Emergency Reunification Annex

2019

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# Purpose

The purpose of this plan to is develop a process of family reunification that ensures the safe, orderly, and documented reunion of students and families in the event of an emergency evacuation or school closing. This plan provides guidance to school personnel and members   
of the Reunification Team of the Heartland Area Education Agency. This plan serves the students of XXXXXXXXXX

# Scope

The Reunification Plan outlines the roles and responsibilities of the Reunification Team and provides specific information on the responsibilities, equipment, and tasks associated with each reunification team member role. This plan may be activated by the school Principal, Vice Principal, or designee following a school evacuation requiring supervision of students, accountability of students following an event, and/or confirmation of reunification with a parent or guardian.

References to oversight, management, and implementation of this plan can be found in the school Emergency Operations Plan.

# Assumptions

The following assumptions apply to activities associated with this plan:

* A plan has been developed and training has occurred for evacuation of students and school personnel.
* A plan for transporting students to the reunification site has been developed.
* The reunification process will be carried out by XXXXXXXX who have received training on this plan.
* Teachers and staff have been trained on this plan and understand their roles and responsibilities in the reunification process.
* While some emergencies are slow to develop, others occur without warning. The rate at which the emergency occurs may impact the ability to coordinate personnel, equipment or other resources to support reunification operations.
* In some emergencies, students may have left the school ground and require reunification with families on their own. Under these circumstances, students have been encouraged to notify parents or guardians as soon as possible.
* Persons other than those listed on the student’s emergency release card will try to pick up students during an emergency.
* The responsibilities for teachers and school staff will remain as described in the school emergency operations plan.
* The Law Enforcement will request access to the reunification site upon activation of this plan.
* Some parents or guardians may be reluctant to fully cooperate with the family reunification process.
* Parents or guardians may be emotional when arriving at the school.

# Color Codes

This plan adopts a color-coded system of moving parents through the reunification process. Parents will STOP at the red check-in desk, WAIT in the yellow waiting area, and GO through the green release gate once reunification is complete. The intent is to create a visual component and increase awareness regarding progression through the process. All documentation for staff roles and responsibilities correspond to the affiliated color code as do directional signs and instructions.

AEA Reunification team members will wear colored vests that signify their current team assignment. Team members should sign into their team upon arrival. If reassigned to another team, the member should indicate the team check-out time and reassignment on the team sign-in/out sheet. Team members should change to a vest color consistent with the reassigned team and complete the reassigned team sign-in sheet. This process will allow the reunification team leader to shift staff to areas experiencing heavy traffic as needed. No staff member should change teams without the approval of leadership.

# Reunification Site Selection

Reunification sites are preselected and assigned as needed per request. XXXXXXXXX is responsible for coordination and selection of each site following law enforcement, school, or district requests.

# Plan Activation

The decision to activate the reunification plan can be based on a variety of factors including the safety of children, the nature of the emergency, and the complexity of the incident. The School Principal, Vice Principal or designee may activate this plan as necessary following an event requiring relocation of students. This includes, but is not limited to, an active shooter/intruder event, natural disaster, or facilities issue that deems the building unsafe for students.

Support for reunification will be provided by the following: (Reunification site roles only)

**SAMPLE**

| **Agency** | **Role** | **Contact Information** |
| --- | --- | --- |
| XXXX County Emergency Management | Transportation of Students | (515) 286-2107 business hours  (515) 286-3333 after hours or emergencies |
| City of XXXXX Police Department | Site Security  Traffic Control | 911 |
| City of XXXXX Fire | Site Safety and Security | 911 |
| City of XXXXXX EMS | Medical care/First Aid | 911 |
| XXXXX Area Education Agency | Reunification of parents/guardians and students | TBD |

Students will be moved to the reunification site with their teachers as described in the School Evacuation Annex and the School Transportation Plan. All students will remain together with their teacher at the reunification site. It is recommended that teachers be prepared with activities for their students that will help reduce emergency-based trauma.

**Students**

Upon activation of this plan, students will be moved to the reunification site by bus. The school Principal will contact XXXXX County Emergency Management to request transportation and active the School Emergency Evacuation Plan. Throughout the process, students should remain with their teacher and classmates. Students requiring minor medical attention should be escorted to the first aid station.

**Parents**

Parents are notified as described in the Communication Annex and informed regarding the reunification location. They should be reminded to bring a government issued photo ID such as a driver’s license and instructed to follow signage upon arrival to begin the check-in process. (See Parent/Guardian Check-in Area for a description of the processes).

It is likely that parents will arrive at the reunification site prior to the reunification team, school staff, and students. In anticipation of this event:

* Parents are educated and informed regarding the reunification process in advance of an emergency.
* Law enforcement and security personnel are located around the reunification site to increase compliance with the process and encourage cooperation.
* All parents and guardians have received a copy of the NCMEC Family Emergency Playbook and are encourage to develop an emergency plan in the event families are separated in an emergency.

Additional Resources: (To be confirmed)

School Transportation Plan

School Evacuation Plan

County Hazard Mitigation Plan ESF #1 Transportation

City of XXXXX School Active Shooter Response Plan

City of XXXX EMS Mass Casualty Plan

# Reunification Command Structure

# Organizational chart of those involved in reunification process.

# Roles and Responsibilities

It is recommended that all staff participate in Incident Command Structure training (IS-100 at   
www.training.fema.gov) to better understand the basic principles of emergency response and assignment of roles and responsibilities described in this section.

Upon activation of this plan, the Vice Principal will be responsible for carrying out all activities identified in the Emergency Evacuation Plan, including but not limited to, contact with XXXXX County Emergency Management to request activation of ESF #1 Transportation.

## Principal

The Principal will accompany the first bus of students to the reunification site and assist with communication with parents in the Parent Waiting Area along with all available clergy.

## Vice Principal

The Vice Principal will initiate and manage the evacuation of students and staff in accordance with the Emergency Evacuation Annex.

## Secretary

The School Secretary or designee will accompany the first bus with children to the reunification site and assist the Parent Check-In Team with records management and authorization for parent/guardian.

The chart on the following page defines the Command Structure that will be utilized in the St Pius reunification process.

## Teachers

Teachers are to remain with their students at all times. They should assure that their students are transported to the reunification site as a group and remain as a group throughout the process whenever possible.

## Reunification Response Team

The nature of the emergency may dictate the roles and responsibilities associated with reunification. While the players may change, the tasks associated with each role are fairly constant. All individuals in the positions identified below, excluding Notification Team Members, are cross-trained on all team roles and responsibilities and may be moved to tasks as needed. Notification Team Members have received specialized training in dealing with various mental health aspects associated with reunification and should remain on the Notification Team with affected families.

* Reunification Liaison Officer
* Safety Officer
* Assistant Safety Officer
* Reunification Team Leader
* Reunification Logistics Officer
* Parent Check-in Team Leader
* Parent Check-in Support Staff
* Notification Team Leader
* Notification Team Support Staff
* Student Waiting Area Team Leader
* Student Waiting Area Support Staff
* Parent Waiting Area Team Leader
* Parent Waiting Area Support Staff
* Reunification Area Team Leader
* Reunification Area Support Staff
* Release Door Team Leader
* Release Door Support Staff
* Security Leader
* Security Support Staff
* Traffic Leader
* Traffic Support Staff

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