

Parent-Child Reunification (PCR) Plan Foothills Elementary

What is Reunification?

"Reunification is a process that is enacted when a school is required to conduct a controlled release of students to parents/guardians following an emergency, or another significant disruption to the normal schedule.

"In this circumstance the school or District will send parents/guardians information related to Reunification by using Skylert messages, emails, etc. Parents/guardians will be given instructions on when and where the Reunification will occur. Before a student can be released, the parent/guardian must complete a Reunification Checkout Card and present a valid picture ID for verification" (Jordan School District Website, 2018).

Reasons for Reunification

Severe weather & flooding
Power or water outages
Earthquake
Dangerous intruder
Crisis near or at school

JSD Reunification Goal

Ensure the successful reunification of students with parents/guardians, in a controlled and accountable manner.

JSD Reunification Objectives

1. Activate the Incident Command System.
2. Secure students and building/areas.
3. Provide for the accountability of all students.
4. Activate Reunification Support Roles.
5. Set up the Check-in, Staging and Reunification areas.
6. Notify parents/guardians with procedural and relevant information.
7. Greet parents/guardians at the Reunification site as they check in.
8. Verify identification (ID) and checkout/pick up rights by utilizing student emergency information as indicated on Skyward.
9. Reunify students with parents/guardians and account for all students.
10. Manage special circumstances.

Locations for Foothills PCR

On-campus, <u>indoor</u> PCR area:	Faculty Parking Lot Entrance (West)
On-campus, <u>outdoor</u> PCR area:	Faculty Parking Lot Entrance (West)
Off-campus PCR area:	LDS Church (West of Foothills Elementary) 5246 Gossamer Way Riverton, UT 84096

PCR Flowchart



Role	Responsibility
Incident Manager	<p>1. Ensure that the Reunification Action Plan and support roles are activated, once an emergency has properly been dealt with and it is SAFE to do so.</p> <p>2. Based on the nature of the emergency/disruption to school, you will need to determine the following, as needed:</p> <ul style="list-style-type: none"> • Incident Command Post location • Check-in location • Staging location • Reunification location • Support from District personnel and departments • Evacuate to secondary location: <ol style="list-style-type: none"> 1) Replicate Incident Command roles and post, so one is operating at the secondary location simultaneously with one at the primary location, until the evacuation is complete. 2) Set up the Check-in, Staging and Reunification areas at the secondary location. 3) Set up any barriers, directional and informational signage.
Public Information Officer	<p>1. He/she may be in immediate contact with the Incident Commander.</p> <p>2. The school's Public Information Officer (PIO) should coordinate with the Jordan School District Office of Communications on all message content whenever possible.</p> <p>3. Coordinate message content with law enforcement and the fire department when applicable.</p> <p>4. The school's PIO will meet with a fire and law enforcement counterpart to form a Joint Information Center (JIC) where incident and applicable information will be coordinated and disseminated.</p> <p>5. Skylert and/or other messages should be sent to parents/guardians in a timely manner and at regular intervals as appropriate.</p> <p>6. Messages should contain procedural and relevant information, which should include: time and location for reunification, what to bring (ID), and should communicate expectations and directions.</p>
Documentation Officer	<p>1. Obtain the necessary documentation needed to verify student and staff attendance for that day, as well as all visitors at your location.</p>

