



Everett Public Schools District Reunification Process



TABLE OF CONTENTS

Introduction and Purpose	1
Definitions	1
Activation	1
Process in a Nutshell	2
Incident Team	3
Roles and Responsibilities	4
Communications	5
Set-Up Procedure	6
Student Check-in/Check-out Process	7
Staff Responsibilities	8
Transportation Coordination.....	8
Deactivation/Closing Down.....	8
<u>Appendices</u>	
Appendix A: Reunification Site Map – Everett Memorial Stadium	9
Appendix B: Reunification Site Map – Bus Drop Route	10
Appendix C: Reunification Site Map – Student Seating	11
Appendix D: Reunification Information Card	12
Appendix E: Reunification Site Job Duties	13
Appendix F: Student Data Binders	17

Acknowledgement: [The “I Love You Guys” Foundation](#)

Introduction and Purpose

The reunification process is intended to provide guidance and consistency of practice across the district while at the same time recognizing that each situation is unique and may require flexibility and adjustment. Standardization of practices across schools greatly aids in the ability of the district, the school and community responders to reunify students, staff and their families following a significant traumatic event. This process is intended to be used when an event occurs that requires students to be physically returned to their family at Everett Memorial Stadium.

Definitions: Daily Release, Controlled Release and Reunification

What's the difference between a controlled release and a full reunification effort?

Daily release is what happens every day at school; this is the procedure to let the students free. Some walk into the neighborhood. Others are transported by school or contracted buses. Others take public transportation. Some are picked up by parents or guardians.

Controlled release is a little different. Usually, it occurs at a different time than the daily release. Perhaps its weather-related, closing the school early, a hazmat incident, or chemistry class gone awry, ultimately the release of students is very similar to the daily release. The difference is typically that students are being sent home at an unusual time because of an unusual, but not traumatic event. Parents are notified that the school is closing early and students are being sent home. This type of event **does not call** for the reunification process.

Reunification occurs when events at the school or in the neighborhood demand students are physically returned to parents. In the event of criminal activity, injury or death, additional time may be needed for law enforcement interviews or crisis counseling.

Reunification Activation

If the district Emergency Operations Center (EOC) is operationalized, the reunification decision will be made by the district reunification director/EOC director.

If the incident level does not necessitate EOC activation, the reunification location and timing is decided by the region assistant/associate superintendent in consultation with the principal or designee, local law enforcement and the district's reunification team. Everett Memorial Stadium will be the district's designated reunification site (Appendix A).

The district's reunification team members include:

- Assistant Superintendent Central Region
- Director Athletics
- Director Categorical Programs
- Director Maintenance and Operations
- Director Communications
- Supervisor Transportation
- Everett Police Department Youth Services Sergeant
- Transportation Contractor Representative

The district reunification director will coordinate the process at Everett Memorial Stadium. Once the decision has been made regarding the location and timing, it **must** be adhered to in order to prevent further confusion and chaos.

