

Campus Safety CONFERENCE CSC

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Designing the Future of Education
Pittsburgh, PA | November 3-5, 2021

Reunification Drills Next Level School Safety Preparedness

Roger Alvey

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Keith Brown

High School Principal

Cody Martzluf

Chief School Business Official

Illini Bluffs CUSD #327



CampusSafetyConference.com

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CampusSafetyEvents



CampusSafetyEvents



CSEventTweets

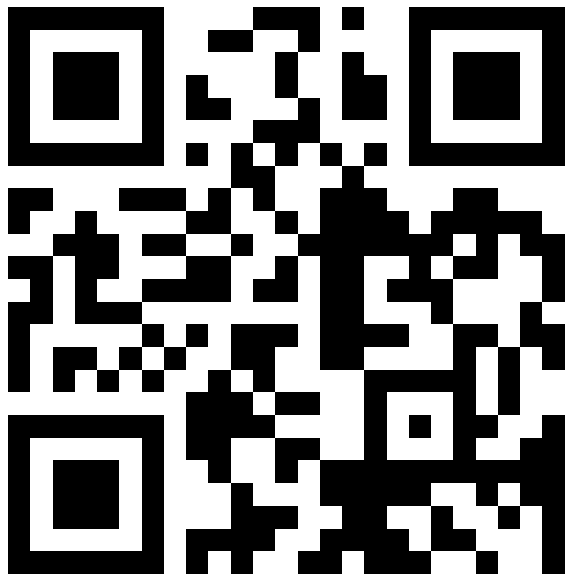


CampusSafetyConference

About The Speakers

Link to Presentation and Resources

<http://bit.ly/32HRJG4>



Presenters

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Attendees Will:

- Understand the logistic and legal complexities of the reunification process
- Identify and partner with school-community stakeholders to create and implement a district reunification plan
- Create effective communication structures and strategies for all-hazards crisis management

About Illini Bluffs #327



920

students prek-12

3

schools under
"one" roof

62

square miles

1

town

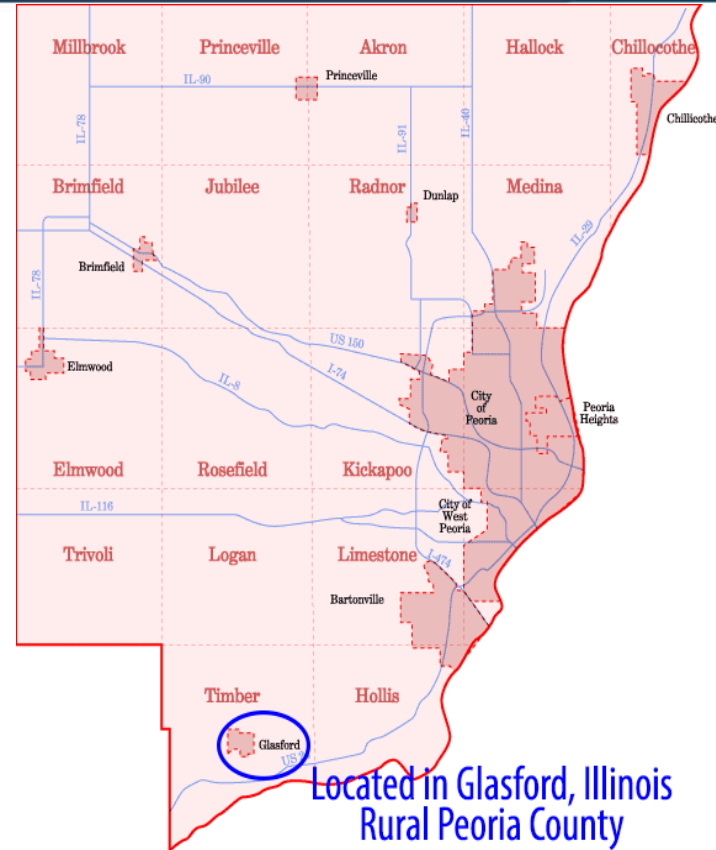
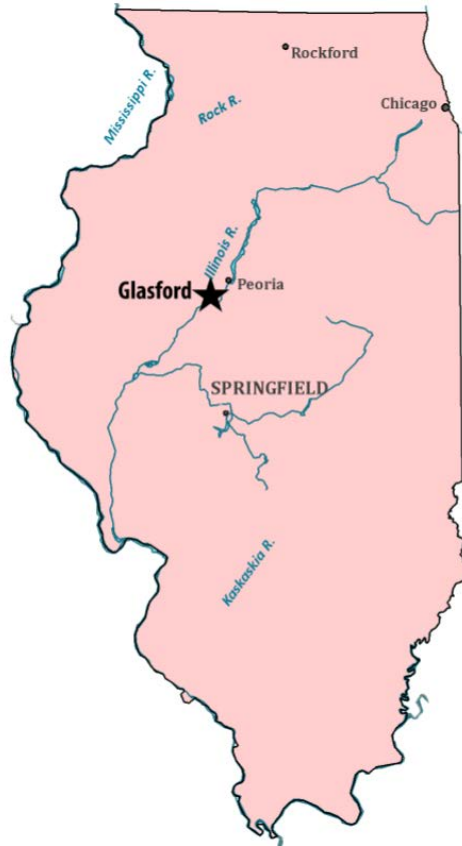
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villages

