

Family Reunification

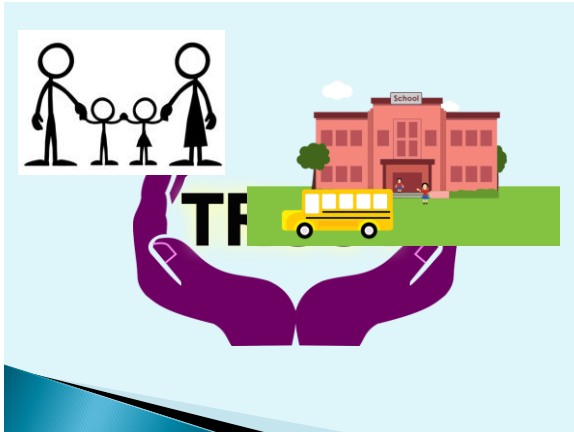
Emergency procedures for reuniting families & students

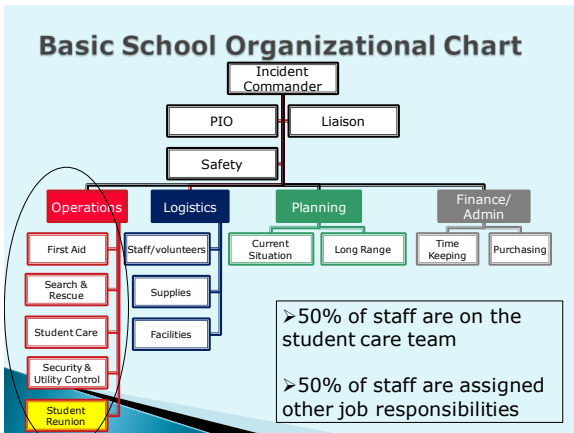


Family/Student Reunion

- Objectives:
 - Participants will understand why there is a need for policies and procedures for student release in an emergency
 - Participants will be able to identify locations for check-in and reunion areas at their school site
 - Participants will be able to identify supplies and forms necessary to successfully reunite parent/guardians with students

Moral and Legal Responsibilities







How would this impact....

- Staff?
- Students?
- Family members?
- The reputation of the school?

If we could turn back time.....how could this scenario be prevented?

Planning & Preparing

Know your family/student population

- ↳ How many students live within walking distance to the school?
- ↳ How many families have an adult at home during the day?
- ↳ How fast will they arrive?

This might be a good resource for volunteers, provided you identify and train them before the event.

Planning and Preparing

- ✓ Identify staff who will be on the family reunification team
- ✓ Identify a group of students or adults to train as runners for the reunion process
- ✓ Identify the location of the check-in area and the reunion area
- ✓ Train **ALL** staff in the reunion procedures!

Planning & Preparing

- ❑ **At the beginning of school**, collect the information you need to be successful
 - ❑ Who is authorized to pick up the kids?
 - ❑ Over night medication
 - ❑ Out of area contact
- ❑ **At the beginning of school**,
 - ❑ Organize the Disaster Release forms in a way that best suits your school
 - ❑ Print lots of copies of the "processing form"
 - ❑ Organize the supplies needed for the process to be successful

Planning & Preparing

Parents/Guardians and Students

- Teach Parents/Guardians the policies and procedures for releasing students.
- Help parents/guardians understand what to expect on the day of the emergency
- Have copies of the policies and procedures pre-printed to give to parent/guardians while waiting to reunite with their child.
- Reinforce this in several ways throughout the year

Before the Disaster



- Create a plan for team members to practice the procedures.
- Start with little or no stress and work toward involving the team in an all school drill.
- **Example:**
 1. Talk through the procedures
 2. Use teddy bears as students to practice releasing students from classrooms
 3. Invite a small group of parents/guardians to assist with a practice drill at the end of a school day
 4. Practice procedures as part of an all school drill.

It happens.....



Follow your plan

- ▶ Life safety first
- ▶ Account for all students and staff
- ▶ Transition to teams
- ▶ Start reunification process ASAP!

To understand the process, you must first understand the forms!

Disaster Release Form

- ▶ Completed by parent/guardian at the beginning of school
- ▶ Collects information from the on who is authorized to pick up the child and before/after school medical information

Student Runner Form

- ▶ Used during the emergency release of students
- ▶ Documents the reunion process from start to finish

Refer to the

Disaster Release Form



◦ Section by Section

Part #1 Disaster Release Form

Disaster Release Form

Student's Last Name _____ First Name _____

Home Address _____

Parent/Guardian Name	Home Phone	Work Phone	Cell Phone

Emergency Contact Name	Relationship	Home Phone	Work Phone	Cell Phone

Part #2 Disaster Release Form

If I/we are unable to pick up our child, I/we designate the following three people to whom my child may be released in case of emergency:

Name	Home Phone	Cell Phone

Release Statement: I authorize release of my son/daughter to any adult with whom he/she feels comfortable.
Circle One: Yes No

Part #3 Disaster Release Form

Medical Alert:

Condition: _____ Medication: _____

Condition: _____ Medication: _____

Please send to school at least three full day's dosage of each medicine and include a letter from your physician giving the principal or designee permission to administer this medicine in the time of an emergency.

