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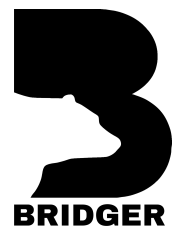
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FAMILY REUNIFICATION GUIDE



Bridger Elementary





INTRODUCTION

Family reunification is the means for safe, orderly and documented reunion of students and families in the event of an emergency evacuation or school closing.

There are a wide variety of emergency situations that might require a safe and orderly method for family reunification; for example, the school is evacuated or closed as a result of a hazardous materials release near the school, major fire, localized flash flooding, school violence, bomb threat, active shooter-type incident, etc.

Reunification may take place:

- ON-CAMPUS OUTSIDE – Examples include:
 - Any situation during school hours that is safe outside, but not inside
 - Building evacuation due to fire, gas leak, carbon monoxide detection, flood, power outage, smoke, hazardous fumes, etc.
- ON-CAMPUS INSIDE – Examples include:
 - Any situation that requires reunification prior to the regular school dismissal time
 - Shelter-in-place response (earthquake, severe weather, power outage, water main break)
 - Critical or highly stressful incident happening locally or nationally
- OFF-CAMPUS ALTERNATIVE SITE – Examples include:
 - Any situation that is unsafe on campus and requires reunification prior to the regular school dismissal time
 - Building and campus evacuation due to an extended lockdown or evacuation

KEY DEFINITIONS

REQUESTOR: A parent, guardian, or other adult who is authorized on the student's emergency release card to pick up a student or students.

WAITING AREA: Location where requestors complete and submit a student release form and wait during the check-in process.

HOLDING AREA: Location where students are supervised until they are released to verified requestors.

CHECK-IN AREA: Location where parents will be called to show formal identification to the reunification team.

EXIT AREA: Location where students are released to verified requestors.

NOTIFICATION AREA: Private area where requestors are taken for information in the event their student is not available for release.



SITE SELECTION

Part of the planning process includes finding a suitable family reunification site. It is rare to require a formal family reunification process at the same location that the emergency occurs.

OFF-CAMPUS SITE SELECTION

If the school is experiencing an emergency, family reunification may take place at an alternate site. In choosing an appropriate site, consider:

