



## **Parent-Child Reunification (PCR) Plan Aspen Elementary School**

### **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 Parentsquare messages, 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 outage
- 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.

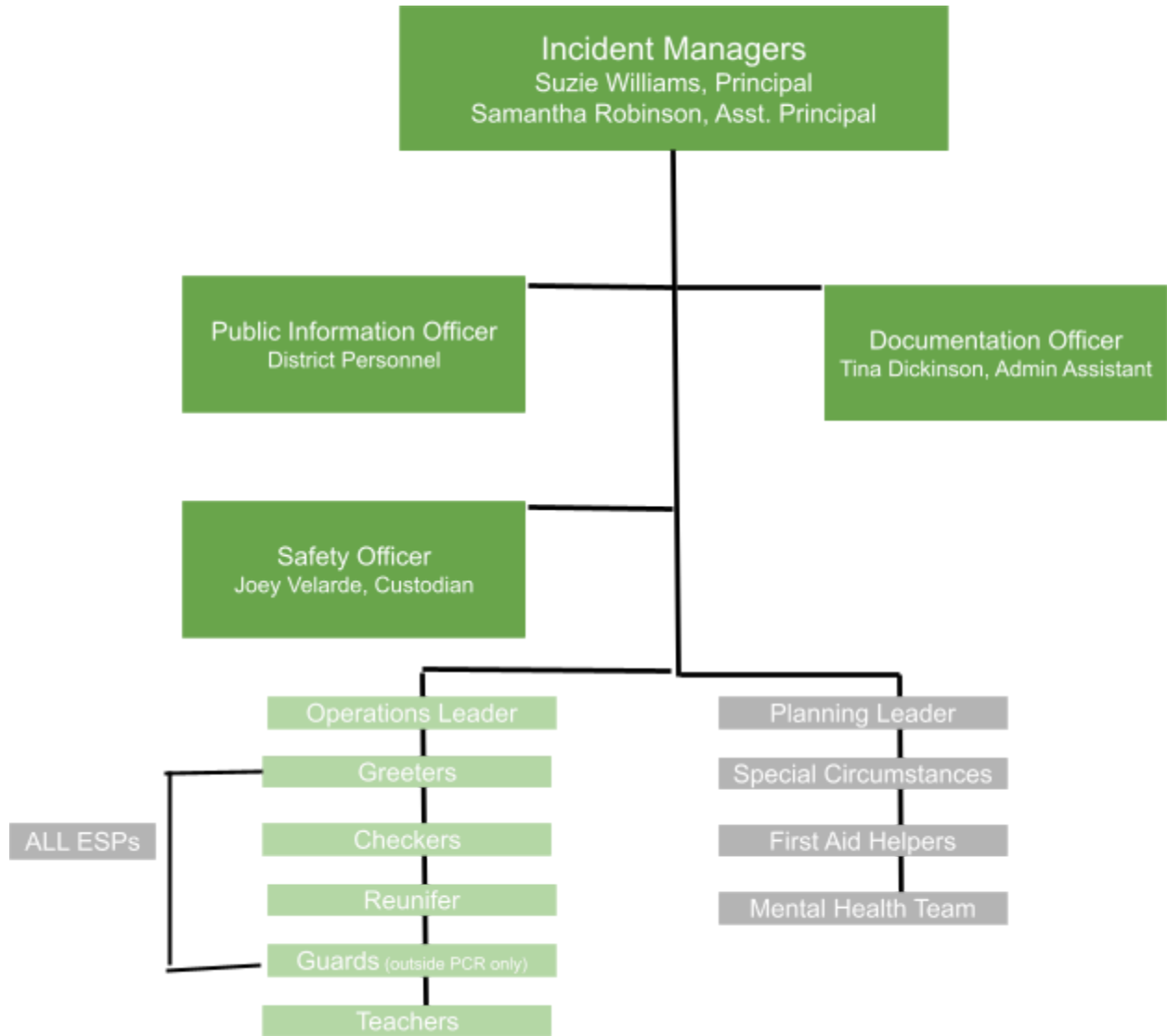
## **JSD Reunification Objectives**

1. Activate the Incident Command System
2. Secure students and building/areas
3. Provide the accountability for all students & staff
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 Aspen's PCR**