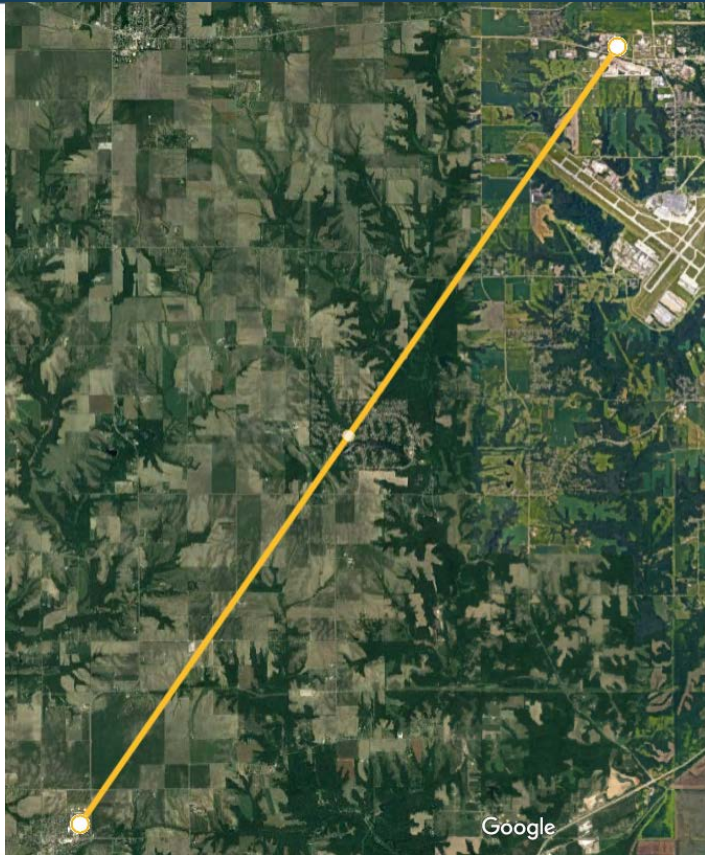
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subdivisions

About Illini Bluffs #327



About Illini Bluffs #327



Shortest distance to the
Peoria County Sheriff's
Office is roughly 14 miles

Local police department has
only part-time officers that
work in the evening.

What are potential hazards that might cause us to evacuate and be forced to reunite parents with kids?

Fire, Hazardous Materials, Floods, Tornadoes, Blizzards, Power Outages, Bomb Threats, Acts of Violence, Acts of Terror

What are potential hazards that might cause us to evacuate and be forced to reunite parents with kids?

Fire, Hazardous Materials, Floods, Tornadoes, Blizzards, Power Outages, Bomb Threats, Acts of Violence, Acts of Terror

Traditional School Safety Drills

- Fire
- Tornado
- Earthquake
- Situational Awareness
- Lockdown
- Off-site evacuation

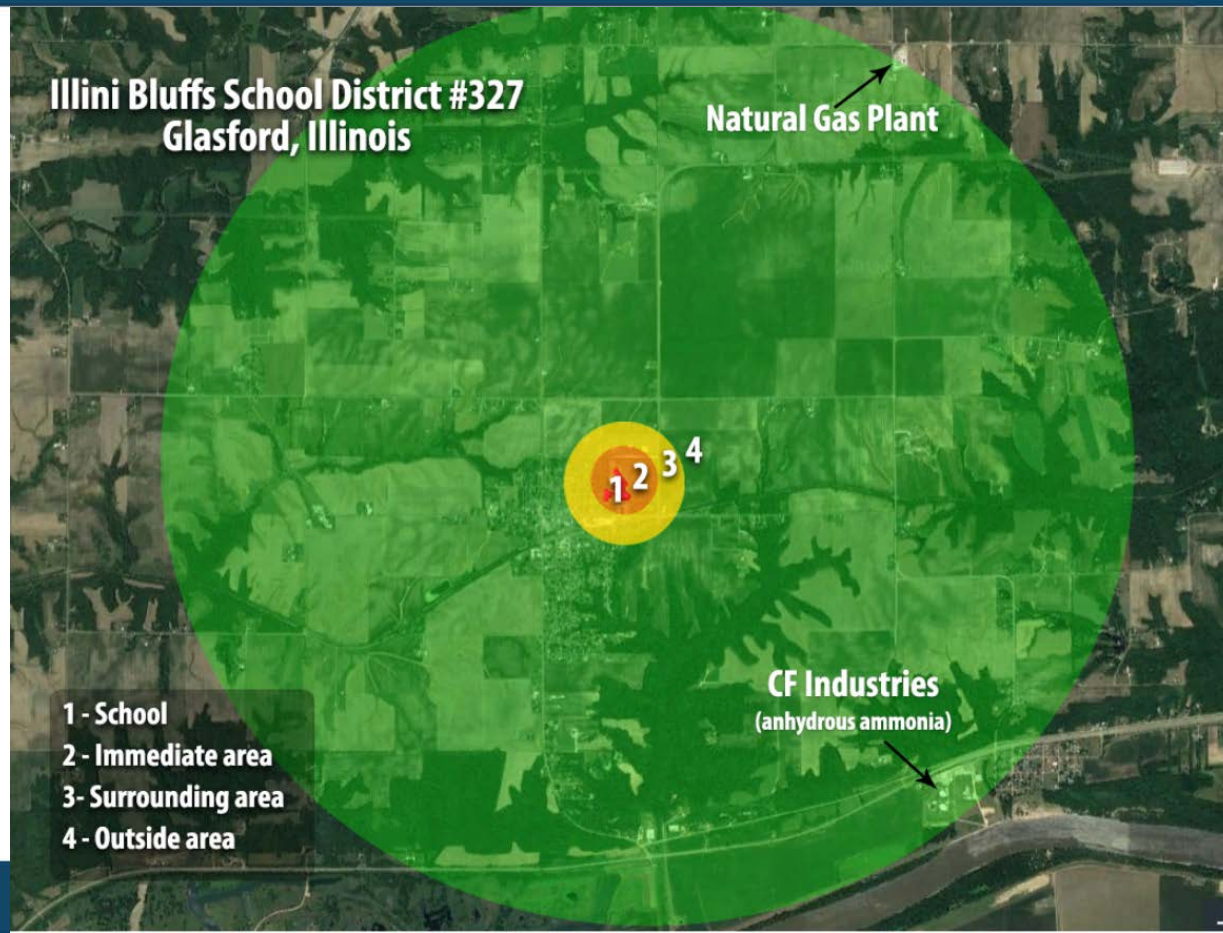
Reunification Drill

The process of reuniting kids with parents/guardians after a potential crisis.