- The size of the location and number of staff required to efficiently implement a family reunification is dependent on the number of students.
- There should be adequate traffic control and parking for the number of parents.
- Parking should be reasonably close to the entrance and exit.
- Staff should have the ability to regulate access to the location. This includes preventing media from entering the site and stopping students from leaving without completing the required procedures.
- The location should provide adequate support for students and staff (restroom, activities, etc.).
- The reunification team should have the ability to communicate with officials and hospitals regarding child location, injuries, etc.
- The reunification site should be able to accommodate a request area and a release area to formally verify that students are released only to verified and authorized parents, guardians, or authorized adults.



PROCESS

Plan initiation will be determined by the LCSD building Principal, Superintendent, Safety Director or designee. The plan will be communicated to teacher, staff, students, and parents.

While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate family (students and parents/guardians) reunification or a family reunification may have to be conducted with minimal preparation time. In the case of short notice, there may be little time to obtain personnel and equipment from external sources to support reunification operations.

Parents or guardians may be emotional when arriving at the reunification location. Some parents or guardians may be reluctant to cooperate with the family reunification process. Persons other than those on the student's emergency release form may try to pick up students during an emergency.

PROCEDURES

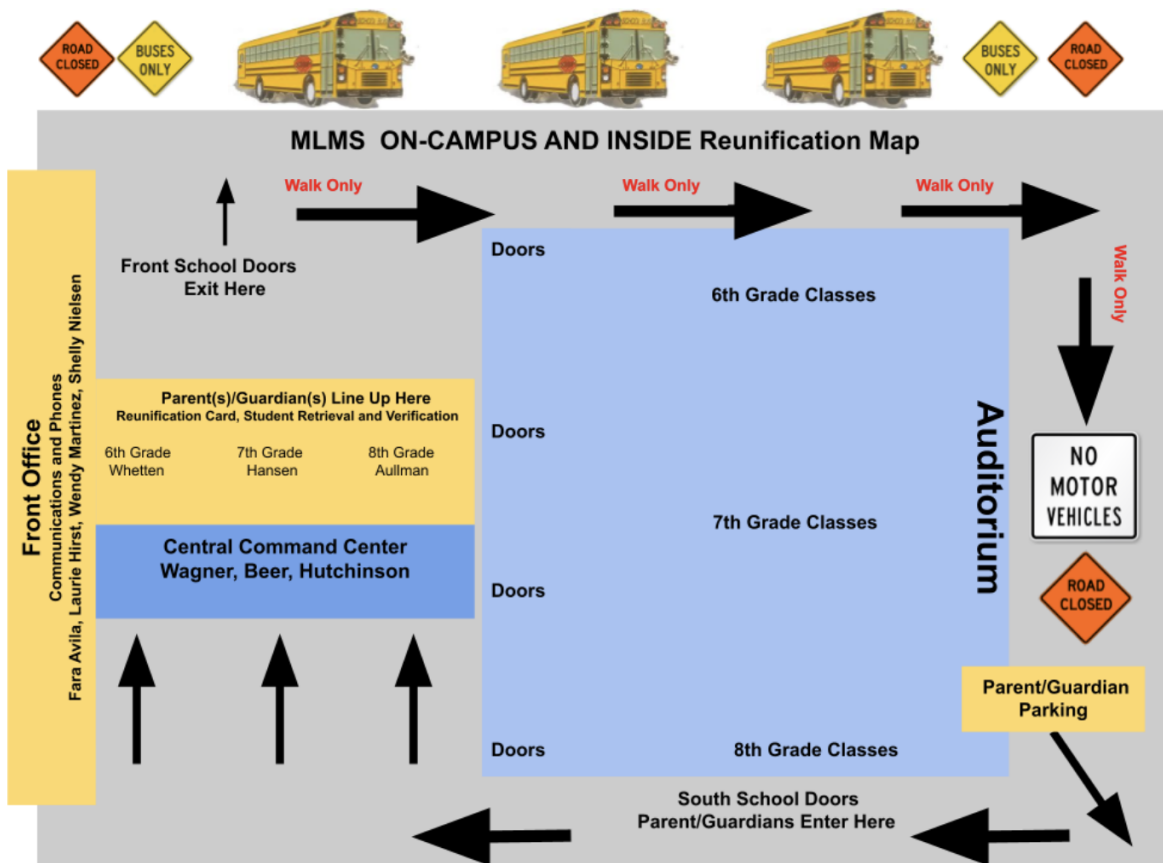
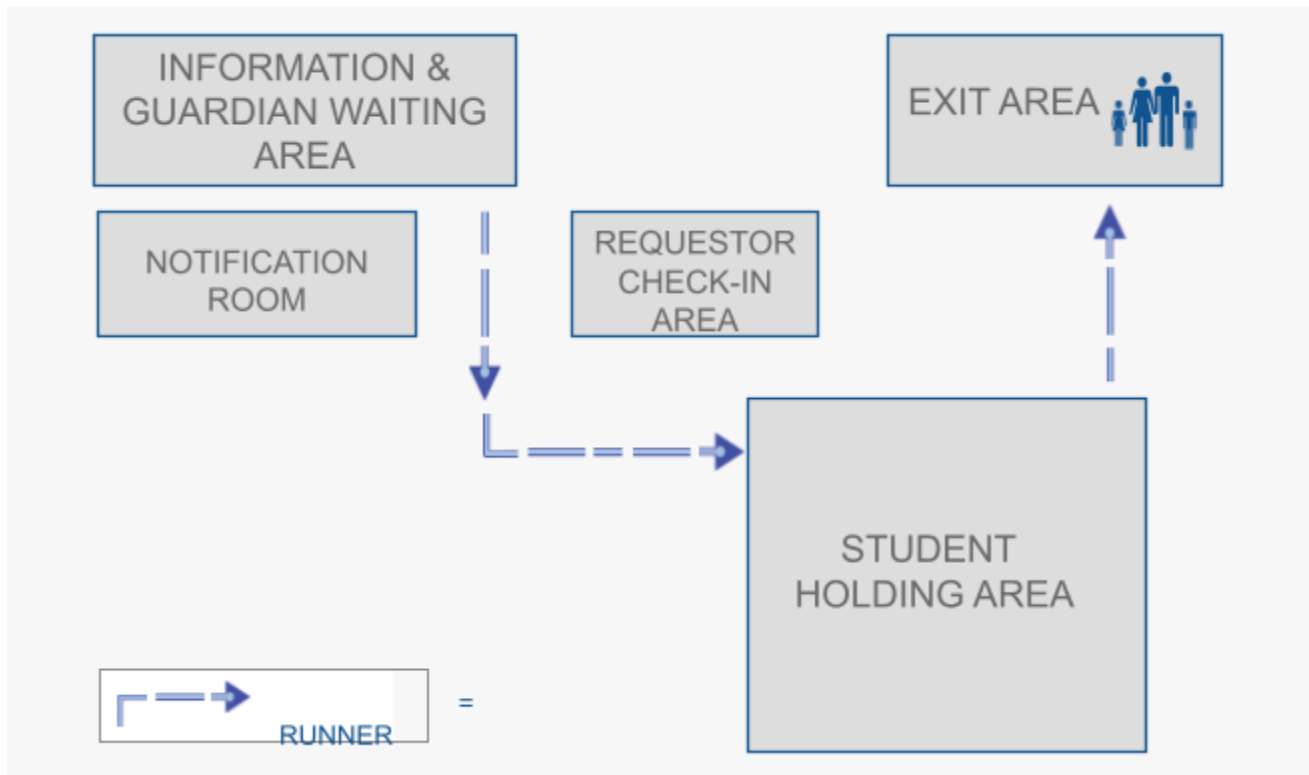
- Parents, guardians, or authorized adults are directed to the information and waiting area and complete a Student Release Form. Forms are turned in to the information desk.
- Authorized requestors will be called from the waiting room to the check-in desk in the order their Student Release Forms are received.
- The authorized requestor must present FORMAL IDENTIFICATION to take custody of the student.
- After verifying the identity and confirming the requestor is authorized to take custody, the Holding Area (where students are located) is contacted and the student is escorted to the exit area.
- The requestor is directed to the exit area where their identity is re-confirmed and the student is released.



