Student Reunification/Release

At the beginning of the school year when reviewing the school safety procedures, inform parents about the student reunification and release procedures. The procedures should be included in the student handbook which is distributed at the beginning of the school year and can be posted on the district website.

When implementing Student Reunification/release procedures:

Building Administration

- Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student’s emergency information)
  - Notify district administration and public information officer
  - Coordinate messages to parents with public information officer
- Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
- Activate staff assigned to set up the location for reunification.
  - Assigned staff take most current student emergency contact/pick up information to the site along with other reunification supplies
- Request transportation for students and staff including special needs transportation
- Provide for behavioral health services at the reunification site for students and parents
- Ensure documentation of release of students

See the following planning guidance for more information on each of the steps indicated in this procedure.