	<p>2. Keep track of all reported accountability to include students checked out/reunified, those not picked up, anyone transported for medical care, which includes when and where they were taken.</p> <p>3. Provide this documentation to the Operations Officer who will be at the Command Post location.</p> <p>4. The Documentation Officer should also serve as a scribe to the record events, times and decisions made at the Command Post.</p>
Safety Officer	<p>1. The Safety Officer reports directly to the Incident Commander at the Command Post.</p> <p>2. Provide advice on safety and operations throughout the reunification process.</p> <p>3. Provide the Incident Commander with periodic reports of safety and operation status updates.</p>
Operations Leader	<p>1. The Operations Officer should remain at the Command Post and not become involved in any hands-on role.</p> <p>2. Establish communications with the Branch Directors.</p> <p>3. Accountability and medical needs will be the priority of the Operations Officer.</p> <p>4. Coordinate any directions given by the Incident Commander with the Branch Directors or Group Leaders as applicable.</p> <p>5. Inform the Incident Commander of your actions and document every person assigned to specific tasks.</p>
Greeters	<p>1. Help set up the Check-in, Staging and Reunification areas.</p> <p>2. Greet parents/guardians when they arrive. Organize them into check in lines and inform them about the reunification process.</p> <p>3. Give parents/guardians Student Reunification Checkout Cards to fill out while waiting in line to check in. Some parents/guardians may arrive with a Student Reunification Checkout Card that has been printed from the District Web site and is already filled out. This will expedite their check in process.</p> <p>4. Direct parents/guardians with special circumstances (including but not limited to language/communication barriers, those without ID, etc.) to Special Circumstances personnel for assistance.</p>

Checkers	<ol style="list-style-type: none"> 1. Help set up the Check-in, Staging and Reunification areas. 2. Checkers collect each Student Reunification Checkout Cards after being completed by the parents/guardians. 3. Ask each parent/guardian to provide valid identification (ID). 4. Verify that the parent/guardian has checkout/pick up rights by using the school's information on each student as indicated on Skyward. Utilize computers or hardcopy records that were prepared in advance. 5. Indicate that the parent/guardian ID and authorization of checkout/pick up have been verified on the Student Reunification Checkout Card. 6. Checkers give the verified Student Reunification Checkout Cards to Runners for retrieval of the student(s). 7. Direct parents/guardians that have been verified to the Reunification area. 8. Direct parents/guardians with special circumstances (including but not limited to language/communication barriers, those without ID, etc.) to Special Circumstances personnel for assistance. 9. Account for all students.
Runners	<ol style="list-style-type: none"> 1. Help set up the Check-in, Staging and Reunification areas. 2. The Runner will retrieve the student(s) indicated on the Student Reunification Checkout Card from the Staging area, or from the applicable classroom(s). For Accountability, MAKE SURE THE TEACHER IS AWARE before taking student(s) to the Reunification area. 3. The Runner will escort each student to the verified parent/guardian waiting in the Reunification area. 4. The Runner will indicate on the Student Reunification Checkout Card that the student has been reunified with the verified parent/guardian. 5. The Runner will give the completed Student Reunification Checkout Card to the Checker for final accountability.
Guards (outside only)	<ol style="list-style-type: none"> 1. After getting your assignment, go to your designated area (stairs to park, entrance to lower grade playground, and entrance to upper grade playground). 2. Make sure parents don't enter the field area. 3. Direct parents to the check-in areas.

	4. Make sure all students leaving the field area are accompanied by a runner or other school staff member.
Teachers	1. Gather your daily class roster and accountability packet. 2. Verify student accountability. 3. Have students remain in the classroom. If outside or in another part of the facility/grounds, move students to a secure area and account. Incident Command may direct you to move students to a specific location or Staging area. 4. The Group Leader will contact you to determine your class accountability status throughout the Reunification process. 5. As Runners arrive to retrieve specific students for reunification, account for those students being checked out/picked up and those that remain in your area.
Planning Leader	Setup first aid, mental health, and notification (special circumstances) staff.
Special Circumstances	1. Help set up Check-in, Staging and Reunification areas. 2. Assist parents/guardians with special circumstances (including but not limited to language/communication barriers, those without ID, etc.). 3. Help establish an alternate means to identify parents/guardians, make arrangements for an interpreter, etc. 4. Assist with students that have not been picked up.
First Aid Helpers	Standby until needed
Mental Health Team	District personnel will provide support as needed.

