Off Campus Student Reunification

If a campus needs to be evacuated to another campus, the campus and district Emergency Response Teams will coordinate with local emergency responders to determine the best campus site to reunify parents and students. Many factors play into the decision for selecting the site based on scope of incident, location, law enforcement support, jurisdiction, time of incident, traffic, and available transportation. Student reunification will be set-up at the secondary site using the Reunification Flowchart.

### Campus Type  Secondary Site Options – actual site will be determined at time of incident:

- **Elementary**  
  Middle School or High School
- **Middle School**  
  Middle School or High School
- **High School**  
  Combo High School / Middle School (split grade levels):
  - Cedar Park HS / Cedar Park MS
  - Rouse HS / Wiley MS
  - Vista Ridge HS / Henry MS
  Note: not listed in order – TBD at time of incident

Vandegrift HS / Four Points MS will not be used due to location and traffic issues

### Command Post for Student Reunification at Secondary Campus
- Student Reunification signs, forms, tables, student emergency information
- Student Reunification Flowchart
- Student Reunification Cards (English & Spanish)

### Transportation Support
Coordination with district transportation will be critical based on time of incident and availability of buses and drivers. Estimated number of buses will be based on campus. Staff may need to be transported back to the impacted campus if staff’s cars are cleared to leave. Staff may need back into campus to get keys and purses.

### Communications Support
Communications for the reunification site and process will be coordinated through School Community Resources, using Insider, social media, and media.

### Law Enforcement Support – Crowd and Traffic Control
If the emergency is due to criminal activity, police will be the lead in the unified command post and possibly overwhelmed. May need support from additional jurisdictions for traffic and crowd control.

### Student Supervision Support: Teachers stay with students until reunification is completed
A common thread in real situations has been teachers will group together in the immediate aftermath, or assume their job is done when police arrive. Teachers must remain with their students until reunited with their parents. Exceptions may be appropriate for teachers who are also parents of impacted students. In this case, some teachers may have to take on another teacher’s class for supervision.