



Wisconsin School Safety Coordinators Certification Program Module 6 Part 4

General Aspects of Crisis and
Emergency Management for Schools
Family Reunification

Family Reunification



- Necessary for the safe and effective transfer of students to parents and guardians in a post incident situation
- Requires complete accountability and knowledge of students and staff
- Requires that explicit directions and procedures are followed
- Requires that evacuation and reunification locations are supervised jointly between schools and law enforcement
- Requires that a site safety perimeter is designated and enforced

Key Reunification Questions to Answer

- How many locations should I designate as possible locations for evacuation?
- How will the perimeter be set up?
- How do I keep the media and others outside of the location until we are ready?
- How will we account for the children prior to, during, and after the evacuation/release?

Key Reunification Questions to Answer

- Who is charged with overall site responsibility for student discharge?
- During transport from the school to the evacuation site who is maintaining the transport record or students in transit?
- Do the records going to the evacuation site contain medical and emergency information?
- How will parents be notified of the evacuation locations?
- What debriefing will occur with students and parents in the post incident period?

Remote Evacuation and Family Reunification Protocol



- **Definition**

- This type of evacuation is used for any evacuation where students and staff will need to be moved to a remote site for reunification with family members and loved ones.

- **Alert Signal**

- Announcement will be made by Incident Commander or Evacuation Site Supervisor after consultation and clearance by JIC that students and staff will be moved to an offsite location for evacuation and reunification.

Remote Evacuation and Family Reunification Protocol

● Lead Administrator Response

- In coordination with command structure in place determine if evacuation and reunification is needed. Notify the evacuation location of your decision to implement the family reunification protocol.
- Contact bus company at 275-5273 and provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
- Request that law enforcement officials dispatch uniformed personnel to the staging area.
- Activate appropriate crisis team members and dispatch them to the off site evacuation and reunification site.
- Notify the evacuation site coordinator and his/her assistant as to the need for the reunification process to be implemented. Place emergency response/go kit in the hands of the site coordinator for use at the evacuation center.
- Notify the assistant evacuation site coordinator that they will be serving as your representative at the transportation staging area and that they will assume responsibility for the movement of students and staff members to the offsite location.

Remote Evacuation and Family Reunification Protocol

● Evacuation Site Coordinator Response

- Upon receipt of information that off site evacuation to be undertaken assume responsibility for the emergency response kit and take custody of the kit.
- Leave with the first bus for the off site evacuation location.
- Assume responsibility of the lead administrator at the offsite evacuation location and initiate the district family reunification protocol.
- Coordinate release of students at the site according to the protocol established.
- Identify emergency needs of those at the site and coordinate with emergency services for such needs.
- Designate a note taker/scribe for the recording of offsite event decisions and information.

Remote Evacuation and Family Reunification Protocol

● Assistant Site Coordinator Response

- 1. Upon receipt of information that off site evacuation to be undertaken assume responsibility for the loading of students and staff members onto busses according to the grade and alphabetic grade distributions as called for in attendance accountability.
- 2. Direct grade level attendance takers and staff members assigned to each grade level for attendance purposes to load busses. Grade level bus loading will occur according to grade 9 going first, grade 10 second, grade 11 third, and grade 12 last.
- 3. Using an attendance master take attendance for each grade level loading a bus and maintain the records for accountability and notice later.
- 4. Leave the school site with the last bus of students and staff members taking the attendance and bus logs with.
- 5. Assist the evacuation site coordinator at the off site location upon arrival.

Remote Evacuation and Family Reunification Protocol

- **Staff Response**

- Follow evacuation procedures and guide students to the designated on campus evacuation site. Prepare students for boarding of buses. Students will be loaded onto busses by grade level of assignment and alphabet according to the attendance protocol established for accountability. Staff members assigned to the area of attendance by district protocol will ride busses and supervise students.

Remote Evacuation and Family Reunification Protocol

- Assist in the attendance taking process for those students loaded onto school busses for evacuation.
- Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
- Once students and other persons from your area of responsibility have boarded a bus, assist the grade level attendance taker by taking roll and completing the evacuation roster.
- Follow the instructions of Family Reunification Staff when you arrive at the Family Reunification Site. You will be asked to assist in staffing the site.

Remote Evacuation and Family Reunification Additional Thoughts

- Create a tracking and accountability form for permanent records and tracking
- Develop a logistics and planning diagram of the facility that you will use and identify personnel for placement and their responsibilities.
- Establish specific rules and regulations governing student release and document verification