

D·PREP STUDENT REUNIFICATION QUICK REFERENCE GUIDE

- 1. Identify at least three (3) offsite locations that would be suitable for relocation.** Start with two sites within walking distance and one other location that students and staff can be transported to. Good reunification locations are other schools with large auditoriums, community centers, and faith based organizations. Get formal Memorandums of Understanding (MOUs) from each of these sites and offer to reciprocate, if needed.
- 2. Share your relocation information with law enforcement, fire, and EMS.** Ask for their input and suggestions. Walk the sites together; do not settle for a phone call.
- 3. Store your reunification materials and equipment at each offsite facility.** Low-cost rolling suit cases work great. You will need lots of pencils, student release forms, clipboards, extension cords, and good signage. Other considerations might be several folding chairs and tables. DO NOT count on other facilities to have these materials for you.
- 4. Inform parents/guardians in advance of what to do in the case of a school student reunification.** Send out a letter at least twice a year requiring a parent signature that explains your district's policy and possible designated relocation areas. Take time to explain the following concepts to the parents/guardians:
 - DO NOT come to the school because you may impede emergency responders.
 - DO NOT call the school because you will tie up phone lines.
 - Turn on local radio and TV for further instructions.
 - Keep your mobile devices with you to receive messages from school.
 - Advise parents that the process will seem chaotic; however, your district has been training and has practiced.
 - Instruct parents that the process could take up to five (5) hours for safety reasons and to please be patient. The reality is most reunifications will happen faster but build in some "cushion" time to see the process through to completion.
 - Inform parents of possible reunification locations offsite and advise them of the student-collection process.
 - Notify parents and guardians that they must bring ID to pick up their children; but, have a plan if they do not.
- 5. Have parents/guardians update emergency contact cards at least twice a year.** Have an online method for parents/guardians to update.
- 6. Train all of your staff.** Simply put, every member of your staff is vital and should be trained to participate in emergency operations.