Emergency Medical Release: In the event of a severe emergency or natural disaster such as an earthquake, it is recognized that I may not be able to be reached. Should such an incident occur, I authorize school staff to provide medical treatment and/or transportation as appropriate. It is my intent and understanding that this medical release be used only in a case of extreme emergency when attempts to reach me have failed.

Parent/Guardian Signature: _____ Date: _____

Part #4 Disaster Release Form

Please list a friend or family member, who lives out of state that we can call with information in case local telephone service is interrupted.

Name: _____ Phone (____) _____
.....

Part #5 Disaster Release Form

For School Use Only

The child was released to _____ By: _____

Date: _____ Time: _____ (AM) (PM) Destination: _____

Refer to the

Student Release/Runner Form



- The Runner Form is used to document the reunion process

Student Runner Form To Be Taken By Runner
Please Print Student's Name _____ Teacher _____ Grade _____ Requested By _____
To be filled in by Request Gate Staff Proof of I.D. _____ Name on Disaster Release Form (Yes) (No) _____ <small>(If yes, stamp the requester's hand as proof they have been at the request gate)</small>
Student's Status To Be Filled In By Teacher Sent with Runner _____ Absent _____ First Aid _____ Missing _____ <i>If student is absent, in first aid or missing deliver this form to the Command Post.</i>
To Be Filled In By Release Gate Staff Proof of I.D. _____ Name on Disaster Release Form (Yes) (No) (Hand Stamp) _____
To Be Filled In By Requester At Release Gate Requester Signature: _____ Destination: _____ Address: _____ Date: _____ Time: _____
<small>Return the Student Runner Form and the Student Release Form to the Check In Gate when complete.</small>

Family/Student Reunion Process



Family/Student Reunion Procedures

- > Parent/guardians report to “Check-In” area
- > Parent/guardians complete the top part of the runner form, requests student to be released and shows Identification
- > Staff check **Disaster Release Form**, highlights/circles the name of the person authorized and completes the “Proof of ID section” of the Student Release/Runner form
- > Staff stamps the hand of the parent/guardian to signify the person is authorized to the release gate

Student Runner Form
To Be Taken By Runner

Please Print

Students Name _____

Teacher _____ Grade _____

Requested By _____

To be filled in by Request Gate Staff

Proof of I.D. _____ Name on Disaster Release Form (Yes) (No) _____
 (If yes, stamp the requester's hand as proof they have been at the request gate)

Student's Status
To Be Filled In By Teacher

Sent with Runner _____ Absent _____ First Aid _____ Missing _____
..... If student is absent, in first aid or missing, deliver this form to the Command Post.....

To Be Filled In By Release Gate Staff

Proof of I.D. _____ Name on Disaster Release Form (Yes) (No) (Hand Stamp) _____

To Be Filled In By Requester At Release Gate

Requester Signature: _____

Destination: _____

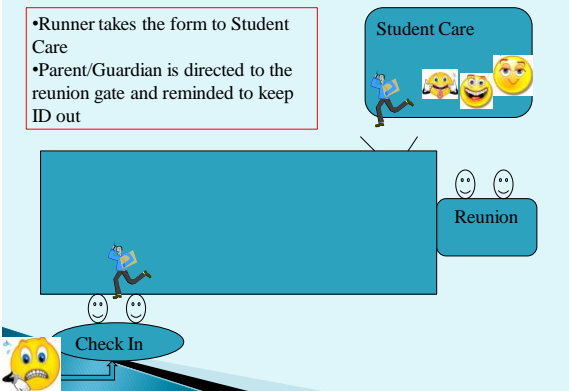
Address: _____

Date: _____ Time: _____

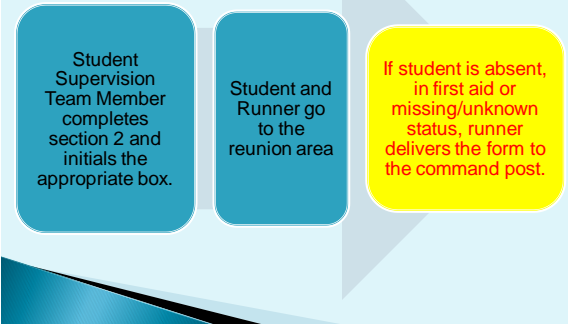
Return the Student Runner Form and the Student Release Form to the Check In Gate when complete.

