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CONFERENCE 2021
Be Vigilant

I'll See You Tonight: K12 student/parent Reunification

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CampusSafetyConference.com

- Cellphones on vibrate or silent
- Access to the presentation
- Q&A Session at end
- Evaluations
- Social Media

@CampusSafetyMag

@SPEAKERSTWITTER

#CSC21

- Educator (Teacher, Administrator, Coach)

- 20 years School Safety & Security experience

- 2011 finalist C.S. Director of the Year

- 30+ published articles on School Safety and Security topics

- Regional and National presentations on School Safety and Security.
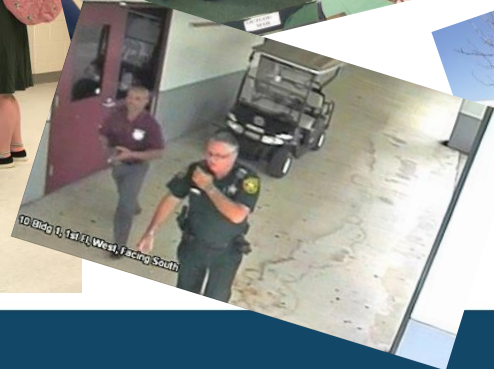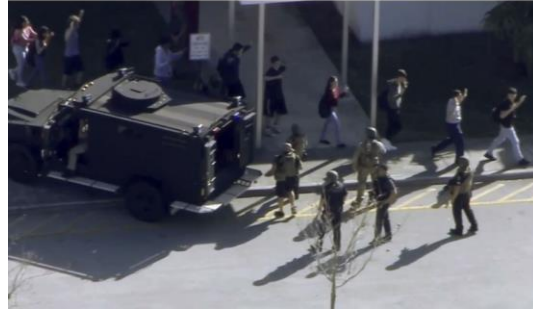
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Session Takeaways

- A clear definition of reunification

- Events that may require reunification

- The role of communications specific to reunification

- The role of student accountability

- A working understanding of the "Two Gate" process

- Proven methods to develop capacity at the school, district and community levels

- You are likely to need help

✓Get the right kid

✓To the right person

✓Prove you did it

The process used to assure the return of the students in your care to an authorized adult in any circumstance other than your normal

"End of Day" procedure.

And

**provide positive documentation of that action!**

Three factors will impact your reunification's operational complexity:

➢ *The size and make-up of your student body*

➢ *Availability of trained school/volunteer personnel*

➢ *The nature of the triggering event*

- Reunification is the last step in response it is also the first step in recovery

- Your entire school community – parents, staff and students - will be anxious and confused

- Reunification will take some time

- Effective communications will be critical

- Assume you do not know where all your students are

- The incident will affect the other schools in your area/district

- A traumatized school staff WILL need help to accomplish reunification effectively

Tips and Tricks

ICS protocol will make everything easier!