<b>Type of Reunification</b>	<b>Student/Staff Location</b>	<b>Parents/Guardians Location</b>
On-Campus, indoor PCR	Classrooms/Gym/Cafeteria	West Parking Lot (student drop-off entrance)
On-Campus, outdoor PCR	South Field in Color Zones	West Parking Lot (student drop-off entrance)
Off-Campus PCR	Pickleball Courts at Highland Park	Highland Park 6050 W. Lake Ave South Jordan, UT 84009

# PCR Flowchart



Role	Responsibility
Incident Manager	<ol style="list-style-type: none"> <li>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.</li> <li>2. Based on the nature of the emergency/disruption to school, you will need to determine the following as needed:               <ol style="list-style-type: none"> <li>a. Incident Command Post location</li> <li>b. Check-in location</li> <li>c. Staging location</li> <li>d. Reunification location</li> <li>e. Support from District personnel and departments</li> <li>f. Evacuation to secondary location:                   <ol style="list-style-type: none"> <li>i. Replicate Incident Command roles and post, so one if operating at the secondary location simultaneously with one at the primary location, until evacuation is complete</li> <li>ii. Set up the check-in, staging, and Reunification areas at the secondary location</li> <li>iii. Set up any barriers, directional and information signage.</li> </ol> </li> </ol> </li> </ol>
Public Information Officer	<ol style="list-style-type: none"> <li>1. He/She may be in immediate contact with the Incident Commander</li> <li>2. The school's Public Information Officer (PIO) should coordinate with the Jordan District Office of Communication on all message content whenever possible.</li> <li>3. Coordinate message content with law enforcement and the fire department when applicable</li> <li>4. The school's PIO will meet with a fire and law enforcement counterpart to form a joint information center where incident and applicable information will be coordinated and disseminated</li> <li>5. Skylert &amp; Parentsquare should be sent to parents/guardians in a timely manner and at regular intervals as appropriate</li> <li>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</li> </ol>

Documentation Officer	<ol style="list-style-type: none"> <li>1. Obtain the necessary documentation needed to verify student and staff attendance for that day, as well as all visitors at your location</li> <li>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</li> <li>3. Provide this documentation to the Operations Officer who will be at the Command Post location</li> <li>4. The Documentation Officer should also serve as a scribe to the record events, times and decisions made at the Command Post</li> </ol>
Safety Officer	<ol style="list-style-type: none"> <li>1. The Safety Officer reports directly to the Incident Commander at the Command Post</li> <li>2. Provide advice on safety and operations throughout the reunification process</li> <li>3. Provide the Incident Commander with periodic reports of safety and operation status updates</li> </ol>
Operations Leader	<ol style="list-style-type: none"> <li>1. The Operations Officer should remain at the Command Post and not become involved in any hands-on role</li> <li>2. Establish communications with the Branch Directors</li> <li>3. Accountability and medical needs will be the priority of the Operations Officer</li> <li>4. Coordinate any directions given by the Incident Commander with the Branch Directors or Group Leaders as applicable</li> <li>5. Inform the Incident Commander of your actions and document every person assigned to specific tasks</li> </ol>
Greeter	<ol style="list-style-type: none"> <li>1. Help set up the Check-in, Staging, and Reunification areas</li> <li>2. Greet parents/guardians when they arrive. Organize them into checkin lines and inform them about the process</li> <li>3. Give parents/guardians the Student Reunification Checkout Cards to fill out while waiting in line to check in. Some parents/guardians may arrive with Student Reunification Checkout Cards that have been printed. This will expedite their check in process</li> <li>4. Direct parents/guardians with special circumstances (communication/no ID) to Special Circumstance personnel for assistance</li> </ol>
Checkers	<ol style="list-style-type: none"> <li>1. Help set up the Check-in, Staging, and Reunification</li> </ol>