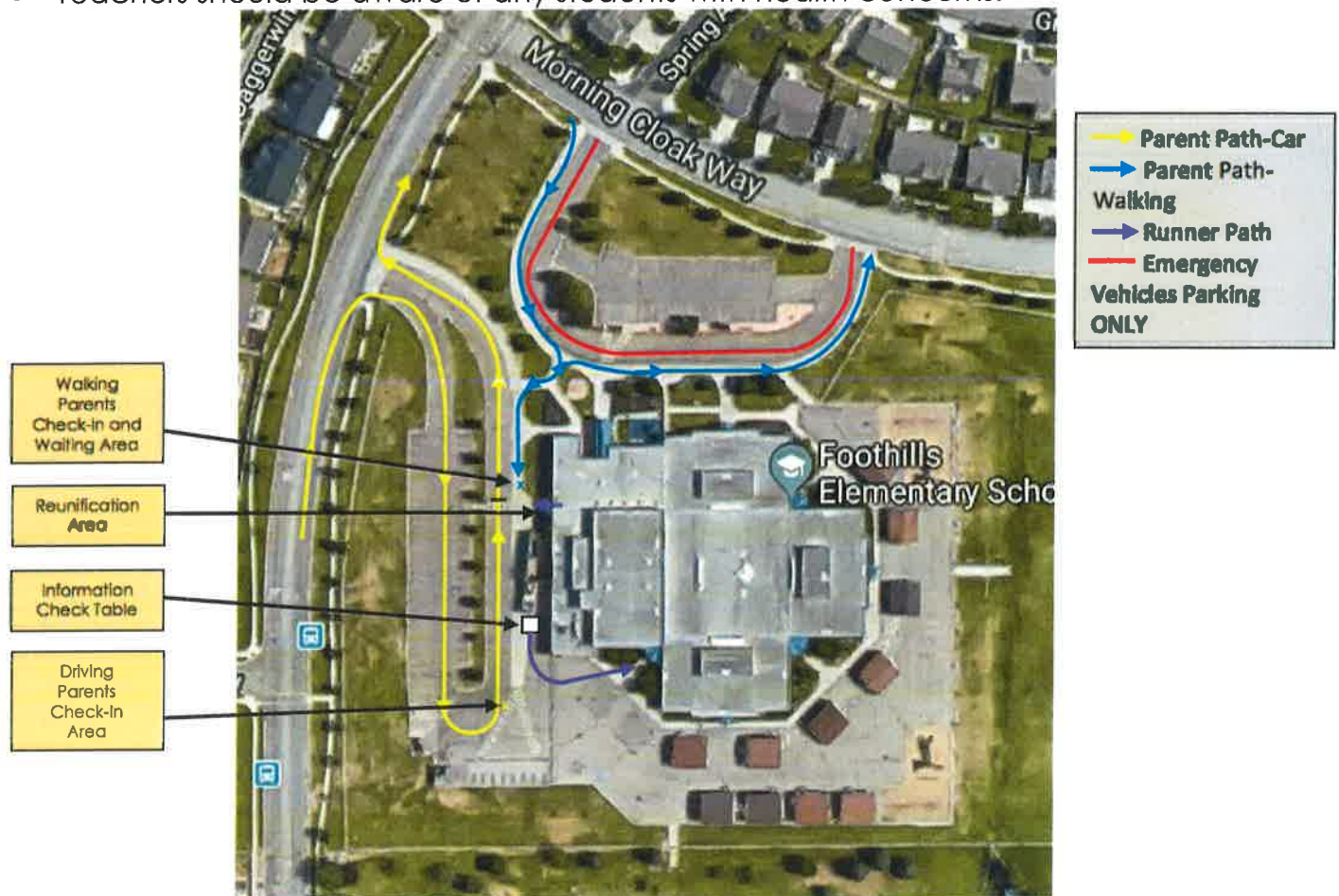
Staff Assignments

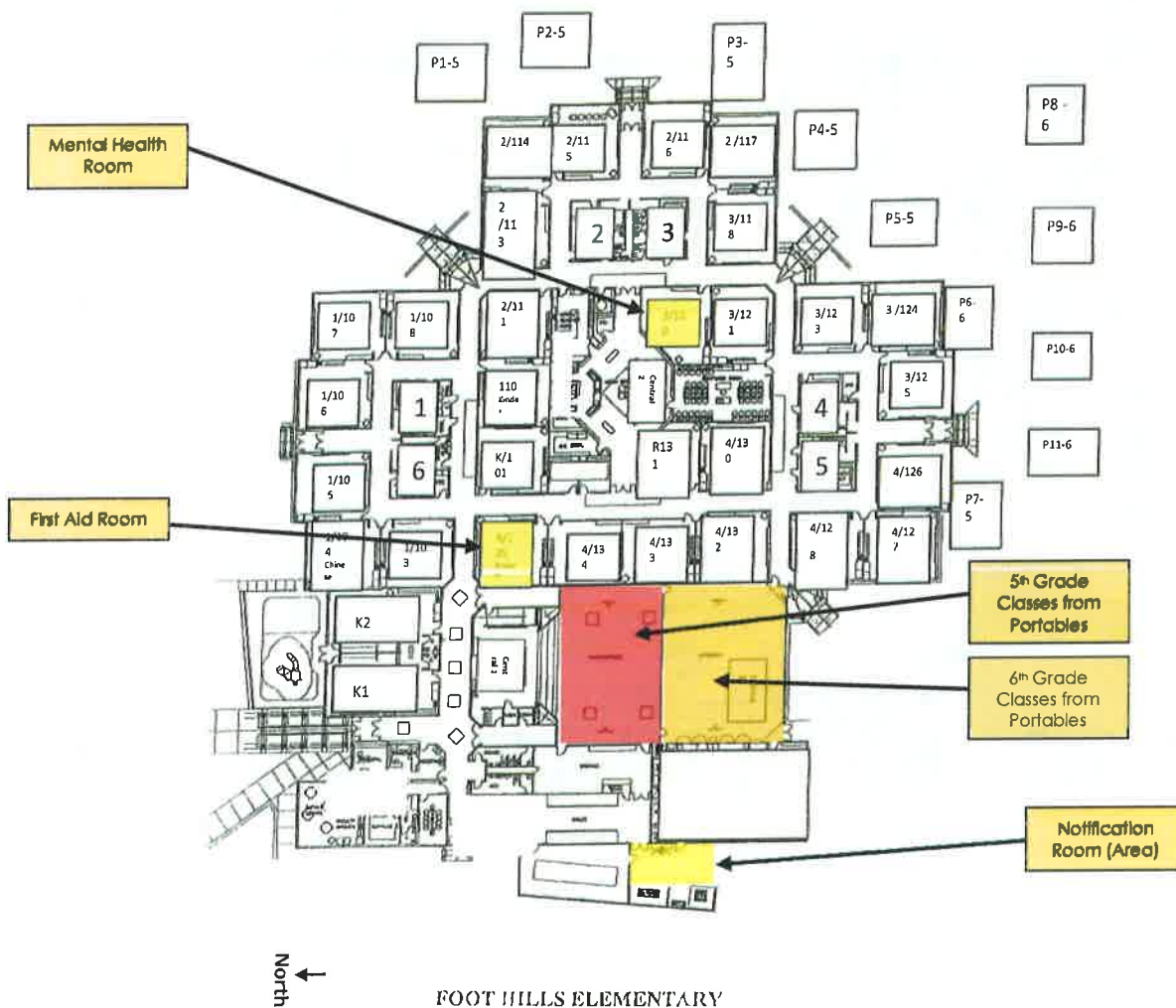
Notification Room (Special Circumstances)	First Aid Room	Mental Health Room
Michelle Tolman	Shirleen Bolduc	Randy Buckner
Aide	Rachelle or Janet	Aide
Aide	Aide	Aide

Process for PCR

On-campus, indoor PCR

- Teachers will take their students to their classrooms following the same procedures of a shelter-in-place drill. The classes in the portables will come into the Gym and Cafeteria (only if safe to do so). Portables 1-4 (5th Grade) will go into the Gym and portables 5-9 (6th Grade) will go into the Cafeteria (teachers should make sure ALL students are accounted for after entering the building).
- All aides report to the office for assignments.
- Student counts need to be taken and texted to Patti, Cherie, or Nan.
- Checkers and greeters will set up Check-in and Reunification areas (faculty parking lot/west doors).
- Checkers/Runners will meet at Reunification area to begin parent/child reunification process.
- Teachers will continue teaching/keeping students occupied while they are waiting for all students to be picked up.
- Teachers should be aware of any students with health concerns.