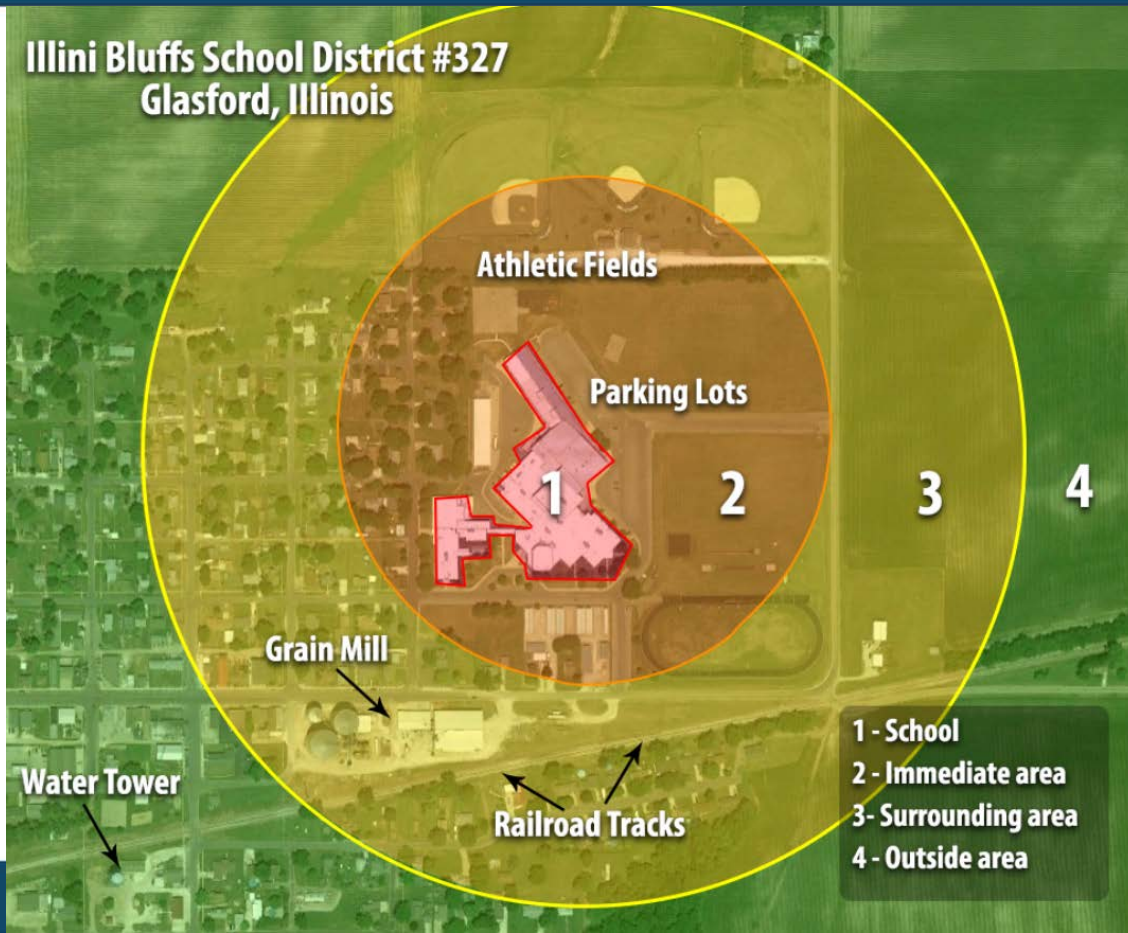
Unique hazards that exist in the Illini Bluffs district that might cause an evacuation and reunification

- Anhydrous Ammonia--CF Industries
- Chemical plants
- Underground Natural Gas Storage
- Railroad
- Roads--tanker trucks
- Mill--grain dust
- Barge traffic





Illini Bluffs School District #327
Glasford, Illinois



Why plan and practice a reunification drill?

- 1.) Realize the logistic and legal complexities of the reunification process
- 2.) Strengthen partnerships/trust with stakeholders *(students, staff, parents/guardians, community, etc.)*
- 3.) Strengthen partnerships with first responders *(police, fire, medical, emergency management, etc.)*
- 4.) Opportunity to develop tangible re-unification plans and communication strategies
- 5.) Opportunity to plan and understand the incident/unified command structure
- 6.) Help reduce anxiety, stress, and emotion
- 7.) Practice roles and responsibilities
- 8.) Opportunity to assess and improve overall safety plan

Standard Reunification Method

www.iloveuguy.org

I Love U Guys Foundation



Eric Hodges

ISU Director of Emergency Management

Partnerships

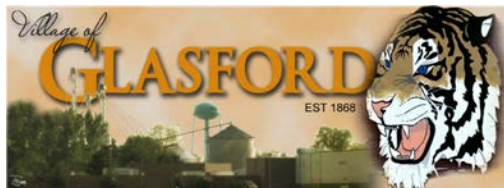
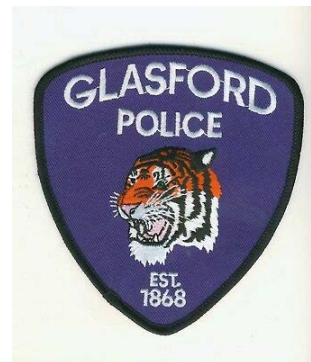


Glasford United Methodist Church

Glasford Baptist Church



Western Illinois University



What does it cost to do the drill?

- Staff hours
- Printing materials
- Assembling “Go Kits”
- Additional radios
- Vests
- Community resources

THE REAL QUESTION:
What is the cost of NOT
having a plan?

WE are responsible for
kids!