	<p>ares</p> <ol style="list-style-type: none"> <li>2. Checkers collect each Student Reunification Checkout Cards after being completed by the parent/guardian</li> <li>3. Ask each parent/guardian to provide a valid ID</li> <li>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</li> <li>5. Indicate that the parent/guardian ID and authorization of checkout/pickup have been verified on the Student Reunification Checkout Card.</li> <li>6. Checkers give the verified Student Reunification Checkout Cards to Reunifer for retrieval of student(s)</li> <li>7. Direct parents/guardians that have been verified to the Reunification area</li> <li>8. Direct parents/guardians with special circumstances (communication/no ID) to Special Circumstance personnel for assistants</li> <li>9. Account for all students</li> </ol>
Reunifer	<ol style="list-style-type: none"> <li>1. Help set up Check-in, Staging and Reunification areas</li> <li>2. The Reunifer will retrieve the students(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</li> <li>3. The Reunifer will escort each student to the verified parent/guardian waiting in the Reunification area</li> <li>4. Ask if the student feels comfortable going with this adult.</li> <li>5. If yes, the Reunifer will indicate on the Student Reunification Checkout Card that the student has been reunified with the verified parent/guardian</li> <li>6. If no, the student will be returned to the teacher and an alternative guardian will be contacted.</li> <li>7. The Reunifer will give the completed Student Reunification Checkout Card to the Checker for final accountability.</li> </ol>
Guards (outside only)	<ol style="list-style-type: none"> <li>1. After getting your assignment, go to your designated area (North entrance to the field, West entrance to field by bike rack)</li> <li>2. Make sure parents don't enter the field area</li> <li>3. Direct parents to the check-in areas</li> <li>4. Make sure all students leaving the field area are accompanied by a Reunifer or other school staff member</li> </ol>

Teachers	<ol style="list-style-type: none"> <li>1. Gather your daily class roster and accountability packet</li> <li>2. Verify student accountability through proper channels (Accountability Sheet or via Walkie)</li> <li>3. Have students remain in the classroom. If outside or another part of the grounds, move students to a secure area and account. Incident Command may direct you to move students to a specific location or Staging area</li> <li>4. The Group Leader will contact you to determine your class accountability status throughout the Reunification process</li> <li>5. As Reunifier arrive to retrieve specific students for reunification, account for those students being checked out/picked up and those that remain in your area.</li> </ol>
Planning Leader	Setup first aide, mental health, and notification (special circumstances) staff
Special Circumstances	<ol style="list-style-type: none"> <li>8. Help set up Check-in, Staging and Reunification areas</li> <li>9. Assist parents/guardians with special circumstances               <ol style="list-style-type: none"> <li>a. Language/communication barriers</li> <li>b. Those without IDs</li> </ol> </li> <li>10. Help establish an alternate means to identify parents/guardians, make arrangements for an interpreter, etc...</li> <li>11. Assist with students that have not been picked up</li> </ol>
First Aid Helpers	Standby until needed
Mental Health Team	District personnel will provide support as needed

# SRM The Process

## Step 1

### Greetings

As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

## Step 2

### Parents fill out card

Parents complete the information requested on the card, and begin to self sort into lines.

## Step 3

### Checkers Verify ID

Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.

**Reunification Information** (Please print clearly)

Parent Name: Sue Smith Student ID Number: 123-456-789

Name of person picking up student: John Smith

Signature: John Smith (Please print name of person picking up student)

Phone number of person picking up student: 720-554-7143

Relationship to student being picked up: Parent

Parental consent complete (Please print name of person picking up student and date) John Smith, July 4th 2006