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REUNIFICATION TRAFFIC PATTERN EXAMPLES

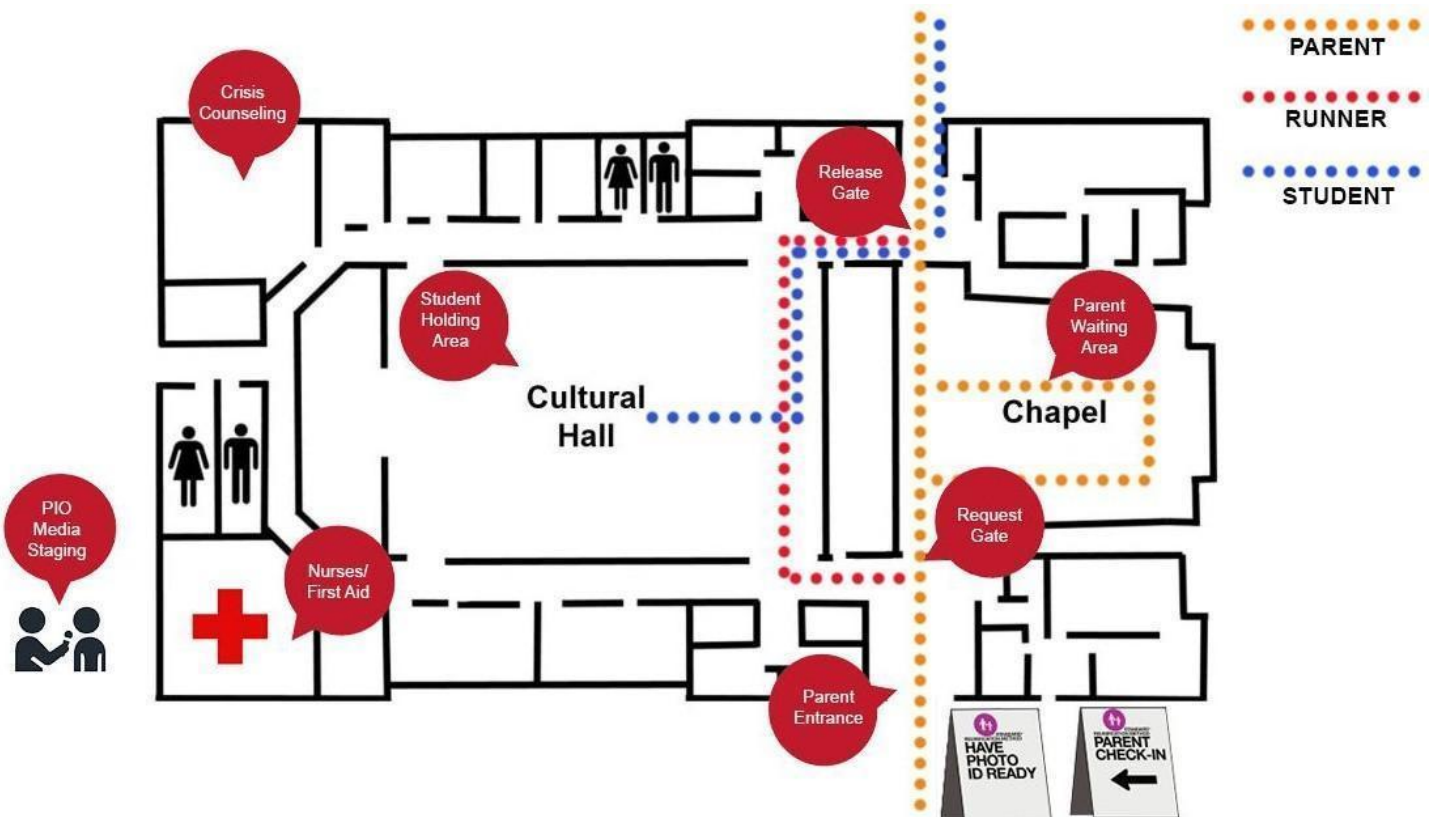
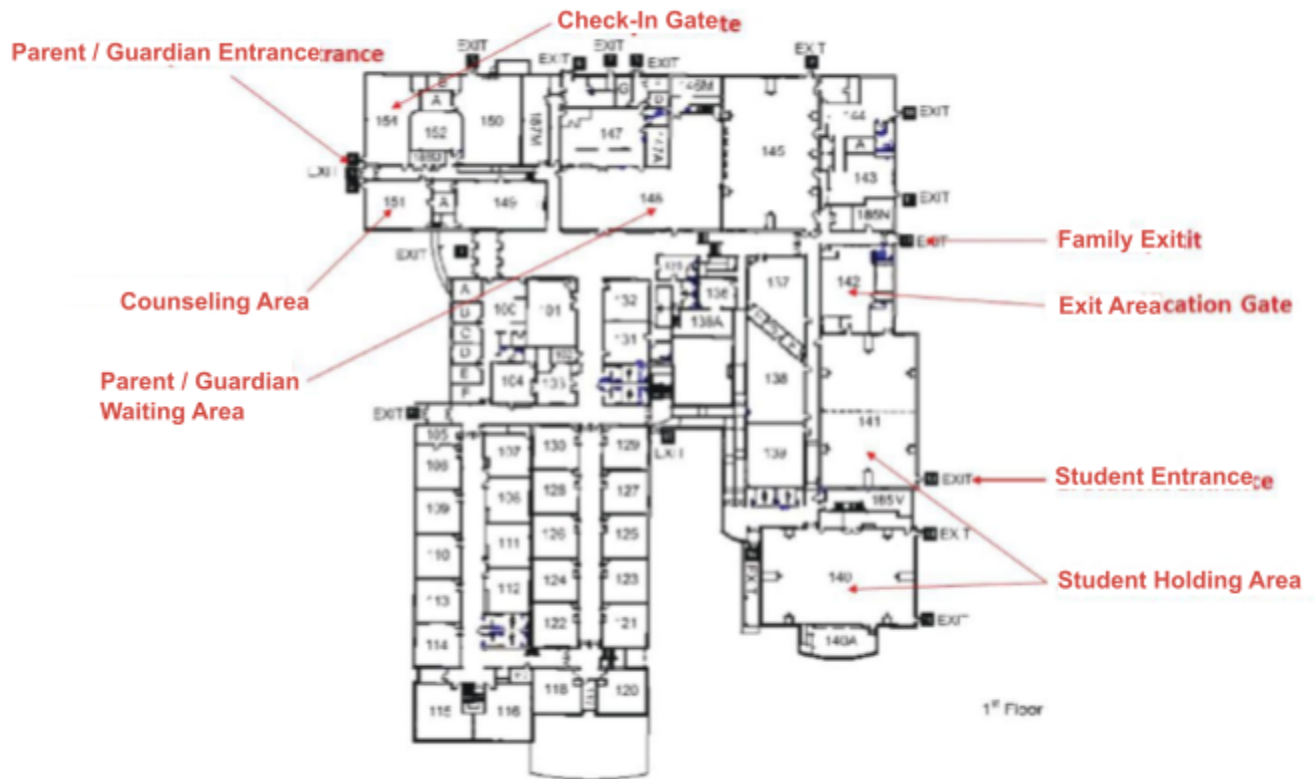




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SITE DIAGRAM EXAMPLES





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SCHOOL TRANSPORT TO ALTERNATE LOCATION

Staging the school for transport if it becomes necessary to evacuate to an alternative location. [Adapted from SRM-A Practical Method to Unite Students with Parents After an Evacuation or Crisis. /Version 2.0.1/ 6/25/2018]



The first step in staging for transport is establishing School Incident Command at the affected school.



Priorities:

- ☐ Student and staff safety and well-being
- ☐ Student and staff whereabouts and condition
- ☐ Assemble affected school command staff
- ☐ Integrate with Unified Command
- ☐ Joint Information Center established

Objectives:

- ☐ Safe transport of students and staff to reunification site

Tactics:

- ☐ Will be determined by the environment



Classrooms are individually evacuated to the Secure Assembly area. During a Police-Led Evacuation, students and staff will be asked to keep their hands visible.



If it is a Police-Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teachers should take attendance in the classroom, prior to evacuation.

At the Secure Assembly Area, it is preferable that teachers stay with their students. If some teachers are unable to be at the secure Assembly Area, doubling up classes with "Partner" teachers is appropriate.

STUDENTS WITH DISABILITIES

The Individuals with Disabilities Act mandates additional supports for students with special education needs in a school setting. These supports would also function to provide supervision and assistance to students with disabilities during emergency situations.



Students and staff board the bus and are transported to the Reunification Site.





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ACTIONS AND CONSIDERATIONS

[Adapted from SRM-A Practical Method to Unite Students with Parents After an Evacuation or Crisis. /Version 2.0.1/ 6/25/2018]

PARENTS WILL BEGIN TO ARRIVE

Parents will be arriving at the impacted school. Often with a Lockdown event, adjoining schools will go into Hall Check or Lockdown. Parents may be arriving at those schools as well.



SUPPORT AND INVESTIGATIONS

Regardless of criminal activity, law enforcement support will be necessary at both the impacted school and the reunification site.



SITE REUNIFICATION

MOBILE REUNIFICATION TEAM

Contacting the superintendent and determining the Reunification Site are among the first actions taken. If the site is another school, early release may be necessary.



CASUALTY CARE

If necessary, Fire and EMS will establish Casualty Collection, Triage, and Transport areas. Many fire departments are also willing to assist in the transport and reunification process, if they are not actively responding to crisis.





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PUBLIC INFORMATION

When developing messages for an actual emergency, work with your Public Information Officer/Communications Director to provide consistent messages. Only provide information that you are authorized to release!

Shortly after an incident, the media will have a presence on your campus. The Public Information Officer, part of the command staff operating under the Incident Command System, will deal with the media. It is important to help shelter parents and students from media representatives.

When the Family Reunification Plan is enacted, active crisis communications are required, and there are four things your stakeholders, the public, and the media want to know:

WHAT HAPPENED?

Remember “BLUF” (Bottom Line Up Front). A clear, concise statement that illustrates your organization understands the scope of the incident and is taking appropriate actions.

WHAT IS BEING DONE?