Parent Information Video

Illini Bluffs Scenario



Evacuate over 1,000 students and staff to
2 reunification sites

Planning Timeline

Step 1--present idea to admin team--**June**

Step 2--present powerpoint to admin team/first responders--**August 9**

Step 3--present powerpoint to faculty staff--**August 14**

Step 4--tour reunification area with law enforcement for traffic pattern--
August 14

Step 5--tour reunification area with transportation department--**August 16**

Step 6--fire drill post planning meeting with first responders, nurse, counselors, AD, and office staff--**August 30**

Planning Timeline Continued

Step 7--school level planning meetings

Step 8--written plan creation documents at building level

Step 9--assembling and confirmation of go kits inventory meeting

Step 10--assignment of roles using Incident Command

Step 11--tabletop exercises

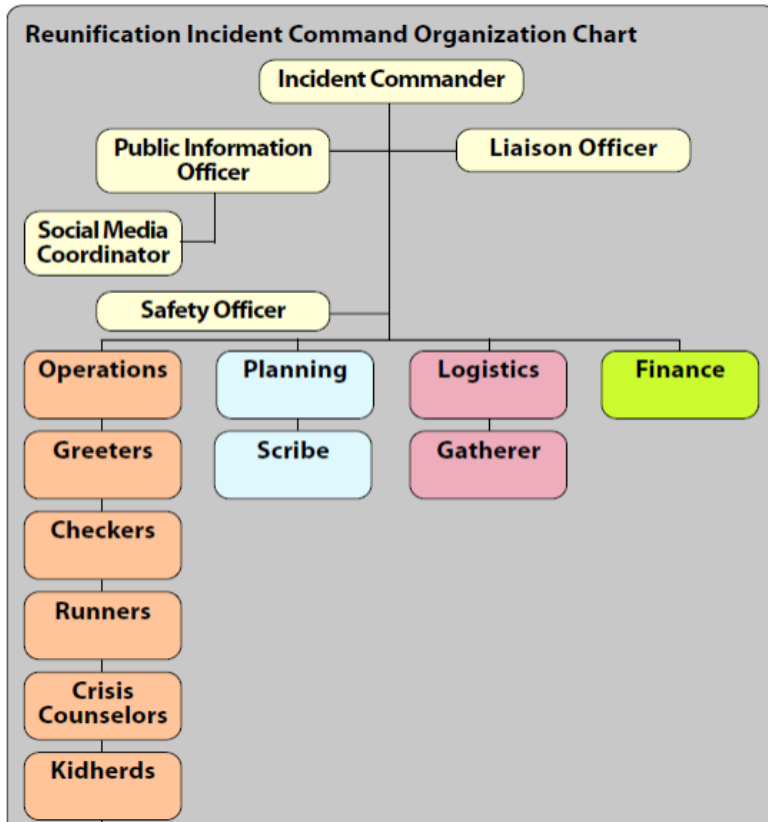
Step 12--communication with stakeholders

30 day completion target--August 14-September 14

Unified/Incident Command System

- Method that determines roles
- Shared vocabulary
- Shared Expectations

***Note: UCS/ICS is a foreign concept to educators - challenge is learning to speak and understand “your” language*



When first responders arrive
and get involved:

Rule of Thumb--

*“Cops own the crime. Fire
owns the flames. Schools
own the kids.”*

Roles and Responsibilities

Green Vests

Incident Commander: Dr. Alvey

Public Information Officer: Dr. Alvey/Cody Martzluf (Back-up is Keith Brown or Karen Peterson)

Liaison Officer: Keith Brown / Karen Peterson

Social Media Coordinator: Cody Martzluf (Back-up is Lindsey Lox)

Safety Officer: Steve Schafer (Back-up is Steve Bishop)

Operations/Transportation: Jim Mohn (Back-up is Kandy Rudd)

Roles and Responsibilities Continued

Red Vests

Stage Hands: (Initial Set-up of Check-In Area, signage, etc.)

Steve Bishop, Jim Belville, Linda Jarrett, Nancy Meyer

Main Entry Security/Safety: Steve Bishop, Jim Belville

Greeters: (Great Parents, Reunification Cards, Clipboards)

Erin Coulter, Teresa Gresham, Rachel Roderick, Alyssa Walser

Parent Check-in: (Verify ID of Parents/Guardians, Direct Parents to Reunification Location)

Linda Jarrett and Nancy Meyer

Runners: Retrieve Students and escort to Reunification Area

Vicky Potter, Bev Dillon, HS Office Helpers

Reunification: Bob Schroen, Darren Seymour

Reunification Security/Safety: Bill Welsh

Emergency Personnel Entrance/Exit Supervisor: Aaron Stremmel

Roles and Responsibilities Continued

Crisis Counselors--Standby unless needed

Kidherders--teachers or staff in the staging area

Entertainment coordinator--for elementary

Scribe----documents event--Lisa (supt. secretary) for Dr. Alvey, principals may want to assign someone

Orange vests--bus drivers/traffic control

Planning for Evacuation and Reunification

How are we going to get kids to
the reunification site?

How do we maintain the chain of custody in an
unpredictable and chaotic environment?

Who is responsible?