**Reunification Information** (Please print clearly)

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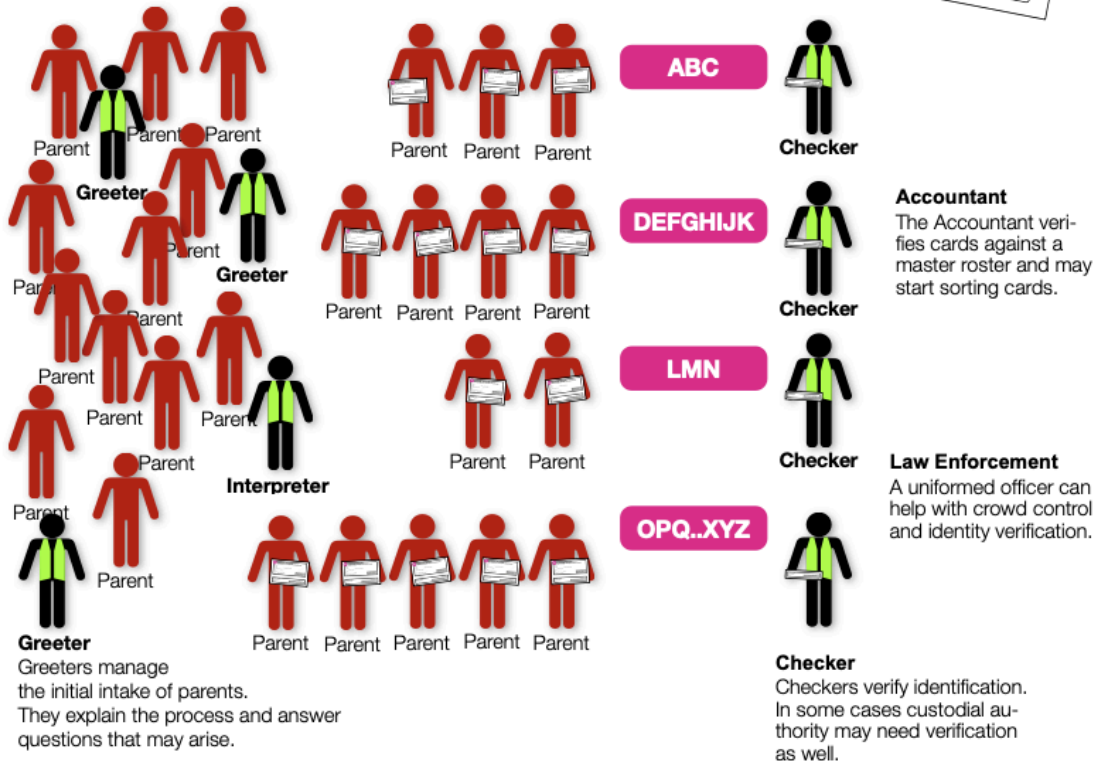
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# in 6 easy steps

## Step 4

### Reunification Area

At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

## Step 5

### Student Reunification

The Reunifier returns the student to their parents asking the student if they feel comfortable leaving with that adult. They then note the time, and initial the bottom of the card.

## Step 6

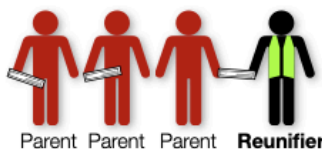
### Accountability

The Reunifier delivers the bottom of the card to the Student Assembly Accountant. The Accountant may start sorting the cards.

Parent/Guardian completed: <b>Suzie Smith</b>	Student Grade: _____
Teacher: <b>PH</b>	Student Assembly Area: _____
Student Release: <b>July 4th 2024</b>	Time: _____

Parent/Guardian completed: <b>Suzie Smith</b>	Student Grade: _____
Teacher: <b>PH</b>	Student Assembly Area: <b>15:25 PH</b>
Student Release: <b>July 4th 2024</b>	Time: _____

Parent/Guardian completed: <b>Suzie Smith</b>	Student Grade: _____
Teacher: <b>PH</b>	Student Assembly Area: <b>15:25 PH</b>
Student Release: <b>July 4th 2024</b>	Time: _____



### Principal

It may be beneficial to have the school principal in the area where students and parents are reunited.

## What If?

### the student isn't there?

If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

Parent/Guardian completed: <b>Suzie Smith</b>	Student Grade: _____
Teacher: <b>PH</b>	Student Assembly Area: _____
Student Release: <b>July 4th 2024</b>	Time: _____

## Separate

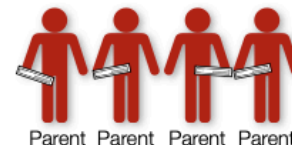
### the parent from the line

The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.