Without jeopardizing operational security, privacy or ongoing investigations, provide a brief, high-level overview of actions.

WHAT ARE YOUR NEXT STEPS?

Again, protect operational security and do not divulge too many specifics. For instance, if a school has not yet been evacuated, there is no need to publicly divulge where students will be evacuated to before the site is prepared and parents have been notified. Remember the overarching goal is to communicate that you have a plan.

WHAT CAN WE DO TO HELP?

The vast majority of people and the media want to help. Create strategies that let them help and prevent them from interfering with response and recovery operations.

EXAMPLE TALKING POINTS

- Please do not attempt to go to your child’s school. No student will be released there, and you will only interfere with public safety emergency response efforts.
- To pick up students, please proceed safely to the reunification site located at (address).
- Bring photo identification so verifications can be done and we can safely return your student to you.
- When you arrive at the site, proceed through entrance number _____ to the parent waiting area. Follow the instructions of the workers at the center.
- Please do not attempt to contact the school. The systems may be overwhelmed and you will not be able to get through.
- We will provide further updates and directions as soon as they become available.



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SCHOOL PLAN

Use the following information to develop your school-specific plan.

REUNIFICATION CHECKLIST

- Copies of Family Reunification Release Forms
- Student Emergency Release/Contact Cards or Information
- Student Rosters
- Signage
- Reunification Team Assignments
- Reunification Site Maps for On-Campus Inside, On-Campus Outside, and Off-Campus Reunification
- Coordination of Security
- Plan for Traffic (work with law enforcement)
- Student Transportation (as needed)



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ORGANIZATIONAL ROLES

An organized and efficient system will be set up with a waiting area for adults, a holding area for students, a check-in area, an exit area, and a notification area as needed.

GUARDIAN WAITING AREA

SETUP:

- Two to six tables (based on the number of students to be released)
- Signage for tables ("Information", "Pick-up Student Request Forms", "Return Forms")
- Power supply and internet access
- Student emergency release cards or access to online information
- Radio or DIR-S to communicate with Student Holding Area, Check-In Area, Exit Area, and Notification Area
- Staff/Team members to facilitate questions, requests, information, and serve as runners for the Check-In Area
- Signage identifying "Guardian Waiting Area" and breakdown of alphabetized last names for tables and waiting areas

WAITING AREA TEAM LEADER WILL:

- Direct Team activities
- Interact with the Incident Commander to identify problems and report status
- Refer all outside information requests to the Public Information Officer/Communications Director

WAITING AREA TEAM MEMBERS WILL:

- Greet parents, guardians, or designees
- Provide copies of the Student Request Form and writing tools
- Collect Student Request Forms for the check-in desk to process in first-come order
- Locate and escort parents to the Check-In Area when their form is being processed
- Maintain order

NOTES:



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CHECK-IN AREA

SETUP:

- Two to six tables (based on the number of students to be released)
- Power supply and internet access
- Access to Aspire and approved guardian information
- Radio or DIR-S to communicate with Parent Waiting Area, Student Holding Area, Exit Area, and Notification Area
- Staff/Team members to process emergency release cards
- Signage identifying "Check-In"

CHECK-IN AREA TEAM LEADER WILL:

- Direct Team activities
- Interact with the Incident Commander to identify problems and report status
- Refer all outside information requests to the Public Information Officer/Communications Director

CHECK-IN AREA TEAM MEMBERS WILL:

- Greet parents, guardians, or designees
- Provide reassurance to parents, guardians, or designees
- Verify that the requesting adult is authorized to take custody of the requested student
- Request formal identification from the parents, guardians, or designees
- Dispatch runners to bring students to the Exit Area
- Direct requesting parents to either the Exit Area or the Notification Area (if student is missing, injured, or deceased)
- Maintain order

NOTES:



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STUDENT HOLDING AREA

SETUP:

- Area should be large enough to shelter all students
- Radio or DIR-S to communicate with Parent Waiting Area, Check-In Area, Exit Area, and Notification Area
- Staff/Team members to supervise students
- Student roster(s)

STUDENT HOLDING AREA TEAM LEADER WILL:

- Report missing persons to the Incident Commander
- Direct Team activities
- Interact with the Incident Commander to identify problems and report status

STUDENT HOLDING AREA TEAM MEMBERS WILL:

- Maintain accountability and control of the students
- Provide reassurance to the students
- Obtain reports of missing students
- Interact with the Holding Area Team Leader
- Verify release information when a student is requested
- Assist the Exit Area Team
- Maintain order

NOTES:



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EXIT AREA

SETUP:

- Two tables
- Power supply and internet access
- Radio or DIR-S to communicate with Parent Waiting Area, Check-In Area, Exit Area, and Notification Area
- Staff/Team members to process requests
- Signage identifying "Exit Area"
- Baskets/boxes to collect student request forms

EXIT AREA TEAM LEADER WILL:

- Direct Team activities
- Insure no student is released without formal authorization
- Interact with the Incident Commander to identify problems and report status
- Refer all outside information requests to the Public Information Officer

EXIT AREA TEAM MEMBERS WILL:

- Greet and provide reassurance to parents, guardians, or designees
- Verify formal identification of the requesting adult
- Obtain signature of authorized adult on the student request form
- Release student to the authorized parent, guardian, or designee
- Maintain order

NOTES:



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NOTIFICATION AREA

Counselors will be responsible for notifying parents/guardians that their student is not available for pick-up for any of the following reasons: injured, deceased, arrested, witness, etc.

SETUP:

- Private area with individual rooms
- Power supply and internet access
- Radio or DIR-S to communicate with Parent Waiting Area, Check-In Area, Student Holding Area, and Exit Area
- Counselors and trained mental health professionals to provide notification and support to families

NOTIFICATION AREA TEAM LEADER AND TEAM MEMBERS WILL:

- Greet parents, guardians, or designees
- Verify the name(s) of the student(s) they are requesting
- Verify the status of the student(s) being requested
- Provide only parents or guardians with accurate information regarding the status of their student(s). *Note: a neighbor or relative may be authorized to pick up a student, but only parents or guardians should be informed of injuries or death*
- Provide available information regarding the student in a sensitive way
- Assist parent/guardian with their trauma
- Inform the parent/guardian where to await further information about how they will be reunited with their student(s) or the remains of their student(s)
- Arrange for assistance in the way of transportation, clergy, or other support
- Assign a district employee to serve as a liaison to the family
- Shelter the parent/guardian from media

NOTES:



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STAFF ASSIGNMENTS

Incident Command Leader		Off-Site Manager Information
Name	Kandice Goodman	Frank Schofield
Agency	Bridger - Principal	LCSD Superintendent
Phone	435-770-6655	435-881-1744

Public Information Leader		Team Members		
Name	Shana Longhurst	Kandice Goodman		
Agency	District - PIO	Bridger - Principal		
Phone	435-744-2300	435-770-6655		

