

## **REUNIFICATION PROCEDURES**

The **Double-Gate System** for **Reunification** will be used to establish a safe area for staff to release students to parents, or authorized guardians in the aftermaths of a disaster.

### **During a Student/Parent Reunification, the following steps will be followed:**

- 1) **Greeters** will be dispersed around the school grounds (as required) to direct parents/authorized guardians to the **Check-In Gate [1]**.
- 2) Arriving **parents/authorized guardians** will be sorted into alphabetical lines corresponding to the first letter of the family name of the student(s) being picked up.
- 3) A **staff member** will ask for government issued picture identification (driver's license, military ID, passport, etc.) to confirm the parent/guardian requesting the student(s) is listed on the **Student(s) Release Form**, and is authorized to do so.
  - a. Staff will fill out the name of the requesting person, intended destination, time of pick up, and write the name of the requesting person on the tear away section.
  - b. Staff will **Sign** the "Authorization for Student(s) Release" section of the form.
  - c. The parent/guardian will **Sign** for the student(s) on the **Student(s) Release Form**.
  - d. The top portion of the Student(s) Release Form will be filed by the **Student Release Supervisor**.
  - e. If the Student(s) Release Form is not in the Release Binder, the parent/authorized guardian will be directed to the **Release Supervisor** table.
    - i. The Release Supervisor will confirm that the student has been released.
    - ii. If the student is injured or missing, the parent/guardian will be escorted to the First Aid Area, or to the area where the Mental Health Team is located.
- 4) The parent/authorized guardian will take the bottom portion of the **Student(s) Release Form** and proceed to the **Release Gate [2]**. The form will be given to a **Runner** (staff member) in the area.
- 5) The **Runner** will go to the **Student Assembly Area**, locate the requested student(s), escort them to the **Release Gate** and hand them over to the parent/authorized guardian.
- 6) The bottom portion of the **Student(s) Release Form** will be kept by the **Release Gate Supervisor**.