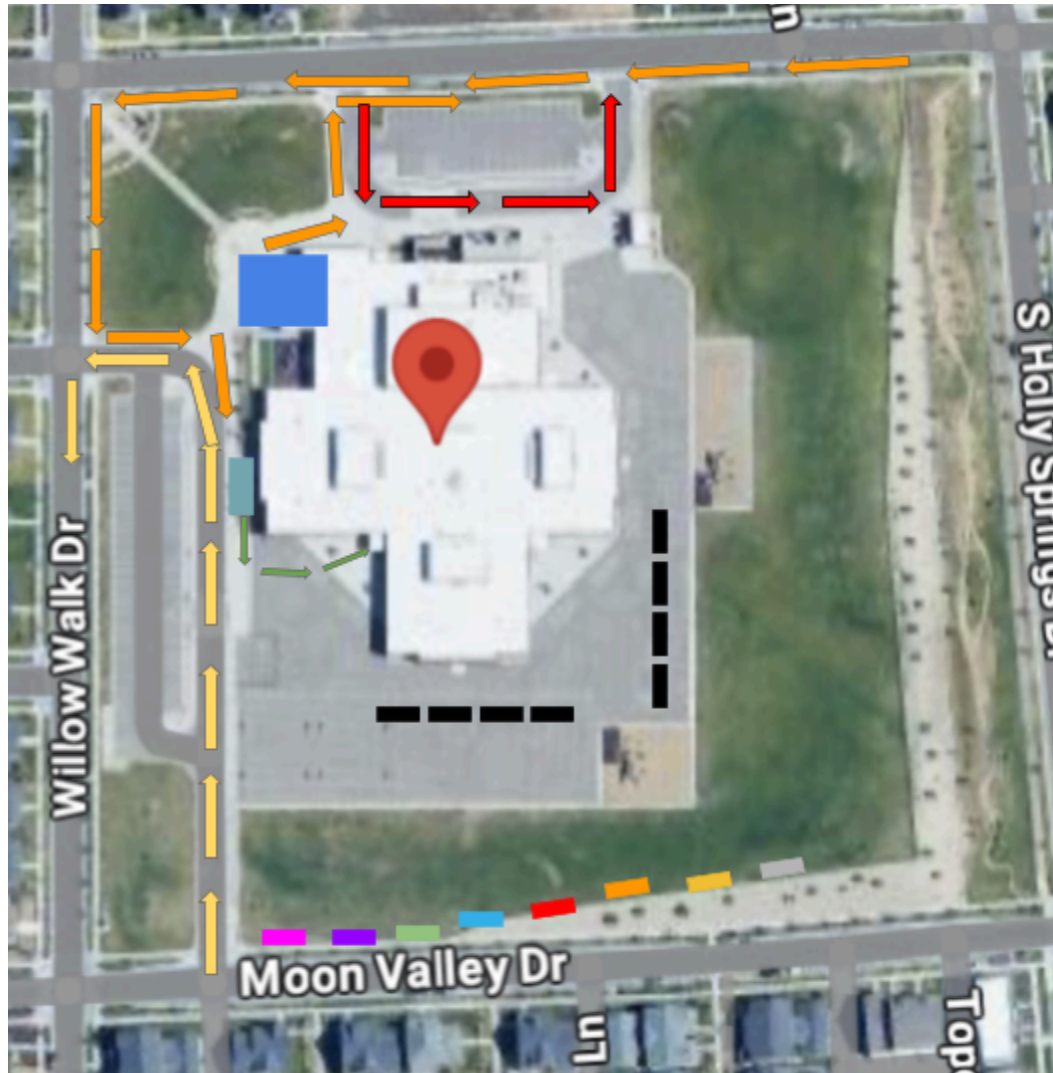
### Law Enforcement

A uniformed officer can help with crowd control and keep the peace.