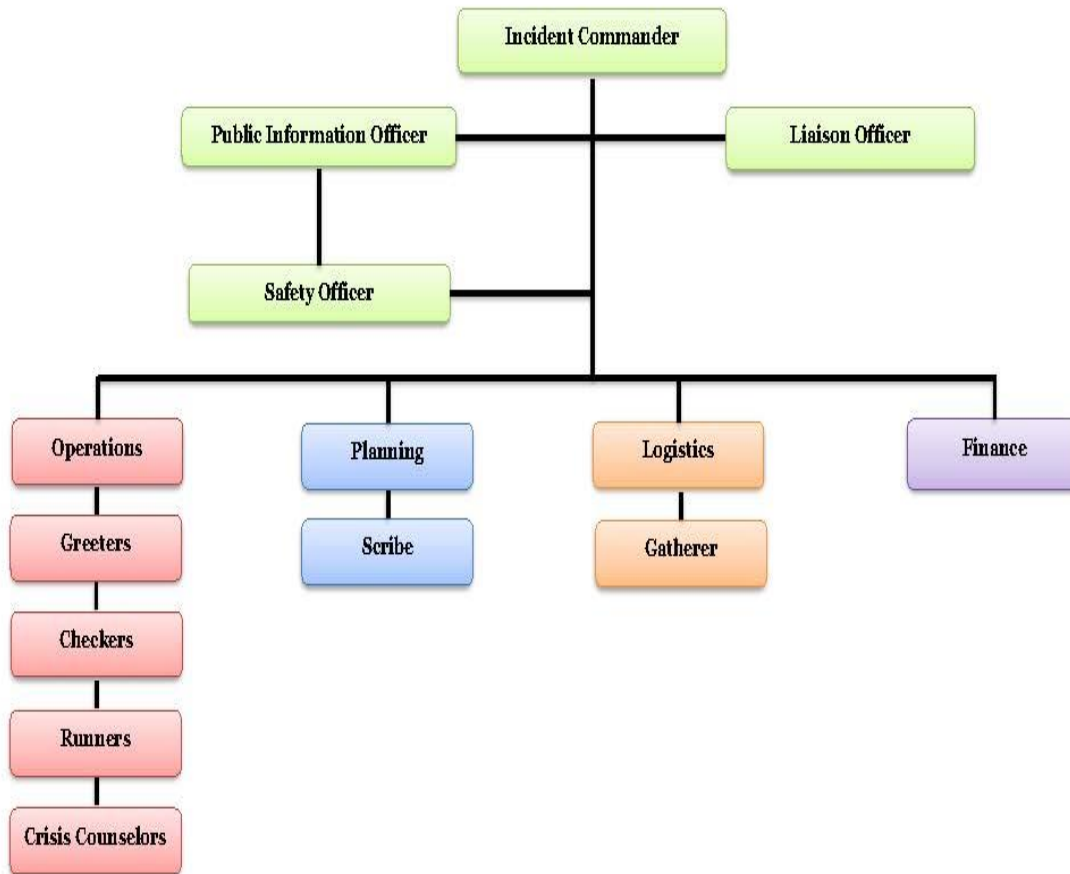
The Reunification Process in a Nutshell

1. Establish a parent check-in location (Appendix A)
2. Deliver the students to the student staging area (Appendix C), beyond the field of vision of parents/guardians. “Greeters” direct parents/guardians to the parent check-in location, and help them understand the process.
3. Parents/guardians complete a reunification information card (Appendix D).
4. Procedure allows parents/guardians to self-sort during check-in, streamlining the process.
5. Runner retrieves student from the student staging area.
6. Controlled lines of sight allow for communication and other issues to be handled with diminished drama or anxiety.
7. Medical or investigative contingencies are anticipated.

Reunification Incident Team

For a reunification, there are some specific roles. The following chart demonstrates the structure of the Reunification Incident Team*.

Everett Public Schools Reunification Incident Command Organizational Chart



*Subset of the district EOC

Roles and Responsibilities

Role	Responsibilities
Incident Commander	Defining and coordinating the objective of accountable, easy, reunification of students with parents
Public Information Officer	Communicating with parents and press, if appropriate Coordinating use of mass call or text messages and social media
Safety Officer	General site observation and safety concern remedy
Liaison Officer	Communicating with fire, medical or law enforcement
Operations	Establish and manage operational staff
Greeters	Help coordinate the parent lines Tell parents about the process. Help verify identity of parents without ID
Checkers	Verify ID and custody rights of parents/guardians Direct parents to reunification location
Runners	Take bottom of reunification card to student staging area, retrieve student and bring to reunification area
Crisis Counselors	Standby unless needed
Stage Hands	Initial setup of the check-in area, the signage, student staging area Stage hands may be assigned to operations as the setup is completed

*School and district staff will be assigned to various roles as needed.

