

Reunification Policy and Procedure



Developmental Research School
at the University of Florida

Purpose

In the event students are forced to flee the P.K. Yonge Campus due to an active threat, or P.K. Yonge is unable to dismiss children in a controlled release due to due circumstances on or around campus that severely impact structure or grounds, the Reunification procedure will be enacted. This procedure will ensure all students are properly reunited with their parent/guardian.

Scope

This policy applies to all P.K. Yonge students, their families, faculty and staff.

Definitions

Daily Release: Coincides with every day release of students.

Controlled Release: Occurs at a different time than the daily release. For example, weather related or closing the school early for unforeseen circumstances. Parents/guardians are notified that the school is closing early and students are sent home through the daily release process. The principal enacts controlled release protocol as necessary for the time of release.

Reunification: Occurs when events at the school or in the neighborhood require that students are physically returned to parents. This may be caused by criminal activity, injury or death, and/or law enforcement interviews or crisis counseling, and may occur either off site, or onsite at a different location on campus thus requiring reunification.

Procedure

Command

The Director or Principal will assume Reunification Command and coordinate the objective of accountable and orderly reunification of students with parents/guardians.

- If there are injuries, additional district personnel will be assigned to the receiving care facilities.
- Establish a secure student staging area. A predetermined site will serve as the off-campus reunification site.
- Ensure Master Attendance Roster has been acquired and passed on to Operations.
- Ensure students are brought to the student staging area, outside the field of vision of parents/guardians.
- Maintain an area for crisis counseling if required.
 - Crisis Counselors Standby unless needed
- Assign the following Command Staff as appropriate

Transportation Section Chief

Created if students need to be transported to the student staging area

- Assemble team and acquire the master student roster or list of students to be transported
- Identify and notify reunification site.
- Provide safe transport of students and staff to reunification site.

Public Information Officer

- Communicate with parents/guardians and press, if appropriate.

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- Coordinate use of mass call or text messages
- Keep parents updated as to location and pickup procedure as approved by Law Enforcement and Command

Liaison/Safety Officer

Communicates with Fire, Medical or Law Enforcement

- Provide access control to student staging area via Law Enforcement
- Coordinate Law Enforcement with Transportation if necessary.
- Maintain controlled lines of sight from parents to children.
- Medical or investigative contingencies should be anticipated.

Operations

Establish and manage the following operational staff

- Greeters - Help coordinate the Parent Lines. Tell parents about the process. Help verify identity of parents without ID
- Checkers - Verify ID and custody rights of parents/guardians. Direct Parents to Reunification Location
- Runners - Take bottom of Reunification Card to Student staging area, recover student and bring to Reunification Area
- Kidherds (Faculty Member) - Maintain student order and identify runners in the Staging Area
- Entertainment Coordinator (at the elementary level) - Deploy activities to reduce student stress

Logistics

Locate and distribute positional ID's, vests, reunification cards and signage located in the reunification backpacks. These backpacks are located in the main office, safety administrator's office and the predetermined reunification site.

Initial setup of the Check-In area, the signage, Student Staging Area. Stage Hands may be assigned to Operations as setup is complete.

- Establish a visible parents/guardian Check-In area and deploy tent (if required) and signage.
- Check-In table is deployed.
- Student Demographic Cards or laptops are deployed at Check-In table.
- Traffic directional signage is deployed.
- Alphabet breaks are taped to the ground or table.
- Student Parent Reunification Area is identified and marked.

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