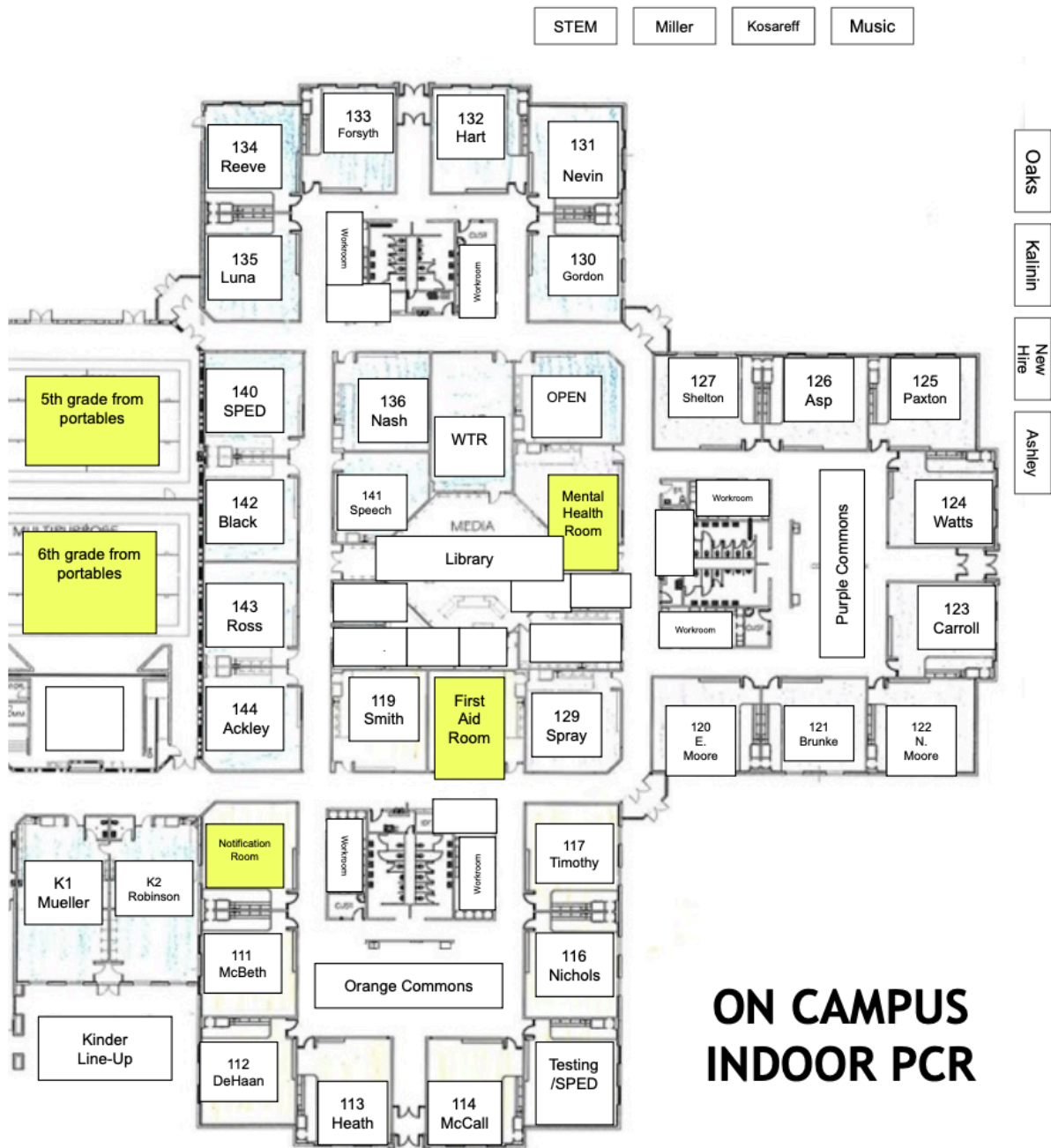
## On-Campus, Indoor PCR Process

1. Teachers will take their students to their classrooms following the same shelter-in-place drill. The classes in the portables will come into the gym and cafeteria (only if told to do so). Portables 1-4 (6th grade), will go to the gym and portables 5-8 (5th grade) will go to the cafeteria (teachers should make sure ALL students are accounted for after entering the building).
2. All aides report to the office for assignments (Recess, classroom, wellness, WTR).
3. Student count needs to be taken and uploaded to the [Reunification Accountability Sheet \(linked\)](#)
4. Checkers and greeters will set up Check-in and Reunification areas (West Parking Lot (student drop-off entrance)).
5. Checkers/Reunifier will meet at the Reunification area to begin parent/child reunification process
  - a. Greeters will pass out the JSD Reunification Card to parents and direct them to the car/walking lines.
  - b. Checkers will inspect the Reunification Card for completeness and initial the card after checking the ID of the parent/guardian, write the number card, then give the parent/guardian the number to place in windshield or to hold
    - i. 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.
    - ii. Parents that walked will be given a number and directed to stand in the Reunification Area.
    - iii. If a parent/guardian doesn't have the proper ID, they will be referred to the Special Circumstances staff for verification
  - c. Checkers will then give the card to a Reunifier to retrieve the student (s) from their classroom/holding area. Parents will be directed to wait for their child(ren)
  - d. Reunifier will retrieve the student (s), take them directly to the Reunification Area, find the car/walker with the matching number card, note the time of the reunification on the Reunification Card, initialize it, and give it to the Documentation Officer. They will then go back to the "Information Check Area" to get another card.
6. Teachers will continue to teach/keep students occupied while they are waiting for all students to be picked up
7. Teachers should make note of any students with health concerns.