Guardian Waiting Area Leader		Team Members		
Name	Jalyn Kelley	Kristen Staker		
Agency	Bridger – Inst Coach	Cat Reyes		
Phone				

Check-In Area Leader		Team Members		
Name	Stephanie Guerrero	Ingrid Sanchez	Specialists - Runners	
Agency	Bridger - Secretary	Bridger Parent Liaison		
Phone	435-213-9166	435-757-5028		

Notification Area Leader		Team Members		
Name	Chris Hardy	Andreina Palma		
Agency	School Counselor	Paige Swenson		
Phone	435-754-6776			

Student Holding Area Leader		Team Members		
Name	Carrie Curtis	Classroom Teachers	Instructional Aides	
Agency	Bridger Inst Coach			
Phone				

Exit Area Leader		Team Members		
Name	Camille Davis	Abby Richardson		
Agency	EL Teacher	Aubrey Kekauoha		
Phone	435-764-1906			

Security Leader				
Name	Mike Graves	*The security of the holding area is extremely important. Staff and Students must be removed from any and all danger. Law enforcement should establish access control points to limit entry into the holding area.		
Agency	LCPD			
Phone	435-770-7225			

Traffic Liaison				
Name	LaMonte Kunz	*Traffic will be controlled by law enforcement and/or the local transportation agency. The Traffic Liaison will assist law enforcement if requested.		
Agency	Bridger Custodian			
Phone	435-25808503			



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OFF-CAMPUS REUNIFICATION

If circumstances necessitate students and staff may need to relocate to an alternative site for student safety. This will be done at the direction of administration or Emergency Services.

Off-Campus Location

In the event of a situation requiring the long-term evacuation of Bridger all staff and students are to report to the following location:

LDS Church located at approximately 286 W on 1200 N (Bishop Jensen - Greenville Ward 435-265-2591 or Stake Clerk - Paul Cambell 435 363 6670 pd430@hotmail.com).

This location is accessed by walking east from the school on 1200 North, approximately 2 blocks, to the LDS Church.





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Dear Ms. Goodman,

Pursuant to your inquiry, the stake presidency has renewed approval of the designation and emergency use of the building at 280 West 1200 North, approximately a block east of Bridger Elementary School, as an off-campus reunification site for children and parents in the event of an incident requiring evacuation from Bridger Elementary School. Following is a list of local church leaders that can open the building if needed:

Stake President	1 st Counselor	2 nd Counselor
R. Brad Ellis	Kaylon Anderson	Randy Wilson
435 512 9517	435 851 0384	435 754 6647
435 752 5470 (land line)		

Stake Clerk	Stake Executive Secretary
Paul D. Campbell	R. Steven Chambers
435 363 6670	801 718 8252

Bishop, Greenfield Ward
Jason Jensen
435 265 2591
435 755 7670 (land line)

Please know of our appreciation and support for the care that you, your faculty and staff give to the children in our community.

Sincerely,

Paul D. Campbell, Logan Utah Cache Stake Clerk
cc: above listed stake and ward leaders

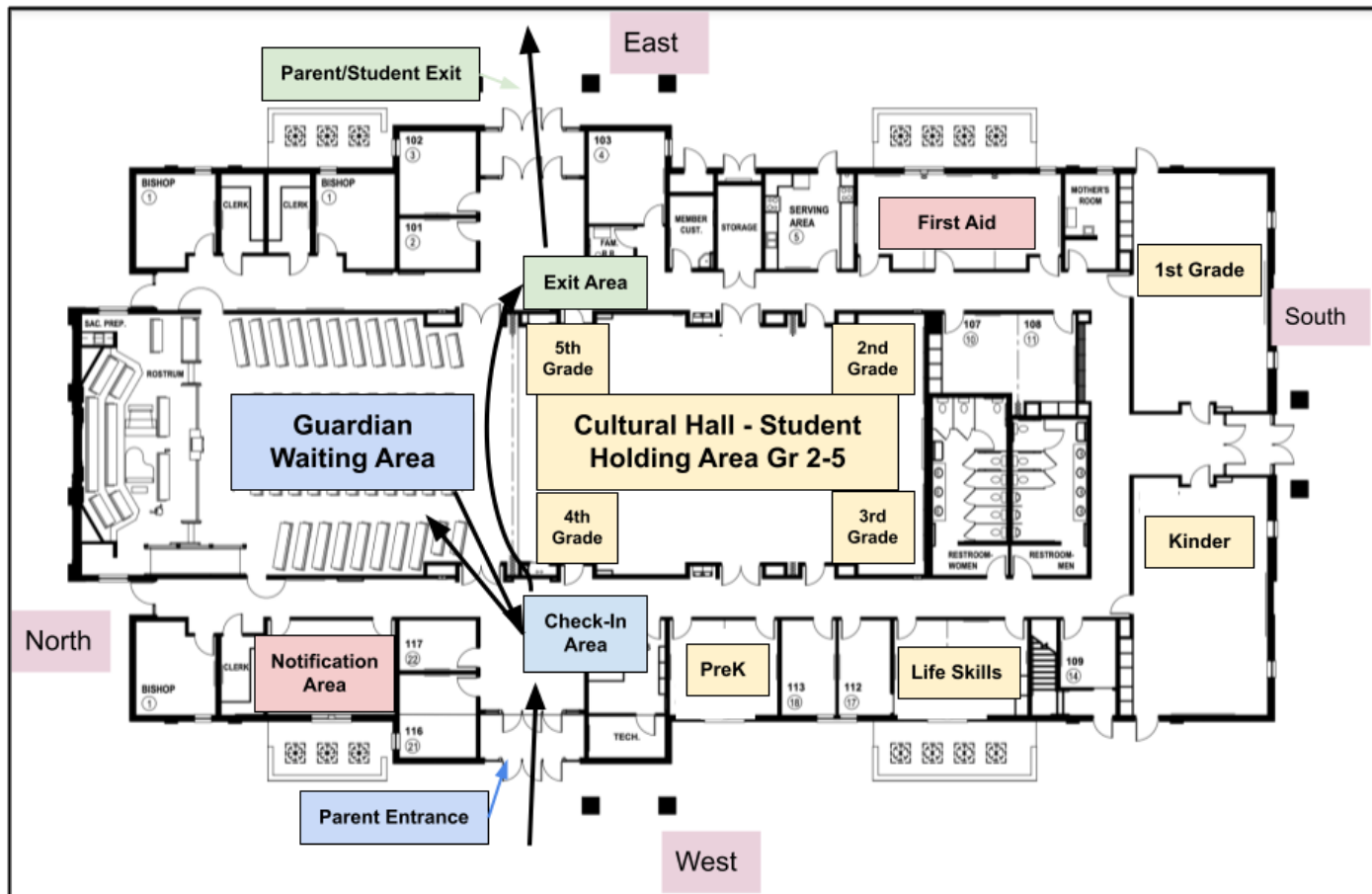


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Off-Campus Relocation Procedure

1. At the direction of the school administration or designee all classes will proceed by walking to the off-site evacuation location.
2. Upon arrival at the church classes will go to their assigned holding areas. (See Map)



Bridger Off-Site Reunification - Indoor Map
LDS Chapel 286 W 1200 N Logan, UT

1. All non-teaching staff will report to the East Foyer for direction and assignments. All Life Skills staff will stay with their class and respective students. All 1-to-1 aides assigned to a specific student will remain with their assigned student unless directed otherwise by school administration.
1. Once grade levels/classes are in their assigned locations they will keep students engaged/entertained until their grade level receives further instruction.