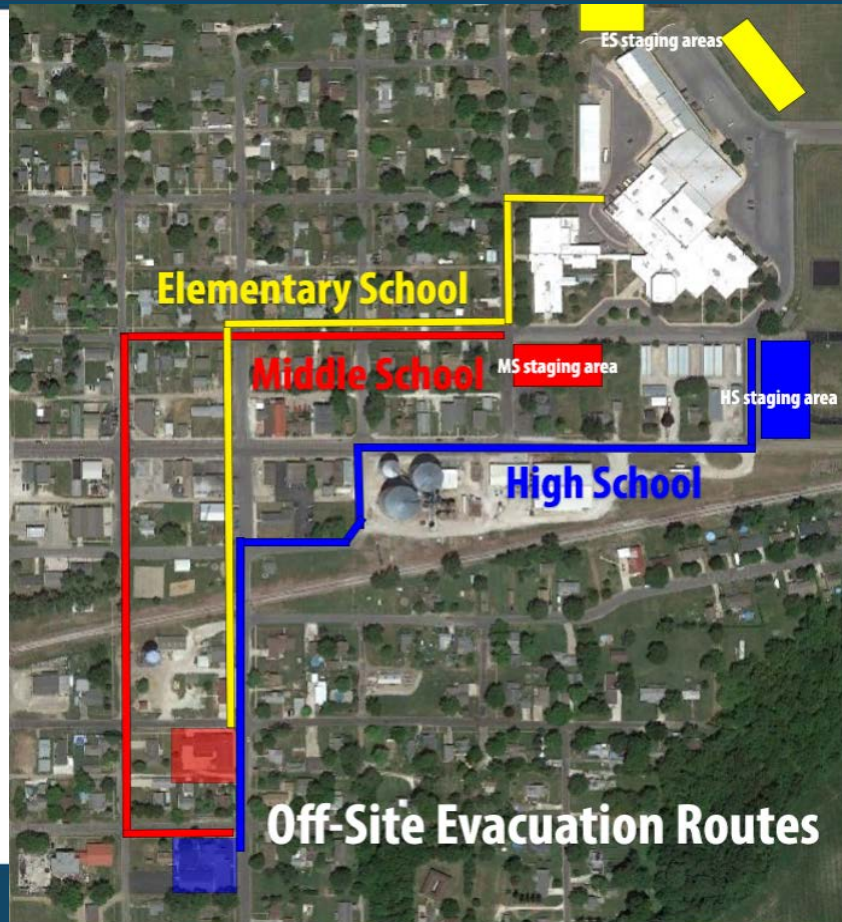


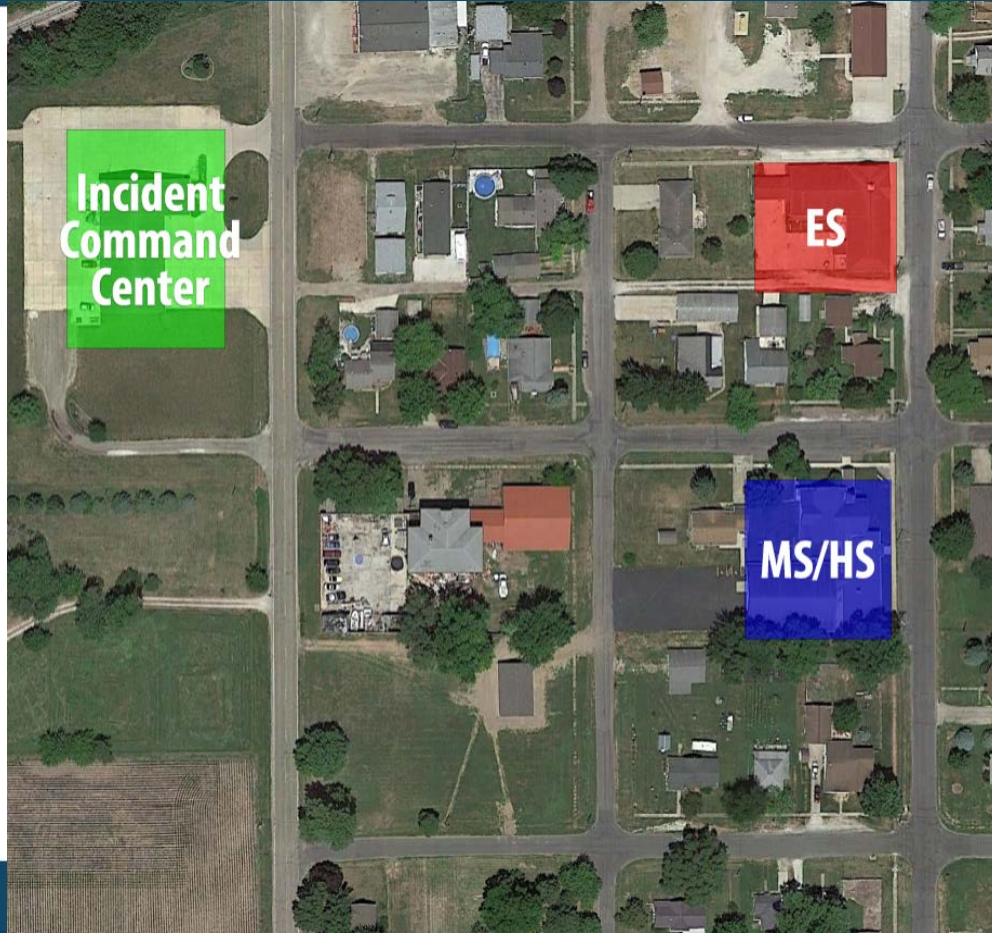
Map Checklist/Considerations

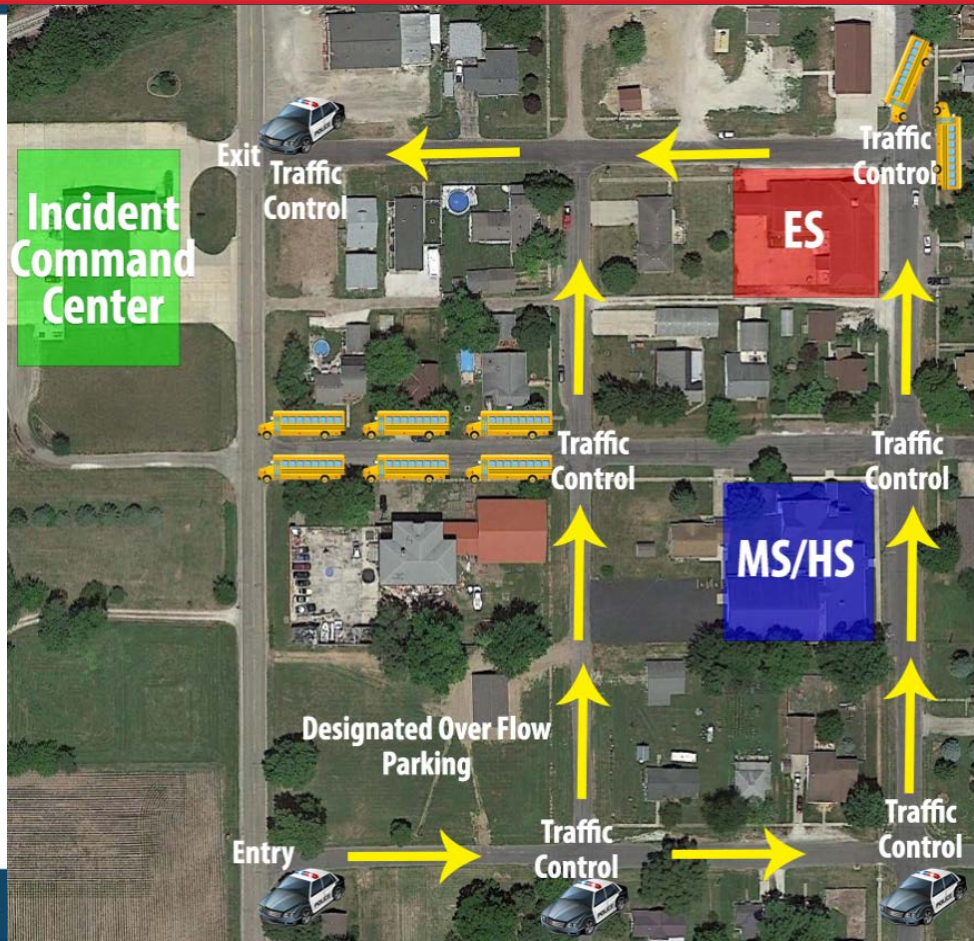
- Evacuation routes
- Incident command post location
- Incoming district responder routes
- Incoming fire routes
- Incoming medical routes
- Outgoing medical routes
- Incoming parent routes
- Outgoing parent routes
- Staging area
- Landing Zone
- Media Staging
- Reunification signage locations
- Parent check-in locations
- Possible road block sites
- Possible neighborhood evacuation perimeter
- Sexual offender locations
- Security perimeter
- Long perimeter

Controlling Sight Lines:

If parents see them, they might take them--no accountability







Illini Bluffs School District Full Scale Evacuation and Reunification Traffic Plan

Purpose: On September 14, 2018, the Illini Bluffs School District will be conducting a full-scale school evacuation and reunification drill. The full-scale evacuation will require the safe passage of the school staff and students from the Illini Bluffs Campus to two reunification sites within the town of Glasford. Once at the reunification sites, a need for on-site security and key traffic posts will be needed to assist guiding responding parents to those sites to pick-up their children. Traffic posts should be in place no later than 13:00 hours.