Communications

Parent/Guardian Communication

Helping parents and guardians understand reunification plans

- The district’s Communications Department will use the communication system to contact families with phone, email and text messages about the situation and reunification plans. They will also post regular updates on the district website and on district social media.
- Share reunification plan reminders with parents each year. This could be:
 - In first day packets
 - As part of a back to school orientation
 - The reunification plan overview is available on the district website at <http://www.everettsd.org/domain/1468> (under the “Parent” tab). You will be able to include this link and call attention to its importance routinely in electronic communications with families and staff
- Help students, parents/guardian and staff know when and how to use social media
 - Share links to the “Social media in emergencies” videos online at <http://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-8959>

Student Communication during Reunification

- Staff will inform students at various times when it is appropriate for students to text or communicate with their family members.
- Staff will indicate to students the message to share and the importance of adhering to the message so that information is accurately relayed.
- Guiding students in the communications will help alleviate both students and family anxiety about the situation, as well as to assist in communicating more accurate information in regards to event and reunification details.

Second Language Communication

Interpreter agencies will be contacted when a decision has been made to implement reunification. Agency contact information:

- Refugee & Immigrant Services Northwest
425-388-9595 (main line)
- B & L Interpreting Service
425-374-7376 (main line)

Call Center Activation

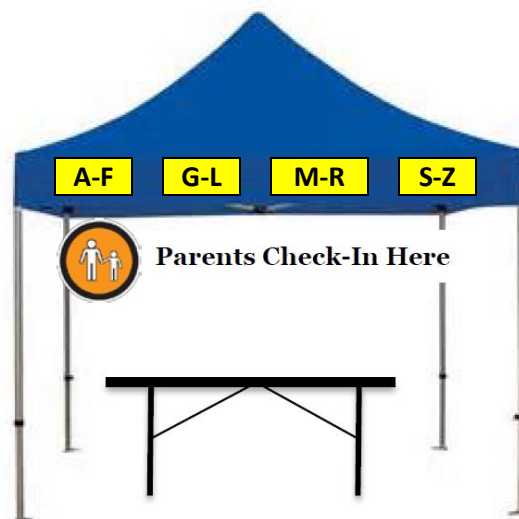
When the decision has been made to implement reunification, the EOC Call Center will be activated. This will lessen the large number of calls coming into the school and CRC Welcome Desk, and will allow people to call into the EOC for a variety of reasons including:

- They want to know the status of the incident;
- They need assistance;
- They have information; or
- They wish to volunteer to help others.

Calls will also come from staff and volunteers in the field reporting information in addition to calls from the media. The Call Center may be staffed 24 hours a day and often is needed in cleanup and recovery efforts. **The Call Center phone number is 425-385-5555.**

Set-Up Procedure (Appendix E)

1. Establish the parent/guardian check-in area and deploy awning and signage
2. Check-in table is deployed
3. Student data binders (provided by the district) are deployed at the check-in table. Student information will be organized in multiple binders (labeled according to students last name: A-F; G-L; M-R; and S-Z) so that the process will move faster and reunification is accelerated. Additional binders will be made available dependent on the school size. (Appendix F)
4. Alphabet breaks are displayed at the table.
5. An area should be designated for second language assistance.
6. Traffic directional signage is deployed.
7. Student-parent reunification area is identified and marked.



Student Check-in/Check-out Process (Appendix E)

Station #1 Registration Table

At the registration table, the greeter welcomes parents/guardians and provides direction on completing both sides of the reunification information card (Appendix D). Once completed, the greeter asks parents/guardians to have ID ready and directs them to station #2 check-in table.

If parents/guardians do not have ID, the greeter will attempt to verify their ID.

Station #2 Check-In Table

Parents/guardians take ID and completed reunification information card to the check-in table and gives it to the checker. The checker validates parents/guardians ID and custody per the student data binders (Appendix F). The checker directs verified parents/guardians to station #3 runner table.