Off-Campus Reunification Procedure

Once school administration or designee determines it is necessary to proceed with having parents pick up students from the Reunification Location available staff will follow the following procedure:

1. Parent Checkout Location(s)
 - 1.1. Two Tables will be set up in the East and West foyers, respectively.



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- 1.2. West Foyer will be for Guardians to Check-In. East Foyer will be for the Exit Area
- 1.3. Reunification will consist of:
 - 1.3.1. Each Guardian will pick up a "Reunification Student Request Form" and move to the Chapel to complete the form.
 - 1.3.2. Once the form is complete, the Guardian will take the form back to the Check-In Area
 - 1.3.3. Staff at the Check-In Area will review the request and VERIFY GUARDIAN ID with student release in Aspire/Contact Form.
 - 1.3.4. Once ID verification is complete a runner will go collect the students and take them to the Exit Area
 - 1.3.5. Once students arrive at the Exit Area, exit area staff will review Guardian ID and the identified students to ensure proper authority to release.
 - 1.3.6. Once verified, students may exit with the Guardian.
- 1.4. It is the intent that all parents will remain in the foyer or chapel for a safe and a smooth reunification process.
2. Parent Contact Process
 - 2.1. School administration or designee will notify parents via any of the following available means:
 - 2.1.1. ParentLink/BlackBoard phone call, text, email, etc...
 - 2.1.2. School social media accounts
 - 2.1.3. School and classroom Remind accounts or other communication means used by the classroom teacher.
 - 2.2. Please note any use of local radio stations to contact parents will be done under the direction of the District Office.
 - 2.3. The location and procedure for off-site pick up will be given to parents at student registration and at least twice a year so if traditional communication methods are unavailable they will have been notified.
3. Procedure for Dismissal Time
 - 3.1. In the event school administration or designee deems it is safe to do so, at the daily dismissal time walking students will be allowed to proceed home like normal. Teachers will document the students who were released to walk home.
 - 3.2. Students who get picked up by vehicle will be required to be checked out using the off-site reunification checkout procedure.
 - 3.3. Life Skills students who ride the bus will be walked to the bus by Life Skills staff.
4. Students Remaining After Hours
 - 4.1. Students not released to a parent/guardian or dismissed to walk home or ride the bus will remain with staff at the off-site evacuation site with the classroom teacher.
5. Staff Dismissal
 - 5.1. Staff members with student supervision responsibilities (licensed teachers) are required to remain with their students until all their assigned students have been released.
 - 5.2. In the event of an off-site evacuation all staff will remain until dismissed by school administration or designee.
 - 5.3. As the number of students at the off-site location decreases, school administration will work with staff to determine which staff can leave when, for example, staff with their own children to pick up could be allowed to leave before those with no children of their own.



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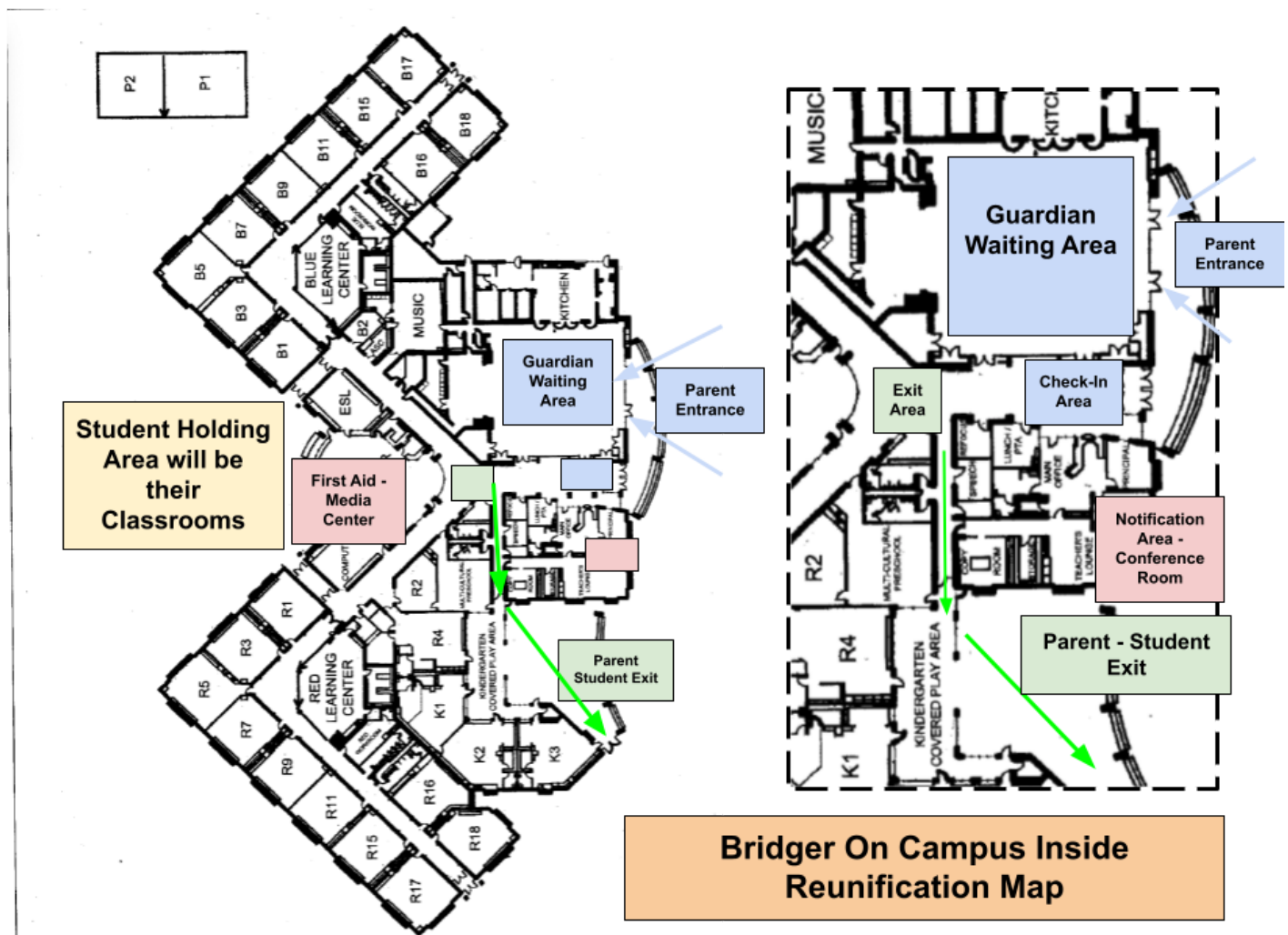


ON-CAMPUS INSIDE REUNIFICATION MAP

An on-campus inside reunification plan is used in the event of an emergency requiring staff to initiate a family reunification with everyone **INSIDE** the building. This determination will be made by administration or Emergency Services.