Reunion Process Continued:

- Runner takes the form to Student Care
- Parent/Guardian is directed to the reunion gate and reminded to keep ID out



At Student Supervision Area:



Student Runner Form
To Be Taken By Runner

Please Print

Student's Name _____
 Teacher _____ Grade _____
 Requested By: _____

To be filled in by Request Gate Staff

Proof of I.D. _____ Name on Disaster Release Form _____ (Yes) (No) _____
(If Yes, stamp the requester's hands as proof they have been checked in at the release gate)

Student's Status
To Be Filled In By Student Care Staff

Sent with Runner _____ Absent _____ First Aid _____ Missing _____
(If student is absent, in first aid or missing, deliver this form to the Command Post)

To Be Filled In By Release Gate Staff

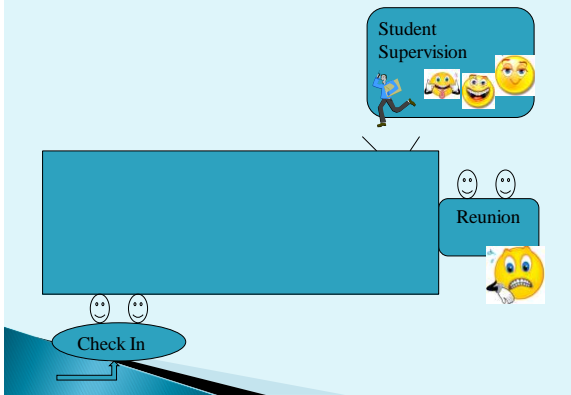
Proof of I.D. _____ Name on Disaster Release Form _____ (Yes) (No) (Hand Stamp) _____

To Be Filled In By Requester At Release Gate

Requester Signature: _____
 Destination: _____
 Address: _____
 Date: _____ Time: _____

Return the Student Runner Form and the Student Release Form to the Check In Gate when complete.

Reunion Process Continued:



Family/Student Reunion Procedures

Continued...

- Reunion area staff check I.D. again and checks for hand stamp
- Requester signs the bottom of the form and gives destination, date and time.
- Child released to parent/guardian
- Runner takes the completed form back to the check in area where staff make sure the completed runner form and the emergency release information form are attached and files the forms back in the alphabetized forms box.

Student Runner Form
To Be Taken By Runner

Please Print

Students Name _____

Teacher _____ Grade _____

Requested By: _____

To be filled in by Request Gate Staff

Proof of I.D. _____ Name on Disaster Release Form _____ (Yes) (No)

(If yes, stamp the requester's hand as proof they have been at the request gate)

Student's Status

To Be Filled In By Student Care Staff

Sent with Runner: _____ Absent _____ First Aid _____ Missing _____

..... If student is absent, in first aid or missing, deliver this form to the Command Post.....

To Be Filled In By Release Gate Staff

Proof of I.D. _____ Name on Disaster Release Form _____ (Yes) (No) (Hand Stamp)

To Be Filled In By Requester At Release Gate

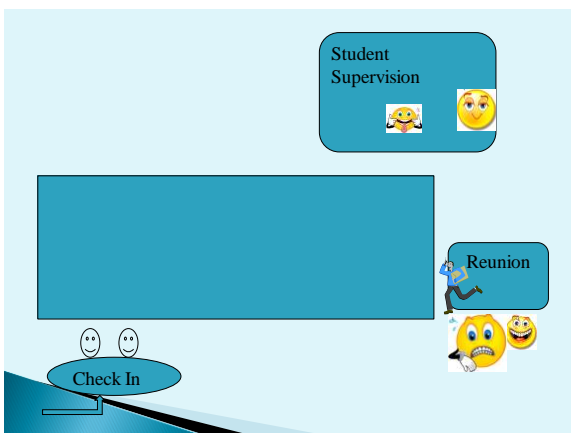
Requester Signature: _____

Destination: _____

Address: _____

Date: _____ Time: _____

Return the Student Runner Form and the Student Release Form to the Check In Gate when complete.



Supplies

- ▶ Now that you know the process, what supplies do you need to make it work?

Summary

- Family/student reunion is a vital component of the school disaster plan.
- Family, students and staff need to be informed of the procedures prior to the disaster
- The Family/student reunion team needs several opportunities to practice the procedures prior to a real event.

Words of wisdom:

You could have an outstanding response plan, saving hundreds of lives.

However, if your family/student reunion process does not function smoothly and with confidence, the perception for the families, media and others will be that there is chaos on the campus.