Station #3 Runner Table

Parents/guardians bring the completed reunification information card to the runner table. The runner separates the bottom of the card and gives the top of card back to the parent/guardian. The runner directs parents/guardians to step over to waiting area.

The students' name is written on a whiteboard and the bottom of the card and whiteboard are given to the runner to retrieve the student. The runner retrieves the student; the student waits at the reunification table for their parent/guardian. The runner returns to retrieve the parent/guardian from the waiting area and escorts them to Station #4 reunification table.

Station #4 Reunification Table

The runner escorts parents/guardians with their portion of the reunification information card to the reunification table. The two portions of the reunification information card are matched up to ensure that the student is connecting with the parent/guardian. The reunification information card is signed off by the runner at the reunification table. The parent/guardian and student are excused to exit the stadium via the stairs to the locker room.

The reunification information card is filed alphabetically at the reunification table.



School/Staff Responsibilities

For most emergency functions, successful operations require a coordinated effort from a number of personnel. Staff are responsible for ensuring the care and safety of all students, as well as supervising students during emergency response activities. In the event that the reunification process is implemented, staff should follow evacuation procedures which include:

- Bringing the classroom emergency backpack, emergency cards and student rosters;
- Supervising and reassuring students;
- Administering first aid as necessary or reporting serious injuries;
- Keeping a record of the location of all students at all times; and
- Being alert for latent signs of injury/shock in *all* students.

Staff Personal Release

Each staff member in the district should have a personal plan as to how they will be able to return home after a major incident. If the site is a crime scene, staff should be prepared that they may not be able to readily retrieve their belongings or their automobile and should have contingency arrangements in place. If staff members are able to return to their work site, the district will arrange for transportation to the employees' work location.

Each staff member will remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official reunification process. Staff will be released as appropriate and per school/district guidelines. **By law, during a disaster staff become disaster workers.**

Each staff member must check out with their supervisor before leaving the reunification location.

Transportation Coordination (Appendix B)

If reunification is activated, buses that usually park at the Longfellow Building should not return to the Longfellow Building parking lot. Plans should be in place for an alternate location for these buses to park during reunification.

Deactivation/Closing Down

The district reunification director or EOC director will direct sections to close down the reunification site and return all equipment and unused supplies to Athletics.



















All reunification paperwork will be completed and turned into the EOC documentation unit.

APPENDICES

Appendix A

Reunification Site Map - Everett Memorial Stadium

Landmarks

-  Parent Check-in Area - Ticket Booth
-  Parent/Student Reunification-Concessions
-  Pathway to Exit/Locker Rooms
-  Exit to Parking Lot
-  Bus Entrance ONLY
-  Student Drop Off Area
-  Student Seating
-  Restrooms
-  Parent Parking
-  Blocked to All Traffic
-  Blocked to All Traffic
-  Blocked to All Traffic
-  Blocked to All Traffic
-  Blocked to All Traffic
-  Blocked to All Traffic
-  Blocked to All Traffic
-  Athletic Offices
-  Blocked to All Traffic