Location

Students will remain inside the school in their classrooms until reunification.



Relocation Procedure



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1. Administration or Emergency Services will determine a student-guardian reunification needs to be implemented.
2. Staff and students will remain inside the building
3. Parent Checkout Location(s)
 - 3.1. Tables will be set up inside the front lobby by the front doors to the school and the east inside doors to the cafeteria for a Check-In Area.
 - 3.2. Tables will be set up in the lobby between the world map on the carpet and the west inside doors to the cafeteria for the Exit Area.
 - 3.3. The Guardian Waiting Area will be in the cafeteria.
 - 3.4. Reunification will consist of:
 - 3.4.1. Each Guardian will pick up a "Reunification Student Request Form" from the Check-In Area and move to the Cafeteria to complete the form.
 - 3.4.2. Once the form is complete, the Guardian will take the form back to the Check-In Area
 - 3.4.3. Staff at the Check-In Area will review the request and VERIFY GUARDIAN ID with student release in Aspire/Contact Form.
 - 3.4.4. Once ID verification is complete a runner will go collect the students and take them to the Exit Area
 - 3.4.5. Once students arrive at the Exit Area, exit area staff will review Guardian ID and the identified students to ensure proper authority to release.
 - 3.4.6. Once verified, students may exit with the Guardian.
 - 3.5. It is the intent that all parents will remain in the front of the school for a safe and a smooth reunification process. Not parents should be going behind the building
4. Parent Contact Process
 - 4.1. School administration or designee will notify parents via any of the following available means:
 - 4.1.1. ParentLink/BlackBoard phone call, text, email, etc...
 - 4.1.2. School social media accounts
 - 4.1.3. School and classroom Remind accounts or other communication means used by the classroom teacher.
 - 4.2. Please note any use of local radio stations to contact parents will be done under the direction of the District Office.
5. Procedure for Dismissal Time
 - 5.1. In the event school administration or designee deems it is safe to do so, at the daily dismissal time walking students will be allowed to proceed home like normal. Teachers will document the students who were released to walk home.
 - 5.2. Students who get picked up by vehicle will be required to be checked out using the off-site reunification checkout procedure.
 - 5.3. Life Skills students who ride the bus will be walked to the bus by Life Skills staff.
6. Students Remaining After Hours
 - 6.1. Students not released to a parent/guardian or dismissed to walk home or ride the bus will remain with staff at the off-site evacuation site with the classroom teacher.

Staff Dismissal

1. Staff members with student supervision responsibilities (licensed teachers) are required to remain with their students until all their assigned students have been released.
2. In the event of an on-campus inside reunification all staff will remain until dismissed by school administration or designee.
3. As the number of students at the location decreases, school administration will work with staff to determine which staff can leave when, for example, staff with their own children to pick up could be allowed to leave before those with no children of their own.



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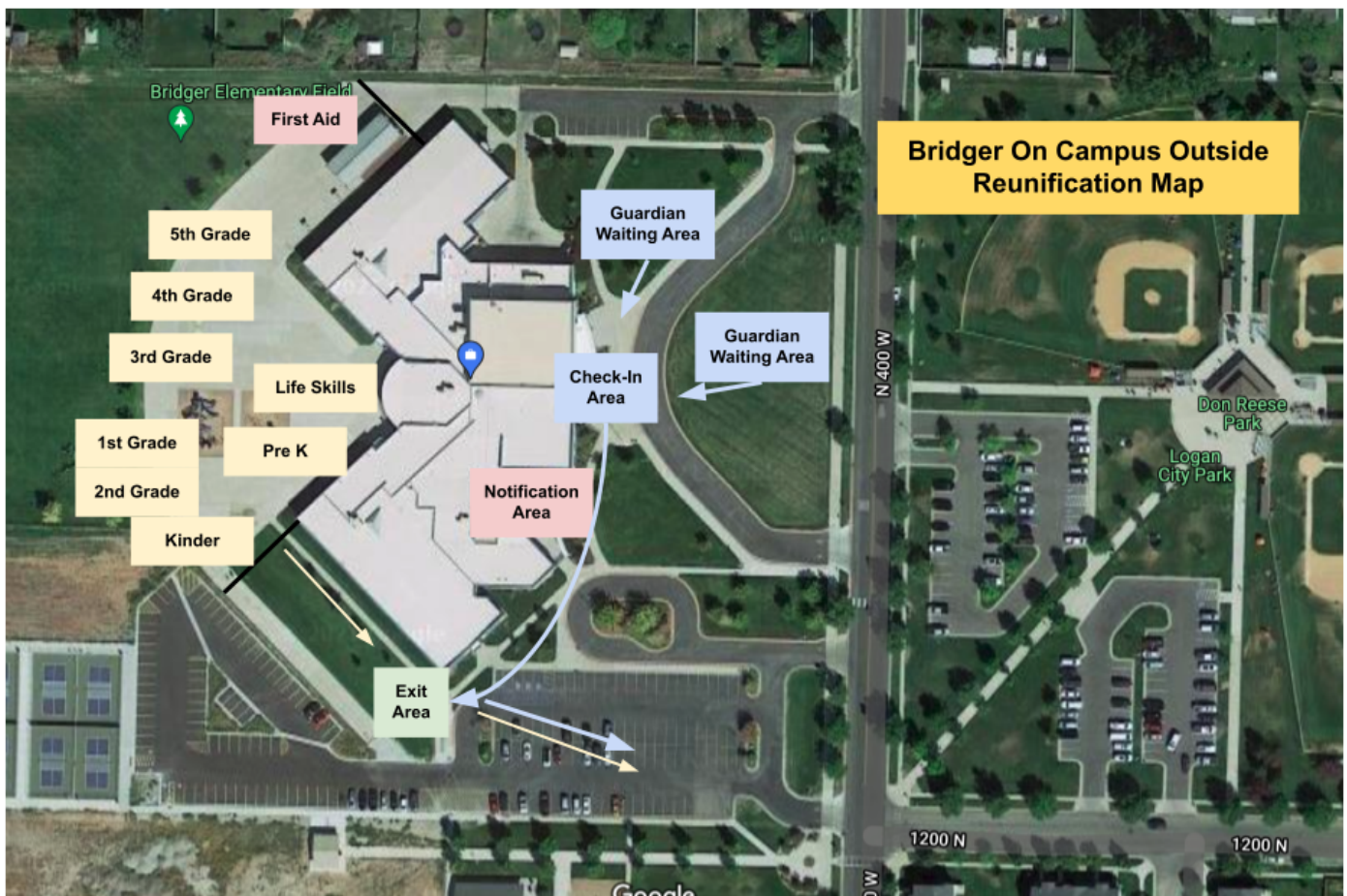


ON-CAMPUS OUTSIDE REUNIFICATION MAP

In the event of an emergency requiring students and staff to evacuate the building it may be necessary to initiate a family reunification with everyone OUTSIDE of the building. This determination will be made by administration or Emergency Services.