Map Key	
<span style="color: red;">—</span>	Emergency Vehicles Only
<span style="color: orange;">—</span>	Walking Parent Route
<span style="color: yellow;">—</span>	Driving Parent Route
<span style="color: green;">—</span>	Reunifier Route
<span style="color: blue;">—</span>	Reunification Area
<span style="color: lightblue;">—</span>	Information Check Table

On Campus INDOOR PCR



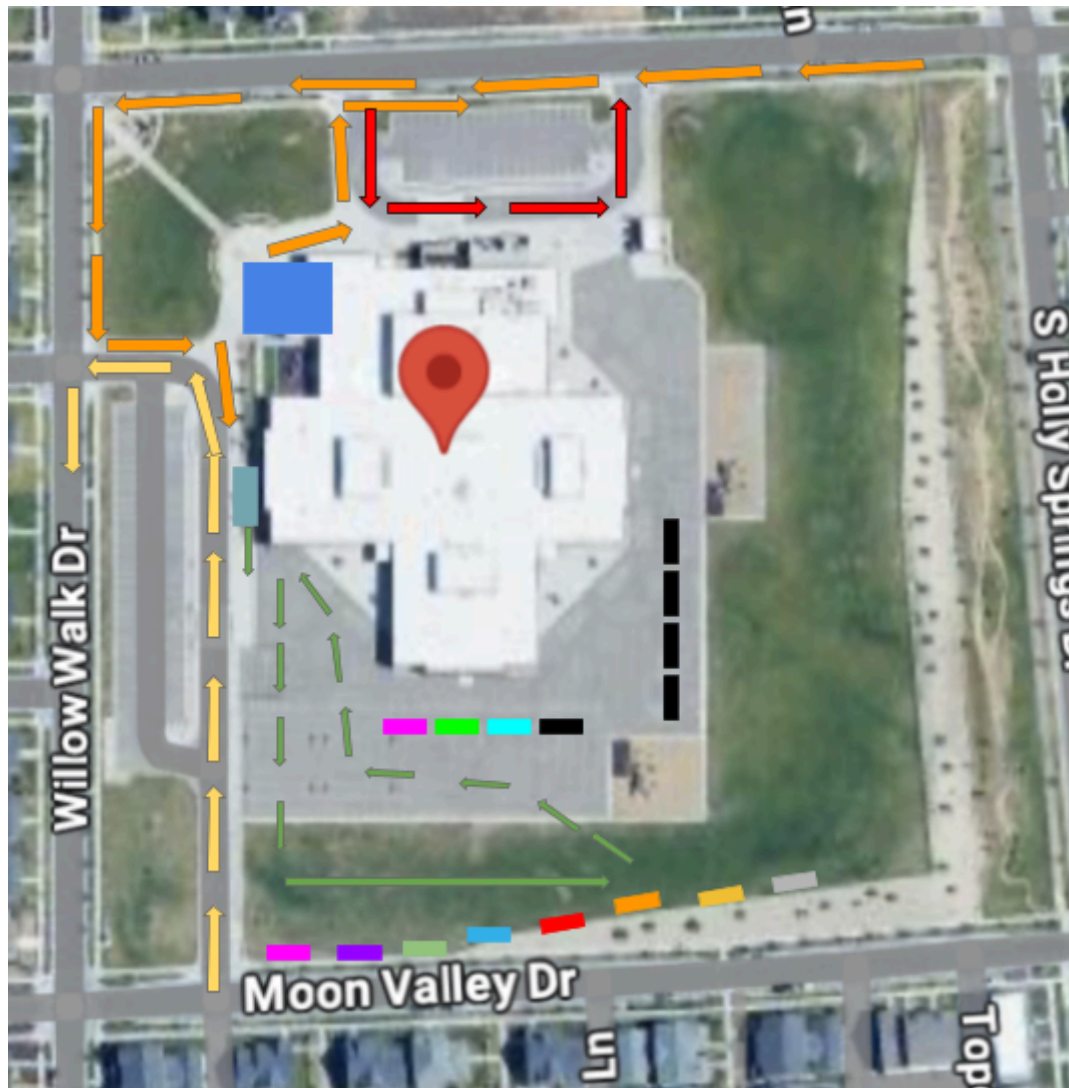
**ON CAMPUS  
INDOOR PCR**



## **On-Campus, Outdoor PCR Process**

1. Teachers will take their students to their assigned colored evacuation area on the field
2. Student counts need to be taken and reported via Walkie to Incident Command
3. All aides report to the West Parking lot for assignments (Recess, classroom, wellness, WTR).
4. Checkers and greeters will set up Check-in and Reunification areas (West Parking Lot (student drop-off entrance).
5. Checkers/Reunifier will meet at the Reunification area to begin parent/child reunification process
  - a. Greeters will pass out the JSD Reunification Card to parents and direct them to the car/walking lines.
  - b. Checkers will inspect the Reunification Card for completeness and initial the card after checking the ID of the parent/guardian, write the number card, then give the parent/guardian the number to place in windshield or to hold
    - i. 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.
    - ii. Parents that walked will be given a number and directed to stand in the Reunification Area.
    - iii. If a parent/guardian doesn't have the proper ID, they will be referred to the Special Circumstances staff for verification
  - c. Checkers will then give the card to a Reunifier to retrieve the student (s) from their classroom/holding area. Parents will be directed to wait for their child(ren)
  - d. Reunifier will retrieve the student (s), take them directly to the Reunification Area, find the car/walker with the matching number card, note the time of the reunification on the Reunification Card, initialize it, and give it to the Documentation Officer. They will then go back to the "Information Check Area" to get another card.
6. Teachers will continue to keep students occupied while they are waiting for all students to be picked up
7. Teachers need to be aware of who is coming onto the field. Students cannot leave the field without a Reunifier coming to pick them up.
8. Teachers should make note of any students with health concerns.





Map Key	
<span style="color: red;">—</span>	Emergency Vehicles Only
<span style="color: orange;">—</span>	Walking Parent Route
<span style="color: yellow;">—</span>	Driving Parent Route
<span style="color: green;">- - -</span>	Reunifier Route
<span style="color: blue;">■</span>	Reunification Area
<span style="color: lightblue;">▭</span>	Information Check Table
<span style="color: pink;">▭</span>	Notification Room