Responsibility: Glasford Chief Beachler will have overall responsibility of the site security for the reunification locations and Peoria County Lieutenant Quast have responsibility of the traffic posts. Peoria County Lieutenant Buckley will assist as his availability permits. Key traffic posts and site security locations and times are listed below. An associated map with color coded key is attached to this document (Annex 1).

Special Instructions: Law Enforcement detailed to this event should wear in addition to their duty uniform a reflective safety vest. Traffic posts should also have available and utilize their orange traffic wands.

Security Control: One (1) Glasford Officer will be posted at each reunification site to provide security control. Chief Beachler will coordinate with another Glasford Officer to provide this security at both the Glasford Methodist Church and Glasford Baptist Church.

Security Post 1: Glasford United Baptist Church (209 E Fifth Street) **Middle & High School**
Security Post 2: Glasford United Methodist Church (207 E. Fourth Street) **Elementary School**

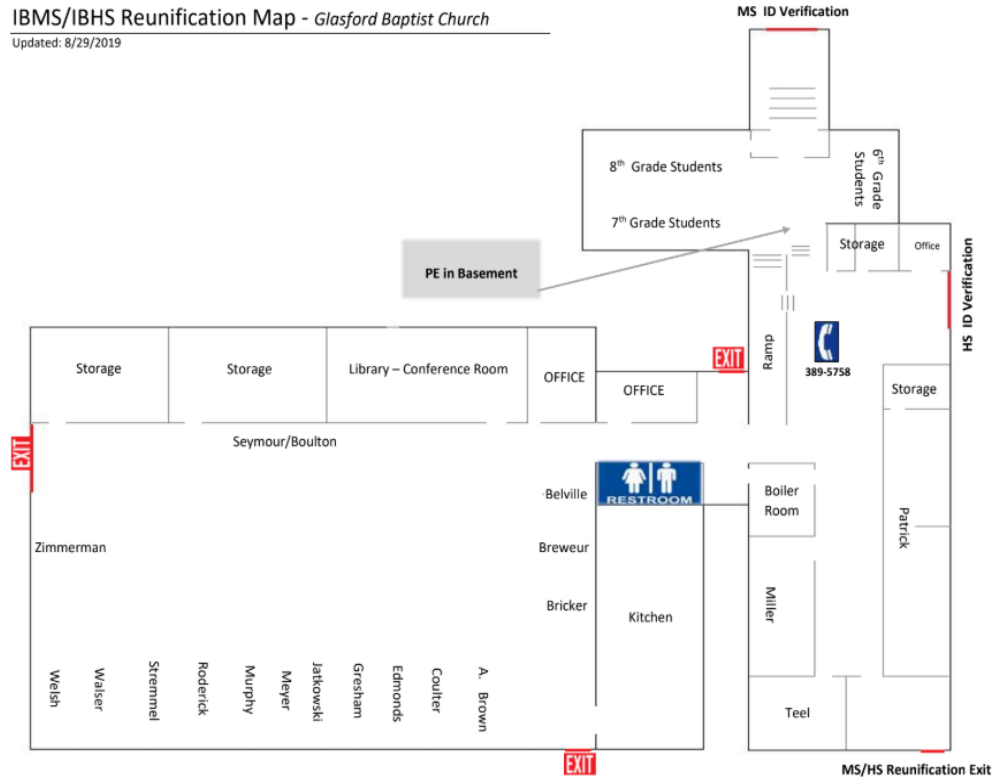
Traffic Control: Traffic control posts will be designated at the following areas.