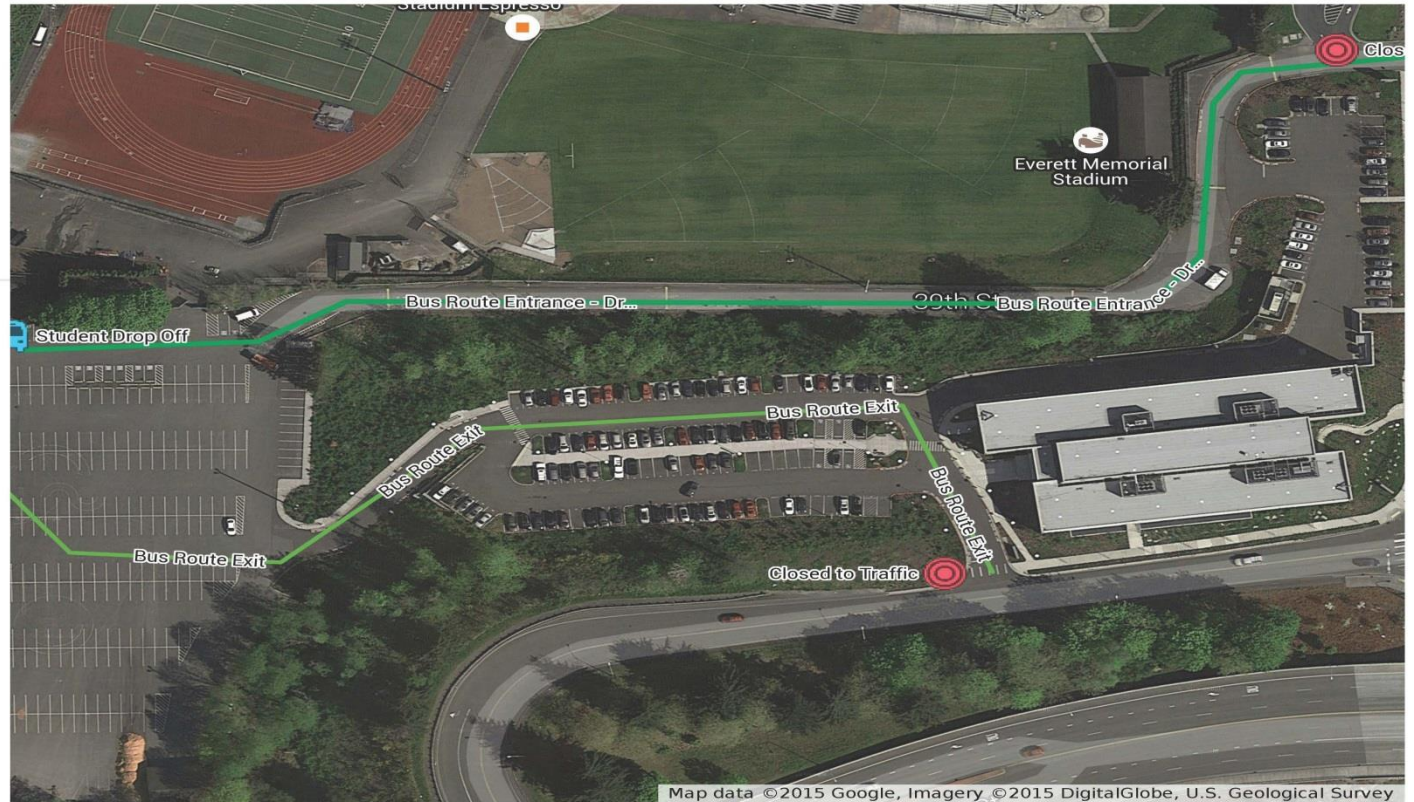
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Appendix B

Reunification Site Map - Bus Drop Route

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-  Closed to All Traffic
-  Bus Route Entrance - Drop Off
-  Student Drop Off
-  Bus Route Exit
-  Closed to Traffic



Appendix C

Reunification Site Map - Student Seating

Untitled layer

-  Section 1
-  Section 2
-  Section 3
-  Section 4
-  Section 5
-  Section 6
-  Restrooms
-  Parent Check-In
-  Reunification Point
-  Exit



Appendix D – Reunification Information Cards (this card is meant to be printed front to back on a half sheet of paper. It will also be available in Spanish.)



**Reuniting with your child
after a school evacuation**

**Info Card
Side 1**

Reuniting students and families safely and as quickly as possible is our shared goal. Please fill out a card for EACH child you are reuniting with today.

Instructions:

At Station #1

Fill out BOTH sides of this card. Show photo ID to staff. If you don't have your ID, be patient with the extra time it will take to verify your identity and authority to pick up students.

At Station #2

Get into correct check-in line, based upon your student's last name. A checker will verify your ID and authority to pick up students.