Communications Considerations
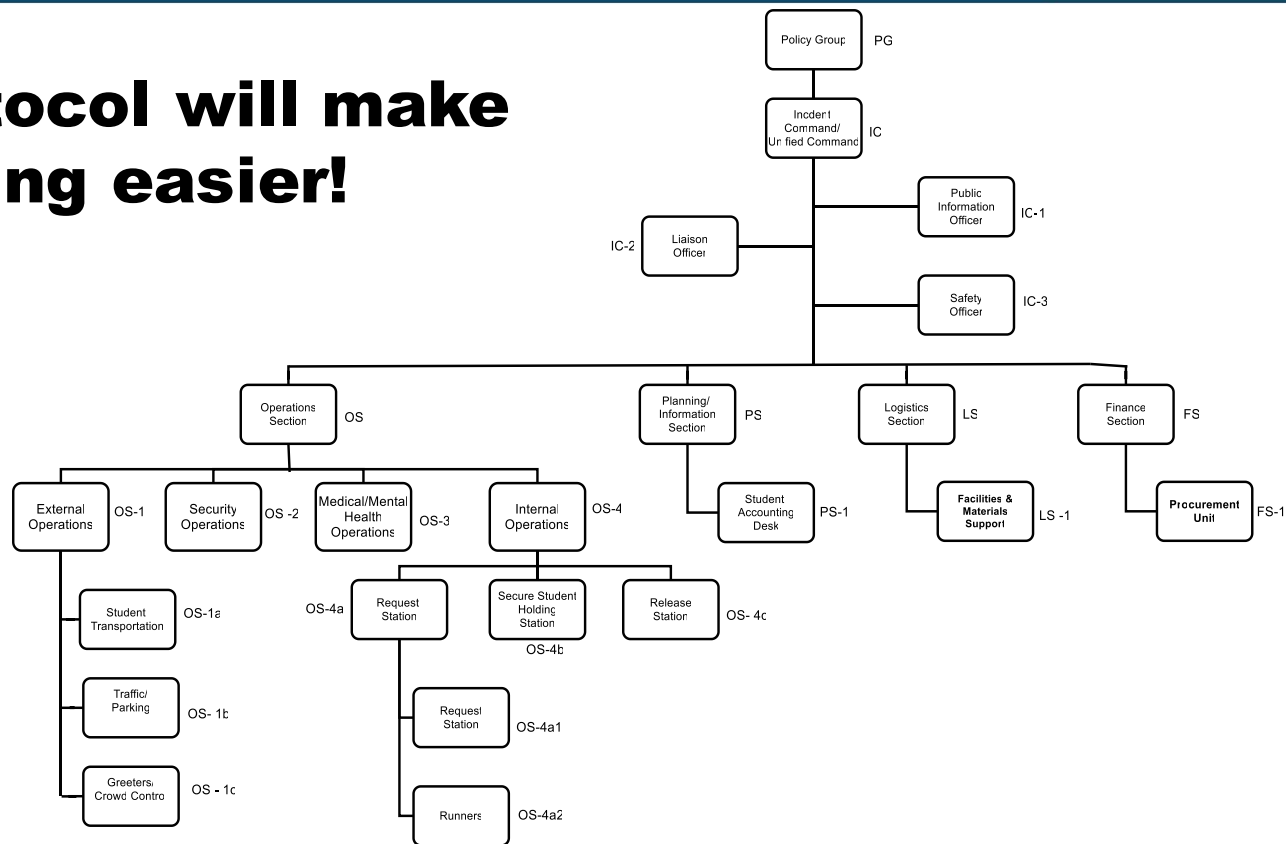
You can run an incident, or you can talk about an incident you can't do both!

- Timely messaging will lower the level of anxiety

- Your normal communications pathways may not be available to you

- Plan for information movement in three categories

  - Out–to-in

  - In-to-out

  - Down-the-hall

- Pre-script messages

- Identify and train a crisis communications specialist

Multiple factors will impact your ability to account for all your students!

- Early Victim identification (when possible)

- Self-evacuated students pose an issue

  – Provide a reporting mechanism

  – Train students in the process

- Identify students during transport and report when you arrive at your reunification site.

Student location in a critical incident

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Self- evacuated Students
as much as 20%