Traffic Post 1: Hanna City Glasford Blacktop @ Canton-Glasford Blacktop
Traffic Post 2: Fourth Street @ Glasford Road
Traffic Post 3: Sixth Street @ Glasford Road
Traffic Post 4: Sixth Street @ Walnut Street
Traffic Post 5: Sixth Street @ Oak Street
Traffic Post 6: Saylor Street @ Main Street

Traffic Post 1: One (1) officer blocks off southbound traffic of responding parents and directs them to Glasford Road. Traffic posts are placed at the end of Glasford Road.

IBMS/IBHS Reunification Map - Glasford Baptist Church

Updated: 8/29/2019



**Parent/ID
 verification
 location separate
 from
 reunification exit
 location**

Fundamentals of the Plan

Students and staff evacuate

- Key staff grab “go kits” and head immediately to reunification sites and incident command site to setup

- Students are evacuated to staging areas, attendance is taken, and then make their way to reunification sites

- Preschool students are evacuated to reunification site by bus

- Staff put on assigned colored vests

At reunification sites, staff setup visible parent check-in locations and prepare to control traffic

- Tent and signage

- Student demographic card/binders

- Check-in table

- Alphabet breaks taped to ground or table

- Hang traffic directional signage/deploy traffic cones

Fundamentals of the Plan

Establish incident command center

- Away from reunification sites

- Prepare for communications

Deliver students to assigned reunification sites

- Note: the goal is to get the students inside the sites and limit the field of vision of parents

- Controlled lines of sight allow for communication and other issues to be handled with less drama or anxiety

- Students are sorted by grade level and class

- Take attendance again

Traffic greeters direct cars

- Goal is to direct parents/guardians to park in an orderly fashion

- Keep roads open for first responders and for parents to exit

- Note: school staff could be on their own if police are responding to threat at the school

Fundamentals of the Plan

Staff setup first aid and counseling areas

Anticipate medical needs (what is the role of the school nurse?)

plans for informing parents their child is missing, injured, deceased, etc. - establish a quiet and private area

Notes:

Have an adequate number of mental health professionals on site (in an actual event, who are they, who contact them, and when?)

Written materials that provide information regarding mental health support should be available

Effective coping resources for parents and caregivers

Training done by mental health people for parents to ensure they know how to support their children

Greeters (outside) direct parents/guardians to the parent check-in location and help them understand the process

Parents/Guardians complete reunification form while in line

Parents to self-sort during check in, streamlining the process (*Note: importance of alphabet breaks tape to ground or tables*)

Fundamentals of the Plan

Check-in process

Staff check parent/guardian ID and confirm custody rights

1 copy of form given to parent, 1 copy kept by office staff at check-in, and 1 copy is given to a runner

Check-out process

Runner goes to retrieve student while parent goes to check-out door

Staff at exit door match copy of form from runner to copy of form from parent, and then the student is released to the parent.

Paperwork and documentation

Staff organizes forms

A scribe is assigned to each principal and superintendent to document everything that transpires

Reunification Go-Kits/Bags

Go-Bags for IBHS/IBMS Reunification



High School	Middle School	Item
<input type="checkbox"/>	<input type="checkbox"/>	Stapler (Regular) w/ Staples
<input type="checkbox"/>	<input type="checkbox"/>	Staple Gun w/ Staples
<input type="checkbox"/>	<input type="checkbox"/>	Duct Tape (2 rolls each building)
<input type="checkbox"/>	<input type="checkbox"/>	Masking tape (2 rolls each building)
<input type="checkbox"/>	<input type="checkbox"/>	Black Pens (100 each school – for filling out forms)
<input type="checkbox"/>	<input type="checkbox"/>	Black, Blue, and Red Pens (for school personnel to use)
<input type="checkbox"/>	<input type="checkbox"/>	Radios (6 pack for each building, different color for each building) w/ Batteries
<input type="checkbox"/>	<input type="checkbox"/>	Blow Horn (1 each building)
<input type="checkbox"/>	<input type="checkbox"/>	Large Duffle Bag (1 each building)
<input type="checkbox"/>	<input type="checkbox"/>	Note Pads
<input type="checkbox"/>	<input type="checkbox"/>	Med Kits (2 each building)
<input type="checkbox"/>	<input type="checkbox"/>	Signage pack (1 each building)
<input type="checkbox"/>	<input type="checkbox"/>	Caution Tape
<input type="checkbox"/>	<input type="checkbox"/>	Bungee Cords
<input type="checkbox"/>	<input type="checkbox"/>	Safety Vests
<input type="checkbox"/>	<input type="checkbox"/>	Ibuprofen (1 bottle each building)
<input type="checkbox"/>	<input type="checkbox"/>	8X11 Plastic Containers (several for each building)
<input type="checkbox"/>	<input type="checkbox"/>	Tunics



Classroom First Aid/Stop The Bleed Kits



Emergency Kit Inventory

- (2) Tourniquets
- (1) 6" Elastic Bandage
- (1) 4" Elastic Bandage
- (1) Package 4"x4" Gauze Pads
- (2) Rolls Medical Tape
- (1) 6" Cotton Bandage
- (1) 4" Cotton Bandage
- (1) Small Arm Sling
- (1) Medium Arm Sling
- (1) Large Arm Sling
- (1) Box 1" x 3" Band-aids
- (1) Box 2" x 4" Band-aids
- (1) Box Medium Vinyl Gloves
- (1) Box Facial tissue
- (2) Rolls Toilet Paper
- (1) Flashlight
- (1) Blanket

Other Things to Consider

- What if a parent cannot pick up their student?
- What if a student drove to school?
- Students may be asked to text their parents.
- Keep cell usage at a minimum--too much traffic
- Strategically parking buses
- What if bus drivers are unavailable? What if buses are unavailable?
- Siblings?--2 buildings--how to handle
- After care
- 2 way radio usage
- Water, food, and/or student medical needs (prescription medicine)
- Entertainment Director-movies, games, etc. --elementary especially
- Disabled adults - golf cart

Injectables

Throw in some unanticipated things....