At Station #3

Show this card. A runner will take the bottom half of it to pick up your student. Step into the "Waiting Area."

In the Waiting Area

Watch for the runner to return to escort you to Station #4.

At Station #4

You will meet your child and leave the stadium area through a separate exit.

Thanks for helping ensure EACH child is reunited with an authorized person.

Parent/Guardian Sign Off

I have read and understand these instructions.

Parent Name: _____
Please print

Date: _____

Parent Signature: _____



**Reuniting with your child
PLEASE PRINT ALL INFO**

**Info Card
Side 2**

Reuniting students and families safely and as quickly as possible is our shared goal. Please fill out a card for EACH child you are reuniting with today.

STUDENT NAME _____ STUDENT ID# _____

STUDENT GRADE _____ STUDENT CELL PHONE NUMBER (____) _____

NAME OF PERSON PICKING UP STUDENT _____

RELATIONSHIP OF THIS PERSON TO STUDENT _____

PHONE NUMBER OF PERSON PICKING UP STUDENT (____) _____

SIGNATURE _____

THIS SECTION TO BE COMPLETED BY DISTRICT STAFF

Photo ID matches name of person picking up student?

(Circle one and initial)

YES NO INITIAL

Parent/Guardian Completes

Print student name again: _____

Student grade: _____

Student birthday: _____

DISTRICT PERSONNEL COMPLETES UPON RELEASE OF STUDENT INITIALS
TIME

Appendix E – Reunification Site Job Duties

GREETER

Greeters will be stationed at various areas on Oakes Avenue. The duty of the greeter is to help make parents/guardians feel welcome and reassured and provide direction to complete the reunification process as seamlessly as possible.

DUTIES:

- 1. Become familiar with the reunification information card located at the registration table.**
2. Be prepared to explain the process to the parents/guardians as they arrive or have questions.
3. Greet parents/guardians and direct them to station #1 – Registration.
 - a. Parents/guardians will complete a reunification information card. The card will be taken to each station through the process.
4. Explain the next steps of the process. They are to follow the station numbering process from #1 to #3.
 - a. After completing information card, they will proceed to station #2, the check-in table. At the check-in table the district staff will check to be sure the adult is authorized to pick up the student.
 - b. After check-in they proceed to station #3, the runner table. Runners will go into the stadium with student names written on white boards.
 - c. When students are located they will be reunited with the parents/guardians inside the stadium at station #4, the reunification table.
 - d. Parents/guardians will then exit the stadium with their student via the locker rooms.
5. After parents/guardians have completed steps 1 - 3 they will wait for their student. Help reassure them they will be reunited with their student soon.

REGISTRATION TABLE – Station #1

At the registration table (station #1), parents/guardians will complete a reunification information card. This station will have the cards and pencils/pens. Provide instruction to the parents/guardians on how to complete the cards to ensure the students will be safely reunited with their families.

DUTIES:

- 1. Preview the reunification information card.** Study the steps to be followed by the parents/guardians so that you can advise them correctly.
 - a. When parents/guardians come to the table, explain how to complete the card.
 - b. Encourage the parents/guardians to read the card completely.
2. Direct parents/guardians to station #2 – Check-In.

Appendix E – Reunification Site Job Duties

CHECK-IN TABLE – Station #2

At the check-in table (station #2), district staff will work with parents/guardians to ensure adults whose ID will be verified are present to pick up their student. Parents/Guardians will bring a completed reunification information card to the table. Staff will cross check the card with the student data sheet for each student to be sure the adult is authorized to pick up the student.

DUTIES:

- 1. Become familiar with the reunification information card located at the registration table.**
- Familiarize yourself with the student data sheets. The sheets are located in a binder in alphabetical order. The binders will be provided by district staff so they may not be immediately available when you arrive.
- Welcome the parent/guardian as they approach the table.
- Take the completed card and look for the student in the student data binder.
- Verify the adult's identification with the card.
- Verify that the adult is listed on the student's data sheet and authorized to pick up the student.
- In the shaded box on the card, indicate with your initials that the adult has been verified to pick up the student.
- Return the card to the adult and direct them to station #3 – the runner table.