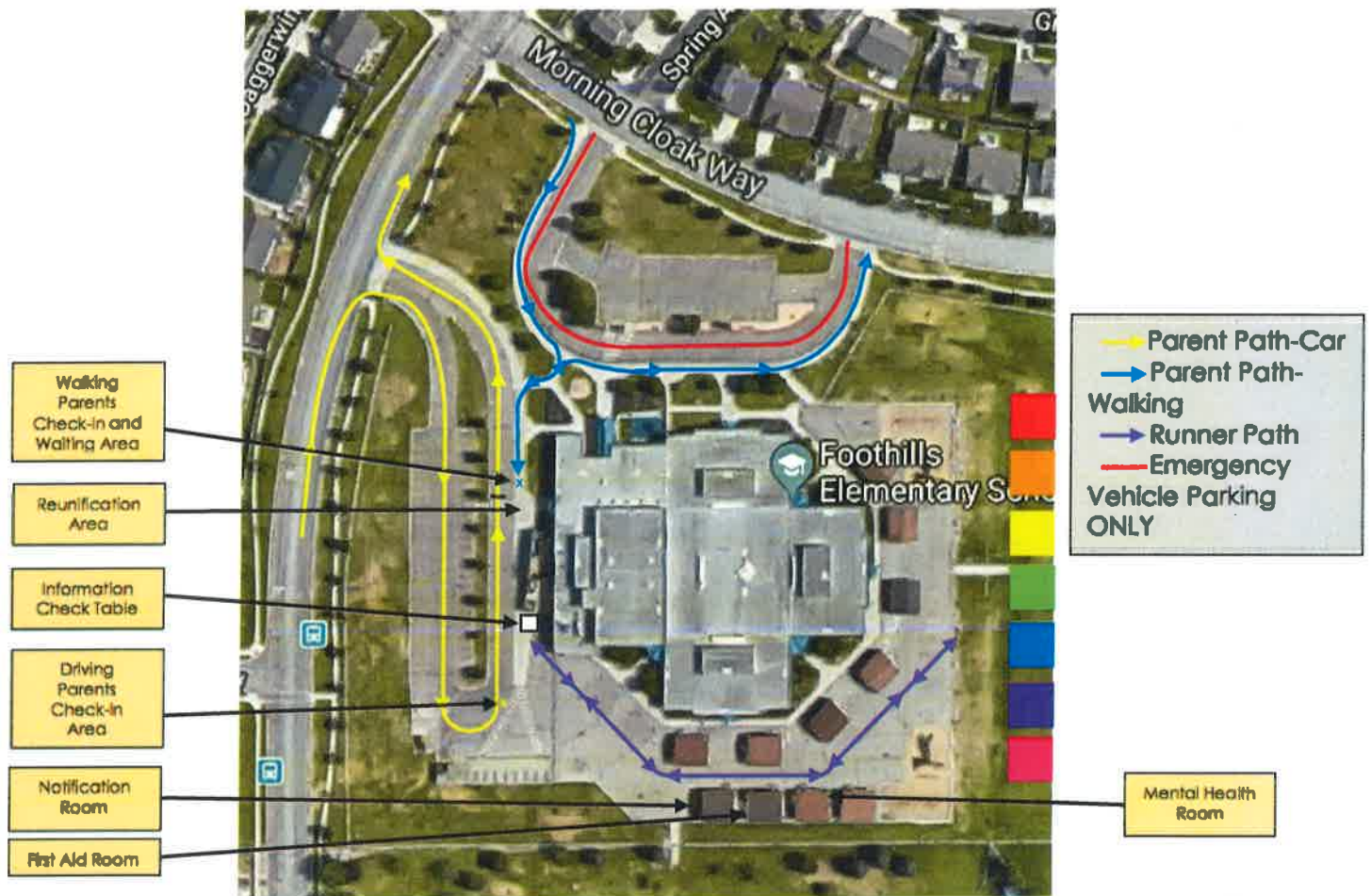




FOOT HILLS ELEMENTARY

On-campus, outdoor PCR


- Teachers will take their students to assigned evacuation areas on the field.
- Student counts need to be taken and texted to Patti, Cherie, or Nan.
- All aides report to Faculty Parking Lot doors (west doors) for assignments.
- Checkers and greeters will set up Check-in and Reunification areas (faculty parking lot-west)
- Checkers/Runners will meet at Reunification area to begin parent/child reunification process.
- Teachers will continue keeping students occupied while they are waiting for all students to be picked up. Also, teachers need to be aware of who is coming onto the field. Students cannot leave the field without a runner coming to pick them up.
- Teachers should be aware of any students with health concerns.

