

**Student Reunification Flowchart**

*Schools are accountable for every student*

**Command Post:** responsible for tracking students such as classes being combined with other teachers, absences, released to parents, on-site medical, medical transports, off-site locations, police custody, casualties, missing, etc. Attendance must be checked once evacuated and keep updating. Accurate records are critical for student accountability.

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**Parent Responsibility**

- **Sign-In:** all parents and authorized parties must complete a Reunification Card and show ID at Check-In to sign out student

- **Student Reunification area:** parent waits for student at the release area

- **Reunify:** parent and student prepare to exit once final verification occurs by staff

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**Staff Responsibility**

- **Check-In:** verify information on Reunification Card; gives runner the bottom part of card to collect student and sends parent to student reunification area with the top part of card

- **Runner:** takes bottom of card to Student Area to collect student and take to Check-Out area; if student is not with class, check with Command Post for student status

- **Check-Out:** verifies student is released to correct person, collects both parts of cards and documents the time on bottom part of card

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**Counseling / Victim Support Area:** based on situation and scale of incident

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**Additional Information:**
- Use signs to line-up parents by alpha or grade level at Check-In area
- Use Runners to hand out Reunification Cards to parents to complete for Check-In area
- Student Release area: parents must be out of the line of sight of students
- Media must be staged off site – updates will be in coordination with law enforcement as needed
- Secondary campuses will be used for reunification off site based on situation and scale of incident

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Law Enforcement reserves the right to check all vehicles and individuals at the reunification area