RUNNER TABLE – Station #3

At the runner table (station #3) you will be helping to reunite parents/guardians and students. There is a great deal to keep track of at this table. Parents/guardians will come to you with their completed reunification information card from the check-in table. You will provide names to the runners who will be helping adults and students connect. You will also be providing reassurance to parents/guardians as the process may take some time.

DUTIES:

- 1. Become familiar with the reunification information card located at the registration table.**
- When parents/guardians come to you with their completed card, check to be sure they have been verified by the check-in table to pick up the student. This can be found in the first shaded box on the card.
- Separate the two parts of the card along the perforated line. Hand the larger part to the parents/guardians. Give the smaller part to the runner.
- Write the name of the student on the portable white board. After collecting at least three (3) names, give the board, and the small slips, to the runner.
- Ask parents/guardians with whom you have worked to step back to allow the next group of parents/guardians to move to the table.
- Do not allow parents/guardians to move past the table until the runner returns to reunite them with their student.
- When the runner returns to find the parent/guardian, help the runner identify the parents/guardians.
- Direct parents/guardians to station #4 – the reunification table located inside the stadium, to reunite with their student.

Appendix E – Reunification Site Job Duties

REUNIFICATION TABLE – Station #4

At this station, staff will reunite students with parents/guardians. This may be a very emotional space so be prepared to be flexible and compassionate while moving people along.

DUTIES:

- 1. Become familiar with the reunification information card located at the registration table.**
2. Station yourself at tables located inside the stadium by the concession stand.
3. Parents/guardians will come to the table with their portion of the reunification information card. The student runner will have the smaller portion. Match up these portions to ensure that the student is to reunite with this adult.
4. Note on the card (second shaded box) that the reunification has taken place.
5. Staple the two portions of the card together and file it by last name in the alpha strips provided. Cards can be alphabetized at a later time.
6. Once reunited, direct the family to exit the stadium via the stairs to the locker room exit. There will be signs directing them to the exit.
7. If an adult cannot find their student you may be asked to search for the student's card in the alpha strip. It may be possible that a different adult took the student home.

RUNNERS

Runners will work directly with students and parents/guardians to reunite. There will be a great deal of walking/jogging/running from the runner table to the student seating section.

DUTIES:

- 1. Become familiar with the reunification information card located at the registration table.**
2. The runner table will provide you with student information slips and a white board with at least three (3) student names listed.
3. Take the student information slips and white board to the student section of the stadium.
4. Hold up the sign so students can look for their name on the white board.
5. After some time of collecting as many students as possible, escort the students to the northern section of the bleachers.
6. Direct students to sit in the stands. Explain that they will be reunited with their family shortly. They should look for their parents/guardians at the reunification table.
7. Give the small paper slips to the reunification table for those students who are located and seated in area awaiting their parent/guardian. Reunification table staff will work with the students and families to reunite them once parent/guardian is escorted to reunification table.
8. Erase the names of the student(s) not located before returning to the runner table.
9. Return to the runner table with the white board with located students listed, and slips of any students not currently located.
10. Give the slips for students that have not been located to the runner table staff so that they can cycle through the names again later.
11. Find the parents/guardians of the students that have been located by holding up the white board with only the names of the located students on the board.
12. Escort the parents/guardians of the students who were located to table #4 by the concession stand.
13. Staff at the reunification table will reunite parents/guardians with students. Runners should go back to the runner table to reunite more families by repeating this process.

Appendix E – Reunification Site Job Duties

SUPERVISION OF STUDENTS AND AREAS

There are several locations that must be supervised to ensure the students are safe and areas are secure.

