Developing a Family REUNIFICATION PLAN

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### Key Concepts

<table>
<thead>
<tr>
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<th>CONNECTION TO CRISIS PLAN</th>
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<tr>
<td>2</td>
<td>BASIC COMPONENTS OF A REUNIFICATION PLAN</td>
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<td>3</td>
<td>SUMMARY, NEXT STEPS, QUESTIONS</td>
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</table>
Understand what Reunification is, how to develop a plan and to be equipped to carry out an orderly Reunification under potentially high-stressed conditions.

Parent/Family Preparedness

Apply knowledge and enact a plan to carry out the Reunification process by safely and efficiently reuniting students with verified and authorized families.

DURING

Apply knowledge and enact a plan to comprehensively close the Reunification Site and ensure continued care for students and staff.

AFTER
Reunification

- The means for safe, orderly and documented reunion of students and families in the event of an emergency evacuation or school closing.
- Reunification can occur on-site or at an off site-location depending on the crisis.

Result of:

1. Hazardous materials release near the school
2. Major fire
3. Severe weather event
4. School violence
5. Bomb threat
6. Active shooter type incident

The process remains the same for both on-site and off-site reunification.
Off-Site Reunification Plan: DISTRICT LEVEL

• Activate when an incident occurs that requires a school evacuation to a secondary location.

On Site Reunification Plan: SCHOOL LEVEL

• Activate when an incident occurs that does not require a school evacuation to a secondary location.
## Reunification Planning

<table>
<thead>
<tr>
<th>Before</th>
<th>During</th>
<th>After</th>
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</thead>
<tbody>
<tr>
<td><em>Mitigation/Preparedness</em></td>
<td><em>Response</em></td>
<td><em>Recovery</em></td>
</tr>
<tr>
<td>• Develop Plan</td>
<td>• Activation of Plan</td>
<td>• Mental Health</td>
</tr>
<tr>
<td>• Train</td>
<td>• Mobilization of Teams and Supplies</td>
<td>• Memorials</td>
</tr>
<tr>
<td>• Exercise the Plan</td>
<td>• Deployment</td>
<td>• Return</td>
</tr>
<tr>
<td></td>
<td>• Set Up of Reunification Site</td>
<td>• Reconstruction</td>
</tr>
<tr>
<td></td>
<td>• Complete Reunification Process</td>
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Things to Consider

• Do parents/families know what to do prior to an event?
• How do they know?
• Who will set up the Reunification Site?
• Where will supplies come from?
• How will you inform families about the reunification process?
• How will you inform families of the Reunification Site location?
• How will you transport students? Exceptional Education Students?
• How will you set up the Reunification Site?
• How will you supply water and possibly food?
• How will you deal with medical needs?
• How will you prevent students from leaving on their own?
• Who will answer the phone calls?
Things to Consider (cont.)

• How will you deal with mental health crisis?
• How will you deal with missing or injured staff or students?
• How will local law enforcement/emergency management assist?
• How will you verify that an adult is authorized to take custody of a student?
• What’s your District Level Team notification process?
• How will you facilitate communication between the Request Point, Student Assembly Area, and Release Point?
• How frequently will families be updated?
• Who will speak with Media?
• Who will keep Board members informed, where and how?
Off Site (Secondary) Reunification

DISTRICT PLAN (Detailed Discussion of Each Area)

- Transportation
- Child Nutrition
- Human Resources
- All Other District Office Staff

- Public Information
- Technology

Reunification Team
<table>
<thead>
<tr>
<th>REUNIFICATION TEAM</th>
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<tbody>
<tr>
<td>Request Point</td>
</tr>
<tr>
<td>Assembly Area</td>
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<tr>
<td>Release Point</td>
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</table>

**RUNNERS**
Off Site Reunification Summary

BEFORE
- Form District Level Team
- Assign Responsibilities
- Develop and Write the District Plan
- Train and Exercise

- Parent/Community PSAs -

DURING
- Activate the plan:
- Call Center
- Contact Staff Families
- Communication (Social Media, ConnectEd, Radio and Television)
- Media
- Transportation
- Child Nutrition
- Deploy Reunification Team
- Transport Supplies
- Set up Reunification Site
- Complete Reunification Process
School-based Reunification

Remember, for a large-scale event such as an earthquake or tornado, the same disaster that affects your school also affects the surrounding community.

Schools must be prepared to rely on their own resources because assistance from outside agencies may be delayed or nonexistent, depending on the scope or magnitude of an emergency.
## School-based Reunification Team

### SCHOOL RESPONSIBILITIES

<table>
<thead>
<tr>
<th>BEFORE</th>
<th>DURING</th>
</tr>
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<tbody>
<tr>
<td>• Assign Responsibilities</td>
<td>• Evacuate</td>
</tr>
<tr>
<td>• Develop &amp; Write the Plan</td>
<td>• Phones (Is Building Safe/Enough Staff?)</td>
</tr>
<tr>
<td>• Train the Teams</td>
<td>• Communication (Social Media, Connected)</td>
</tr>
<tr>
<td>• Exercise</td>
<td>• Media Staging Area</td>
</tr>
<tr>
<td></td>
<td>• Technology</td>
</tr>
<tr>
<td></td>
<td>• Supplies</td>
</tr>
<tr>
<td></td>
<td>• Set Up (Request Point, Assembly Area, Release Point)</td>
</tr>
<tr>
<td></td>
<td>• Medical and/or Mental Health Needs</td>
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<tr>
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<td>• Complete the Reunification Process</td>
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The Reunification Process

This Section covers formation of site teams and responsibilities, how to set up the Reunification Site, forms and documentation, steps of the Reunification process and logistics.
Importance of each area and it’s placement at the Reunification Site.
Reunification Process Summary

Parents
Guardians

Parents
Guardians
Students

Request Point

Parent

Runner

Release Point

Below the line is OFF LIMITS

Student Assembly Area

Runner

Runner & Student

Parents Guardians

Students

Runner & Student
Four Components of Recovery

1. ACADEMICS RECOVERY
2. PHYSICAL & STRUCTURAL RECOVERY
3. BUSINESS FUNCTIONS RECOVERY
4. SOCIAL, EMOTIONAL, & BEHAVIORAL RECOVERY
For additional information on the full Reunification training please contact NC Center for Safer Schools at __________ or:

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