

OPERATIONS SECTION: STUDENT RELEASE

PERSONNEL:	Christine Crise, Wanda Lehman, Karen Miller. Use a buddy system. The Student Release process is supported by student runners.
RESPONSIBILITIES:	Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Obtain and wear a vest or position identifier, if available.▪ Check with the Operations Section Chief for assignment to the Request Gate or Release Gate.▪ Obtain necessary equipment and forms from Logistics.▪ Secure the area against unauthorized access. Mark the gates with signs.▪ Set up the Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.▪ Have Student Release Forms available for parents outside of the fence at the Request Gate. Assign volunteers to assist.▪ Set up the Release Gate some distance from the Request Gate.
OPERATIONAL DUTIES:	<p>Follow the procedures outlined below to ensure the safe reunification of students with their parents or guardians:</p> <ul style="list-style-type: none">▪ Refer all requests for information to the POI. Do not spread rumors!▪ If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to Logistics. If they are not registered (i.e., do not have badges), direct them to a branch library to register.

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PROCEDURES:

- The requesting adult fills out a Student Release Form, gives it to a staff member, and shows identification.
 - The staff member verifies the identification, pulls the Emergency Card from the file, and verifies that the requester is listed on the card.
 - The staff member instructs the requester to proceed to the Release Gate.
 - If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, a runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.
 - The runner takes the form(s) to the designated classroom.
- + **Note:** If a parent refuses to wait in line, don't argue. Note the time with appropriate comments on the Emergency Card and place it in the out box.

If the student is with the class:

- Runner shows the Student Release Form to the teacher.
- The teacher marks the box, "*Sent with Runner.*"
- If appropriate, the teacher sends the parent copy of the First Aid Form with the runner.
- The runner walks the student(s) to the Release Gate.
- The runner hands the paperwork to release personnel.
- Release staff to match the student to the requester, verify proof of identification, ask the requester to fill out and sign the lower portion of Student Release Form, and release the student. Parents are given the Notice of First Aid Care Given, if applicable.

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	<p><u>If the student is not with the class:</u></p> <ul style="list-style-type: none"> ▪ The teacher makes the appropriate notation on the Student Release Form: <ul style="list-style-type: none"> ▫ <i>"Absent"</i> if the student was never in school that day. ▫ <i>"First Aid"</i> if the student is in the Medical Treatment area. ▫ <i>"Missing"</i> if the student was in school but now cannot be located. ▪ The runner takes Student Release Form to the Command Post. ▪ The Command Post verifies the student's location if known and directs the runner accordingly. ▪ If the runner is retrieving multiple students and one or more are missing, the runner walks the available students to the Release Gate before returning "Missing" forms to the Command Post for verification. ▪ The parent should be notified of the missing student's status and escorted to a crisis counselor. ▪ If the student is in First Aid, the parent should be escorted to the Medical Treatment Area. ▪ If the student was marked absent, the parent will be notified by a staff member.
<p>CLOSING DOWN:</p>	<ul style="list-style-type: none"> ▪ At the direction of the Operations Section Chief, return equipment and unused supplies to Logistics. ▪ Complete all paperwork and turn it in to the Documentation Unit.
<p>EQUIPMENT/ SUPPLIES:</p>	<ul style="list-style-type: none"> ▪ Job description clipboards ▪ Pens, stapler ▪ LED Flashlight ▪ NOAA Weather Radio ▪ Box(es) of Emergency Cards ▪ Signs to mark Request Gate and Release Gate ▪ Signs for alphabetical grouping to organize the parents (A-F, etc.) ▪ Empty file boxes to use as out boxes ▪ Student Release Form (copies for every student) ▪ Walkie-Talkie ▪ Camera