1. Parent who asks for child while walking to church.
2. Medical incident--diabetic
3. Traffic accident
4. Downed power line

Communication

- Public Information Officer
 - Designated person and backups
- Establish media staging area
- Communication updates
 - Website, social media accounts, mass notification – calls/texts
- Communications “Go Kit”
 - Laptop and charger
 - Wifi hotspot
 - Pre-made communication templates

Pre-Communications

Communication with law enforcement, local first responders, and church (reunification site) leaders participating in the drill

Student assemblies and school staff meetings

Led by building principals

Communication with burglar/fire alarm monitoring company

Letting them know about the date of the drill

Pre-communications

Communication to stakeholders about the drill

Initial information (save the date - handed out at open house, emailed, and published to social media)

Official press release (emailed and published to social media)

Parent information letter (emailed and published to social media)

Informational video (emailed and published to social media)

Reminders (emailed, published to social media, and recorded mass calls)

School Safety

Evacuation/Reunification Drill--Friday, September 14, 2018 (afternoon)

What? --Reunification Drill (a new drill we have never done before)

When? --Friday, September 14, 1:30pm

Where? --Glasford Baptist and Methodist Churches

Parents, **we need your help and cooperation.** In our continuing efforts to keep our children safe, on the afternoon of Friday, September 14, our schools will conduct an off-site evacuation drill **AND a new drill, called Reunification.** Although we have practiced evacuation, we have never practiced reuniting all of our 950+ students from our evacuation sites (Glasford Baptist Church for grades 6-12 and Glasford Methodist Church for PreK-5). We will evacuate our buildings in the afternoon on September 14th, go to the churches, communicate with you, ask that you or your emergency contact come to the churches, and reunite you with your child(ren).

We need to be prepared for all hazards. In the event that we have to evacuate the buildings and cannot return, we need to be prepared to deal with the complexity of reuniting you with your child(ren). In a real event (fire, tornado, explosion, etc.), it will be stressful and chaotic for all

PRESS RELEASE

FOR IMMEDIATE RELEASE

September 4, 2018

Contact: Roger Alvey, superintendent, (309) 389-2231, ralvey@ib327.com

Illini Bluffs School District #327 Plans Pilot School Evacuation/Reunification Drill, September 14th, in Glasford

(Glasford, IL.)--(September 4, 2018)--Illini Bluffs Unit District #327 announced its upcoming School Evacuation/Reunification drill, the first of its kind in the Peoria area, which will educate students, faculty, staff, parents, first responders, area schools and community members about how to conduct an Evacuation/Reunification drill.

The drill is being planned and conducted in cooperation with the Peoria County Sheriff's Department, Timber-Hollis Fire Protection District, the Village of Glasford, and the Glasford Baptist and Methodist churches. Although some schools in the Peoria area have conducted evacuation drills, none have conducted a full-scale reunification drill with an entire student body and parents/guardians.

"Continuously improving our efforts relative to school safety is critical for our students," says

Dear Parents/Guardians,

I hope your school year is going well! I want to take a moment to provide you with an update on our continuing efforts to improve school safety and security. Beyond the hardware and facility upgrades we did this summer, we need to practice and improve our policies and procedures. This year, we will begin using protocols from the I Love U Guys Foundation, which was created in 2009 by Ellen and John Michael Keys after their family experienced tragedy in Park County, Colorado. Additional information can be found at <http://iloveu guys.org/srp.html>.

We will "test" our system and refine our practices with an evacuation/reunification drill to prepare for emergencies by adding another layer. We will be conducting an Evacuation/Reunification drill on the afternoon of Friday, September 14th. Once the drill has begun, you will receive a phone message, as well as notification through social media, indicating this is a drill, that the school is being evacuated, and all students are heading to respective Reunification areas (Glasford Baptist Church for grades 6-12 and Glasford Methodist Church for grades PreK-5). Information will also be available on the district Facebook page and district website. Details are limited on purpose to fully test our plans.

In order for our drill to be successful, there a couple of steps we would ask that you do to help

Communications Day of Drill

1:30PM - Drill starts - use fire alarm system to evacuate to staging areas

1:40PM - Radio all clear - schools start walk to reunification sites

1:45PM - Prepared statement sent out via mass notification to parents

"This is a drill. This is a drill. Illini Bluffs schools have been evacuated to the churches in Glasford. Please reunite with your student at those locations. Please bring your ID"

2:00PM - Prepared statement sent out via mass notification to parents

"Illini Bluffs students are at Methodist and Baptist Churches. Please reunite with your students at those locations. Bus routes will be run from there. Please bring your ID"

5:00PM - Prepared statement sent out via mass notification to parents thanking them for their cooperation and to inform them of a survey seeking their feedback.

After Action Reporting and Evaluation



Reunification Drill Survey

Illini Bluffs Schools is asking for feedback in regard to the reunification drill. Your thoughts regarding this topic are immensely helpful to us. Thank you!

* Required

First Name *

Your answer

Last Name *

Your answer

Did you participate in today's drill? *

Reunification Summary Video

Link to Presentation and Resources

<http://bit.ly/32HRJG4>



**Connect with us on social media
and use #CSCatEDspaces**

Presenters

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