<span style="color: green;">▭</span>	First Aid Room
<span style="color: cyan;">▭</span>	Mental Health Room

On Campus, OUTDOOR PCR

## Off-Campus PCR Process

1. Teachers will take their students to their assigned colored evacuation area on the field
2. Student counts need to be taken and reported via Walkie to Incident Command
3. Upon direction of Incident Command, teachers will lead their students on the designated path to Highland Park.
  - a. Exit the field using the gate on the north side of the building (by the cafeteria)
  - b. Head East on Arranmore Dr. and follow the road until you get to Ivy Glenn Way
  - c. Cross South Jordan Parkway to Highland Park Trail
  - d. Follow Highland Park Trail to the Pickleball Courts
  - e. After entering the Pickleball Courts, go to your assigned area (see map), line students up alphabetically and have them sit in a class line.
    - i. Notification Room: will be determined upon arrival
    - ii. First Aid Room: will be determined upon arrival
    - iii. Mental Health Room: will be determined upon arrival
    - iv. **SPED, Counseling, and ALL ESPs (cafeteria, rotations, classroom aides, recess, WTR, wellness, custodial) will report to Incident Command (Info Table by Courts) for assignments.**
4. Checkers and greeters will set up Check-in and Reunification areas. Checkers/Reunifier will meet at the Reunification area to begin parent/child reunification process
5. Greeters will pass out the JSD Reunification Card to parents and direct them to the car/walking lines.
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  - ii. Parents that walked will be given a number and directed to stand in the Reunification Area.
  - iii. If a parent/guardian doesn't have the proper ID, they will be referred to the Special Circumstances staff for verification

- b. Checkers will then give the card to a Reunifier to retrieve the student (s) from their classroom/holding area. Parents will be directed to wait for their child(ren)
  - c. Reunifier will retrieve the student (s), take them directly to the Reunification Area, find the car/walker with the matching number card, note the time of the reunification on the Reunification Card, initialize it, and give it to the Documentation Officer. They will then go back to the “Information Check Area” to get another card.
8. Teachers will continue to keep students occupied while they are waiting for all students to be picked up
9. Teachers need to be aware of who is coming onto the Pickleball Courts. Students cannot leave the field without a Reunifier coming to pick them up.
10. Teachers should make note of any students with health concerns.



**STUDENT/STAFF WALKING ROUTE MAP**





**STUDENT LOCATION IN PICKLEBALL COURT**  
**EACH CLASS WILL SIT IN A LINE ALPHABETICALLY**



**PCR DRIVING/WALKING MAP**



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