Victims 0.01%

Students identified and
in holding 80 - 99.9%

Total Student Population
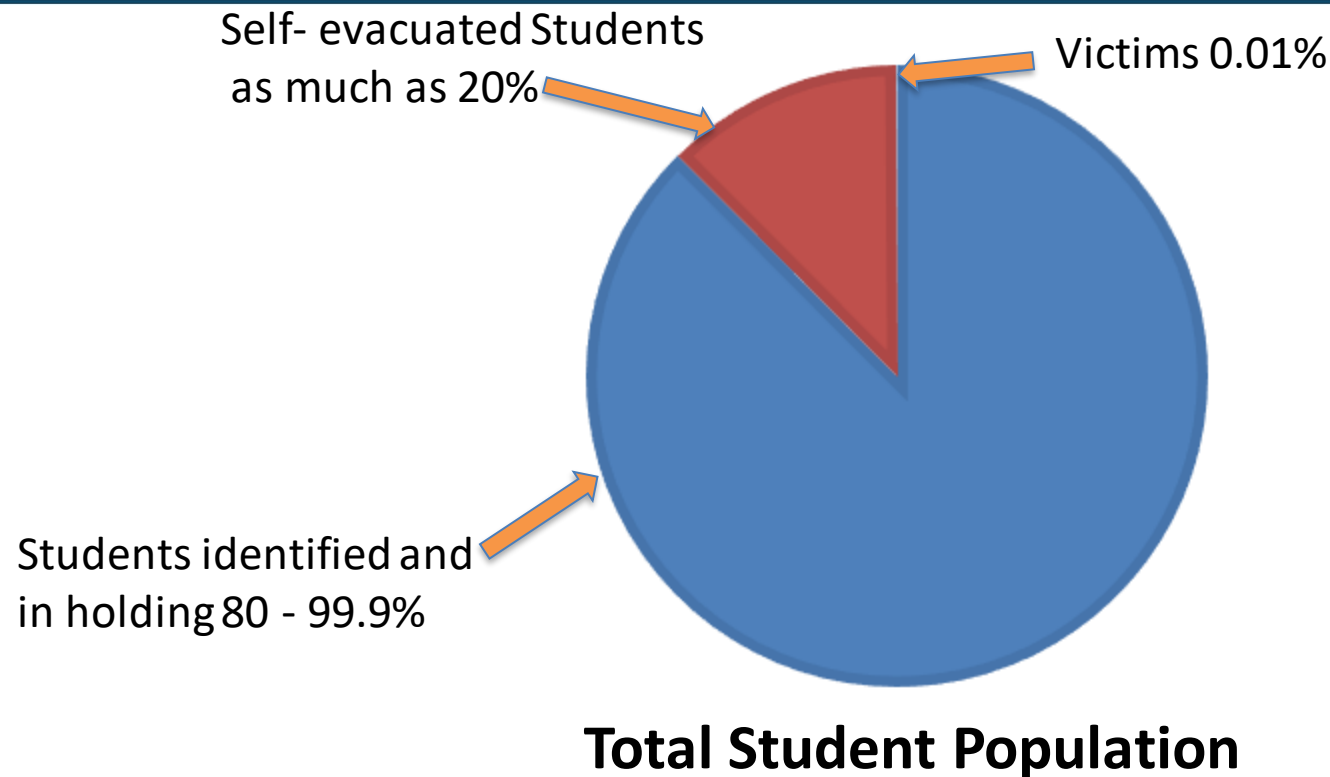
- Develop the "Reunification Kit" at each school
- Identify the Reunification Team (this can include both school staff and volunteers)
- Identify & develop needed partnership agreements (MOU)
- Identify and plan for at least two off-site locations
- Address security, traffic & transportation needs
- Provide for effective communications (both notification and operational)
- Address potential victims
- Address self-evacuated students (how will they be accounted for?)
- Consider pre-completed forms (as a part of registration)
- Plan for loss of your student information system