On-Campus Outside Location

Students will remain outside the building at their evacuation locations. In the case of inclement weather and when we can't use the school facilities administration or emergency services will direct staff and students to the alternative location (LDS Church 2 blocks away, 286 W 1200 N)



On-Campus Outside Relocation Procedure



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1. An Evacuation Alert/Drill will be initiated and completed following our Evacuation Procedures.
2. Staff and students will remain outside. In the event we cannot give an All Clear command allowing students to return to the building, staff and students will remain outside until one of three things happens:
 - 2.1. An All Clear is given
 - 2.2. Administration or Emergency Services directs everyone to the Alternative Location
 - 2.3. Administration or Emergency Services declares we initiate a Student-Family Reunification from our school campus, but outside the building.

On-Campus Outside Reunification Procedure

1. Parent Checkout Location(s)
 - 1.1. Tables will be set up outside by the front doors for a Check-In Area.
 - 1.2. Tables will be set up on the sidewalk by the Bike Racks / 2nd Grade Doors for the Exit Area.
 - 1.3. Guardian Waiting Area will be on the grass North of the front entrance.
 - 1.4. Reunification will consist of:
 - 1.4.1. Each Guardian will pick up a "Reunification Student Request Form" from the Check-In Area and move to the North Grass to complete the form.
 - 1.4.2. Once the form is complete, the Guardian will take the form back to the Check-In Area
 - 1.4.3. Staff at the Check-In Area will review the request and VERIFY GUARDIAN ID with student release in Aspire/Contact Form.
 - 1.4.4. Once ID verification is complete a runner will go collect the students and take them to the Exit Area
 - 1.4.5. Once students arrive at the Exit Area, exit area staff will review Guardian ID and the identified students to ensure proper authority to release.
 - 1.4.6. Once verified, students may exit with the Guardian.
 - 1.5. It is the intent that all parents will remain in the front of the school for a safe and a smooth reunification process. Not parents should be going behind the building
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 - 2.1. School administration or designee will notify parents via any of the following available means:
 - 2.1.1. ParentLink/BlackBoard phone call, text, email, etc...
 - 2.1.2. School social media accounts
 - 2.1.3. School and classroom Remind accounts or other communication means used by the classroom teacher.
 - 2.2. Please note any use of local radio stations to contact parents will be done under the direction of the District Office.
3. Procedure for Dismissal Time
 - 3.1. In the event school administration or designee deems it is safe to do so, at the daily dismissal time walking students will be allowed to proceed home like normal. Teachers will document the students who were released to walk home.
 - 3.2. Students who get picked up by vehicle will be required to be checked out using the off-site reunification checkout procedure.
 - 3.3. Life Skills students who ride the bus will be walked to the bus by Life Skills staff.
4. Students Remaining After Hours
 - 4.1. Students not released to a parent/guardian or dismissed to walk home or ride the bus will remain with staff at the site.

On-Campus Outside Staff Dismissal



LCSD FAMILY REUNIFICATION GUIDE



1. Staff members with student supervision responsibilities (licensed teachers) are required to remain with their students until all their assigned students have been released.
2. In the event of an on-campus outside evacuation & reunification all staff will remain until dismissed by school administration or designee.
3. As the number of students at the off-site location decreases, school administration will work with staff to determine which staff can leave when, for example, staff with their own children to pick up could be allowed to leave before those with no children of their own.



REUNIFICATION STUDENT REQUEST FORM



Instructions – Please be patient

Please complete the top half of this form.

Return form to the information desk. Forms will be processed in the order received.

Prepare formal identification and you will be notified by staff when to proceed to the Check-In area (if you don't have ID, it may take longer to verify your request).

After identity verification, a runner will be sent to recover your student(s) and you will be directed to the Exit Area to exit with your student(s).

If there is an injury or other concerns, you may be asked to meet with a counselor.

Name of person requesting release of student(s): _____

Signature of person requesting release of student(s): _____

➤ Relationship to Student(s): ☐ Parent/Guardian ☐ Emergency Contact ☐ Other _____

- | | |
|----------------|-------|
| ➤ Student Name | Grade |
| ➤ Student Name | Grade |
| ➤ Student Name | Grade |
| ➤ Student Name | Grade |
| ➤ Student Name | Grade |

Runner Notes: _____

CHECK IN AREA



Verified by: ☐ Driver License or Govt. ID ☐ Other

I have verified the identity of this person who is authorized to have the student(s) listed above released to his/her care.

Name of the Check-In Area Official

Signature

EXIT AREA



I have verified the identity of this person who is authorized to have the student(s) listed above released to his/her care.

Name of the Exit Area Official Signature

Signature of authorized requestor



REUNIFICATION STUDENT REQUEST FORM



Reunificación Familiar

Colegio _____

Instrucciones – Por favor sea paciente

Por favor complete la parte superior del formulario.

Tenga disponible su identificación y continúe con el formulario (Si usted no tiene un ID, puede que el proceso tome más tiempo).

Se enviará a una persona para recoger al estudiante. Pase al lugar de reunificación.

Si hay una lesión u otras inquietudes, usted puede solicitar consultar con un consejero.

Nombre de la persona que solicita información del estudiante: _____

Firma de la persona que solicita información del estudiante: _____

➤ Relación con el estudiante: ☐ Padre/Guardián ☐ Persona aprobada por el padre/Guardián ☐ Otro _____

- Nombre del Estudiante _____ Grado _____
- Nombre del Estudiante _____ Grado _____
- Nombre del Estudiante _____ Grado _____
- Nombre del Estudiante _____ Grado _____
- Nombre del Estudiante _____ Grado _____

Notes del corredor:

Solicitud de Salida



Verificado por: ☐ Licencia de manejo o Govt. ID ☐ Otro _____

Yo he verificado la identidad de esta persona que está autorizada para que el/los estudiante/s mencionado/s anteriormente sea/n puesto/s bajo su cuidado.

Nombre del funcionario oficial de la solicitud de salida _____ Firma _____

Solicitud de Retiro



Yo he verificado la identidad de esta persona que está autorizada para que el/los estudiante/s mencionado/s anteriormente sea/n puesto/s bajo su cuidado.

Nombre del Oficial de la solicitud de retiro _____ Firma _____

Firma del solicitante autorizado _____