1. Exit from locker rooms to parking lot – 1 person
 - a. Do not allow people to enter the locker room hallway from the parking lot. Direct them up the hill to the registration table.
2. Locker room walkway – 1 person
 - a. Direct people into the hallway leading to the parking lot
3. Stairway from concourse to locker rooms – 1 person
 - a. After being reunited, direct the families down the stairs to the locker room. Explain that there are signs to point them in the right direction.
4. South restrooms – 1 to 2 people
 - a. Students and staff will use these restrooms. Direct students to the appropriate restroom and ensure they behave appropriately. Also be sure they do not attempt to go to the south parking lot.
5. South pedestrian gate – 1 to 2 people
 - a. Ensure that parents/guardians, media or other members of the public do not attempt to enter the stadium.
 - b. Direct students up the hill to the seating area.
 - c. Call for assistance for people with disabilities.

BUS GREETER

The bus greeter will set the tone and provide information for the students and staff. Be clear, concise and reassuring.

DUTIES:

1. When buses arrive, go onto the bus to welcome and reassure students and staff.
2. Explain the process that will be followed to help them be reunited with their families. Read the following.
 - i. Remain calm
 - ii. Enter the stadium and proceed up the hill to the seating areas.
 - iii. Look for signs indicating where you will sit by class or grade.
 - iv. Do not horseplay in the stands.
 - v. Look for people with white boards. The boards will have your name on them eventually. This means an adult is at the location to pick you up and take you home.
 - vi. When you are called down, go with the adult with the board and follow their instructions.

Appendix F – Student Data Binders

Learning Management Services (LMS) Student Reunification Procedure

When the district activates the reunification process, the LMS team is responsible for generating lists of students with the most up-to-date student emergency and contact information and printing and assembling student information binders to be used at the stadium.

Sequence of Events and Tasks

1. Once reunification is activated by the district, the LMS team will be notified to begin running the Cognos report for the affected school. The district reunification director or designee will notify the LMS team by calling 425-385-4080 and instructing them to begin the process. If for some reason the LMS team is not available to run the report and begin the printing, the Information Systems and Technology team will be the backup for the LMS team.
2. LMS runs the ***DEPARTMENTS > LMS > MISC > PARENT REUNIFICATION** Cognos report for the affected school(s).
3. LMS prints four (4) physical copies of the report output, sending each to a different copy machine at the CRC. Depending on the size of the school, two (2) additional binders may need to be printed.
 - a. Any available copy machine and paper supply at the CRC should be used. **The copier code to use for reunification printing is: 911**
The backup plan for printing will be for LMS to contact Brenda Cook at Pacific Copy & Print at 425-252-5898. Let Brenda know the reason for the call and that we need printing done as quickly as possible. She will provide the email address to send the pdf report to.
 - b. The reports are to be printed single-sided, three-hole punched and placed into the binders alphabetically. The binders will be located in the Teaching & Learning copy room in the first bottom cabinet.
4. LMS assembles the report output and delivers the binders to the stadium.
5. LMS team member stays at the stadium with a laptop(s) or other electronic device(s) to facilitate any inquiries for data that is not provided in the binders, or to provide additional support as needed.

Sample Report Output

Student Reunification Info Sheet		Emerson Elementary		
Student Name: Sample, Student		4:05 PM May 5, 2011		
Student ID: 123456		Home School: Emerson Elementary		
Gender: M		Grade: KK		
Birthdate: 01/01/1900		Today's Attendance Parent Connection		
Contacts:				
Guardian				
Name Last-Middle-First - All Contacts	Relation Name - All Contacts	Home	Work	Mobile
Sample, Parent1	Mother			(425)555-1212
Sample, Parent2	Step Parent			(206)555-1313
Emergency				
Sample, Aunt1	Aunt			(425)555-1414
Sample, Grandfather	Grandfather	(425)555-1515	(425)555-1616	
Sample, Gransmother	Grandmother			
Normal Transportation to Home: Bus				
				