Secure Student Holding Area

Release Station

Request Station
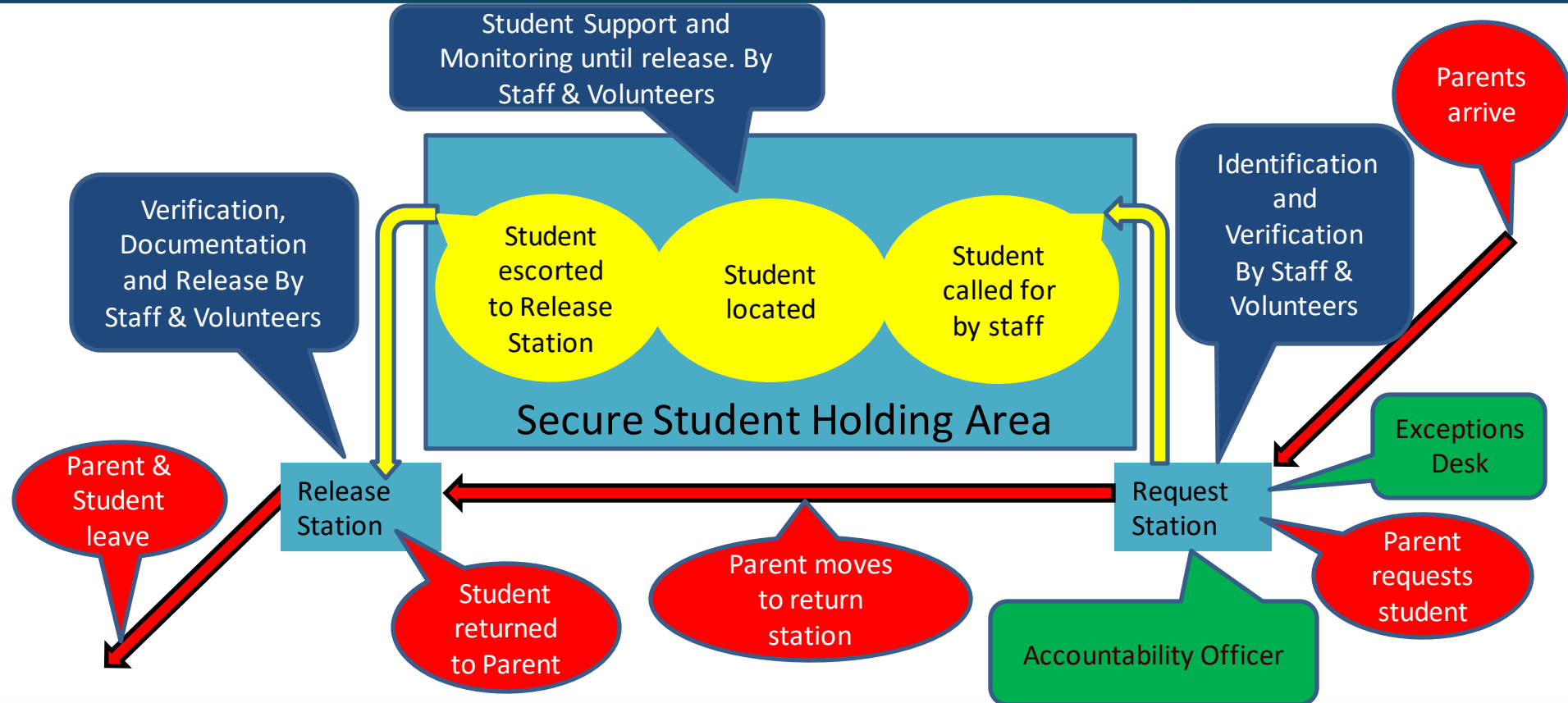
Planning Considerations

- Provide student manifest for the holding area
- Provide for accountability for the self-evacuated student
- Victim identification
- Define acceptable identification
- Provide for parent support needs
- Provide sufficient staff to assure acceptable waiting time.
- Provide for security concerns
- Prepare for the unusual request

What takes place

- Exceptions Desk location
- Student Location information is compiled and verified. (accountability desk/officer)
- Request for student is made
- Authorization is verified
- Identification is confirmed
- Presence of student in holding is confirmed
- Request is sent to student holding area

Secure Student Holding Area

Planning Considerations

- Ideally this should be out of sight of, but closely adjacent to the request and release locations
- This is likely to take time (Student and staff comfort issues)
- There may be emotional issues (traumatized students & staff)
- Provide for law enforcement issues (witness interviews)

What takes place

- Positive student accounting at intake to the holding area w/ information provided to the request station.
- Record each student departure.
- Security
- Student support (physical, mental & emotional)
- Staff support as needed

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Planning Considerations

- Provide for crowd control (people will want to hang around and talk)
- This is the finial step and should be staffed by people who know both students and parents
- There may be emotional issues (traumatized students & staff)
- Provide for law enforcement issues (witness interviews)

What takes place

- Student and parent are matched.
- Finial verification
- Security
- Student support (physical, mental & emotional)
- Staff support as needed

CASSIA JT SCHOOL DISTRICT 151

FAMILY REUNIFICATION CARD (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show reunification staff

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your child back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

Instructions

1. Please complete the information below on this card in the Parent/Guardian boxes shaded in pink.
2. Prepare identification (If you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity.)
3. Select the check-in line based on your child's last name.
4. After check-in, staff will split this card and an escort will be sent to recover your child. Please step over to the designated Release Station.
5. If there has been injury or other concerns, you may be asked to meet a counselor.

Parent/Guardian Reunification Information

Child's Name ....Child's Cell Phone Number ....

Child's Age ....Child's Birthday..

Teacher_____ Grade Level_____

Name of parent/guardian picking up child ....

Phone number of parent/guardian picking up child ....

Photo ID: Type.. Number..

Parent/Guardian Sign Off   *I have read and understand these instructions.*

Print Your Name ....Date..............................

Signature ....

Print Child's Name Again ....

Child's Age .... Child's Birthday ....

Retained at Student Holding Area

Student Name_____ Time_____
Processed by:

Retained at Request Station

Student Name_____ Time_____
Processed by:

-Belt & Suspenders-
Functionality without your network or S.I.S.

- *Have a paper process back-up*
- *"provide positive documentation"*
- Accountability at each step
- Functionality **without** your S.I.S.

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You will not do well what you have never done!

- Use your reunification process during "normal" operations:
  - Schools send students home early for any number of reasons - use them as training opportunities
  - Any time you need to assure a student is returned to an authorized adult use elements of your reunification process

- Table-top the process

- Functional exercises

- Plan a full-scale exercise at one district school per year

On that "WORST DAY"

You *ARE* going to need help!

- With very few exceptions, Schools and even School Districts don't have the internal resource to support a reunification following a critical incident.

- Develop mutual aide agreements with adjacent schools and/or districts

- Develop community partnerships

- Identify local and state agencies with applicable resources

  – Have a discussion

  – Develop an MOU

Reminders

- Access to the presentation
- Evaluations
- Social Media

Contact Info

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