**NOTE:**  
Law Enforcement Officers outlined in red are also represented on the Site Floorplan.



Media Staging



# STANDARD REUNIFICATION METHOD INTERIOR STAGING



**NOTE:**  
Law Enforcement Officers outlined in red are also represented on the Officer Staging Plan.



# STANDARD REUNIFICATION METHOD FIRE/EMS STAGING

