STUDENT/PARENT REUNIFICATION DRILL

What you need to do a simple reunification drill:

Identify Staff / volunteers / students for the different roles to play:

✓ 3 Runners – staff or volunteers
✓ 3 Check-In Staff – only office staff can look up student emergency information
✓ 3 Check-Out Staff – staff only
✓ 3 Parents – can be staff or volunteers
✓ 3 Students – can be staff or volunteers
✓ 3 Teachers

• Setup and Supplies

✓ Tables and chairs – signs to identify Check-In table
✓ Office supplies: clipboards, pens, paper, tape and stapler
✓ iPads using ESchool – search student emergency information
✓ Reunification Cards – for drills use copies not the perforated cards

• Prior to Drill

✓ Train staff and volunteers on their roles and procedures – information in emergency plan
✓ Determine a simple evacuation scenario with date and time drill will start and end
✓ Determine locations for the different staging areas

• Start the Drill (use the Student Reunification Flowchart as needed)

✓ Parents start to arrive to pick up students
✓ Runners greet parents, give them Reunification Cards to complete both sides and take to Check-In
✓ Check-In staff checks picture ID and verifies student emergency information
✓ Top part of card to parent to take to Reunification Area; bottom part of card to Runner to collect student
✓ Check-Out completes final verification with both parts of the card and completes the time release section
✓ Check-Out keeps both parts of the card
✓ Parent and student are reunified and leaves the school site