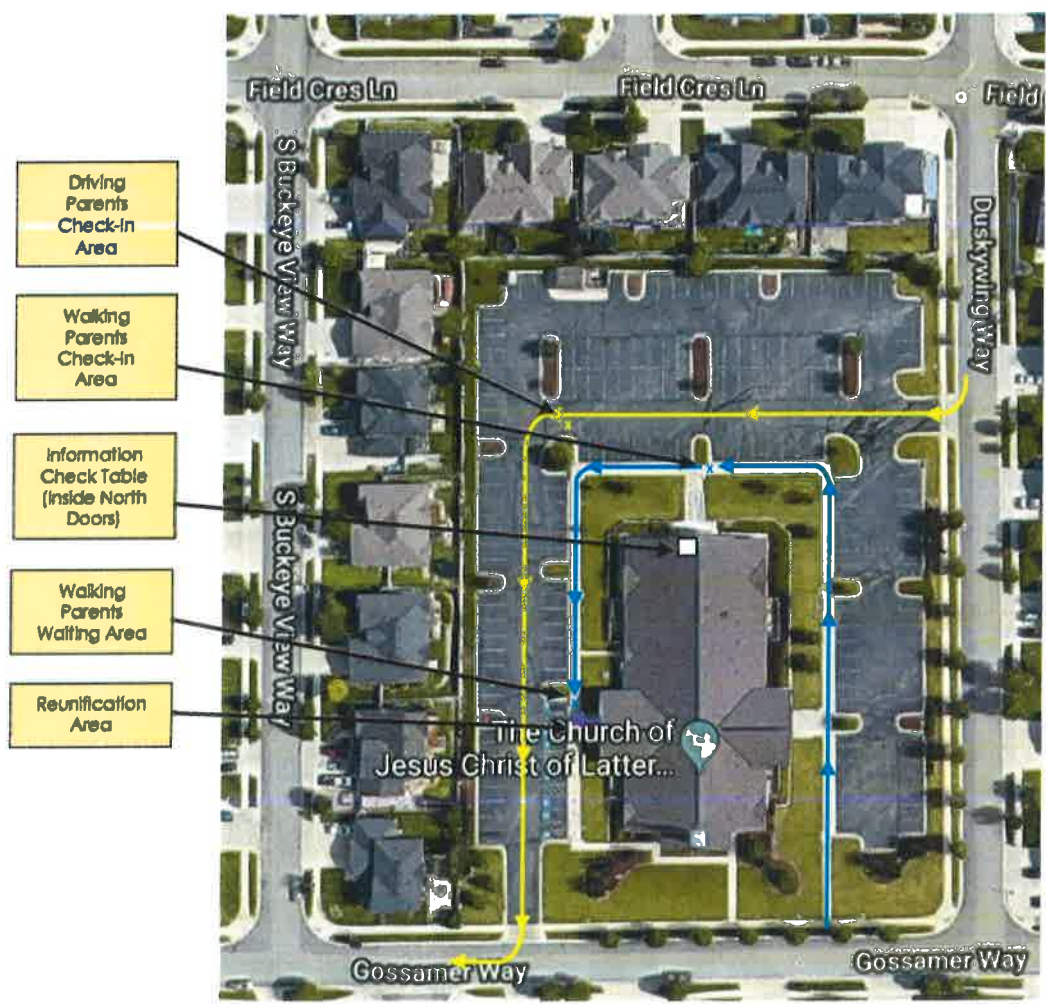





Off-campus PCR

- Teachers will take their students to the assigned evacuation areas on the field.
- Student counts need to be taken and texted to Patti, Cheri, or Nan.
- After given the direction, teachers should lead their students on the designated path to the LDS Church Building on Gossamer Way.
 - Exit the field using the gate on the north side of the field (along Morning Cloak Way).
 - Follow Morning Cloak Way until you get to Bluewing Way.
 - Turn left on Bluewing Way and follow that until you get to Field Cres Lane.
 - Turn right on Field Cres Lane and follow that until you get to Duskywing Way.
 - Turn left on Duskywing Way.
 - Enter the church building through the doors on the east side.
- After entering the church building, go to your assigned area
 - Kindergarten-Primary Room**
 - 1st Grade-Primary Room**
 - 2nd Grade-Gym**
 - 3rd Grade-Gym**
 - 4th Grade-Relief Society Room**
 - 5th Grade-Chapel**
 - 6th Grade Chapel**
 - Notification Room-will be determined upon arrival
 - First Aid Room-will be determined upon arrival
 - Mental Health Room-will be determined upon arrival



 **Walking Path to LDS Church Building**



 **Parent Path-Car**
 **Parent Path-Walking**
 **Runner Path**

Location of First Aid, Mental Health, and Notification/Special Circumstances Rooms will be determined Incident Manager or Operations Leader upon arrival.

Procedures for PCR

- Greeters will pass out the JSD Reunification Card to parents and direct them to the car/walking line.
- Checkers will inspect the Reunification Card for completeness and initial the card after checking the ID of the parent or guardian.
 - Parents in cars will remain in cars and be given a number that will be placed on the windshield for visibility. They will wait in line until they get to the Reunification Area. They may have to wait a few minutes after being reunified with their student(s) before cars are moved in front of them.
 - Parents that walked will be given a number and directed to stand in line at the Reunification Area.
 - If a parent or guardian doesn't have proper ID, they will be referred to the Special Circumstances staff.
- Checkers will then give the card to a runner to retrieve the student(s) from their classroom(s) or holding area(s). Parents will be directed to wait at the Reunification Area for their child(ren).
- Runners will retrieve the student(s), take them directly to the Reunification Area, note the time of reunification on the Reunification Card, initial it, and give it to the Documentation Officer. They will then go back to the "Information Check Area" to get another card.

Assigned Vehicle # _____

STUDENT REUNIFICATION CHECKOUT CARD

To be filled out by Parent/Guardian

Date: _____ Time: _____

Parent/Guardian Name: _____

Relationship to Student: _____

Parent/Guardian Vehicle Make: _____ Model: _____

Color: _____ License Plate #: _____

Student First Name	Student Last Name	Grade	Teacher	Track	Other

To be filled out by School Checker

Parent/Guardian ID Verified: Y or N

Authorized to Checkout/Pick Up Student: Y or N

Checker Name: _____

Checker Initials: _____

To be filled out by School Runner

Time Reunified: _____

Runner Name: _____

Runner Initials: _____

ASB May 2015

Distrito Escolar de Jordan

De vehículo asignado _____

TARJETA DE ESTUDIANTE VERIFICACIÓN DE LA REUNIFICACIÓN

Debe ser llenado por el padre / tutor

Fecha: _____

Hora: _____

Nombre del Padre/Guardián: _____

Relación con el Estudiante: _____

Vehículo del Padre/Tutor Marca: _____ Modelo: _____

Color: _____ # de Placa: _____

Nombre del Estudiante	Apellido del Estudiante	Marque donde aplique			
		Grado	Maestro (a)	Ciclo	Otro

Debe ser Llenado por el verificador de la escuela

Debe ser llenado por el mensajero

Verificación de Identificación Padre/Tutor: Si No Tiempopo de Reunirse: _____

Authizado para Verificar/Recoger el estudiante: Si No

Nombre del Verificador: _____ Nombre del Mensajero: _____

Inicial del Verificador: _____ Inicial del Mensajero: _____

ASB April 2016