



*Parent & Child  
Reunification Plan*

Aspen Elementary

# 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 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 (JSD Website, 2015).”

# Reasons for Parent-Child Reunification

- Severe weather & flooding
- Power or water outages
- Earthquake
- Crisis near or at school
- Dangerous intruder

# Locations of Parent-Child Reunification

## Type of P-CR

## Location of P-CR

Indoor On-Campus

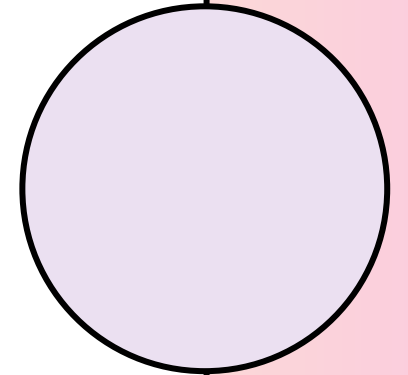
Colored Evacuation Spots

Outdoor On-Campus

Colored Evacuation Spots

Off-Campus

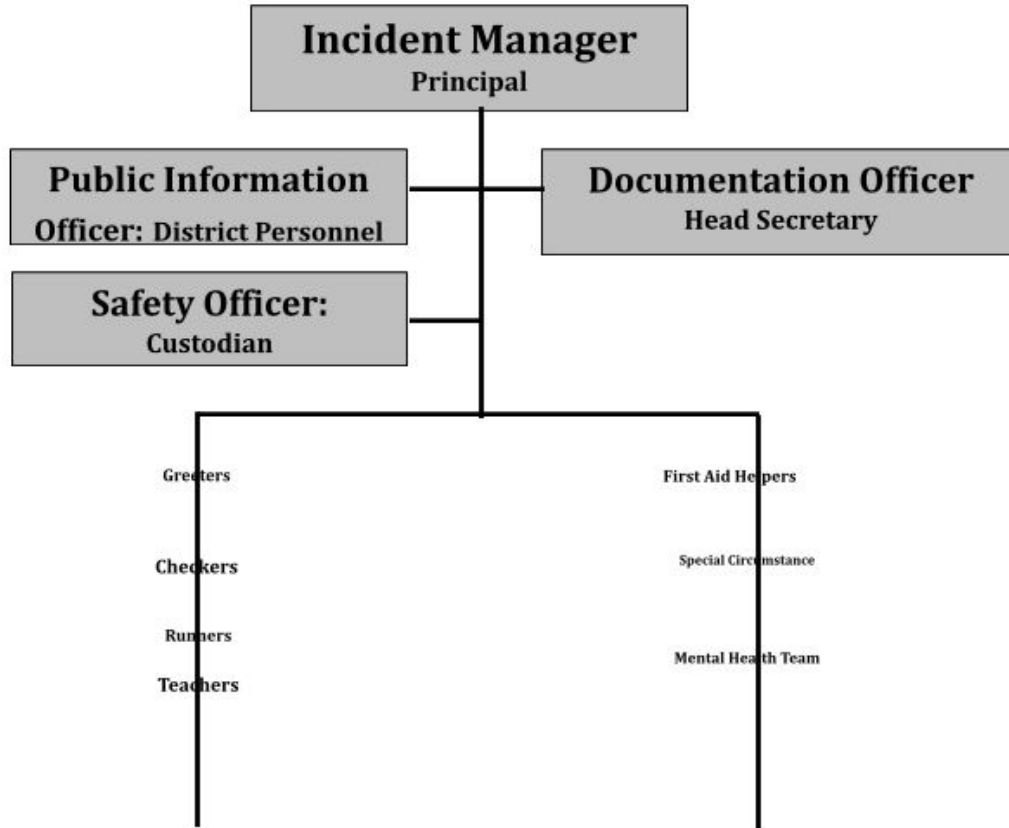
Highland Park - Tennis Courts  
6050 W Lake Ave,  
South Jordan, UT 84009



# Process for off campus P-CR

- 1) Teachers will escort their classes to the off campus PCR meeting point. We will meet at Highland Park - Tennis Courts 6050 W. Lake Ave.
- 2) Student accounting documentation procedures need to be completed (mark attendance).
- 3) Checkers and Greeters will set up the Check-in and Reunification areas at this time.
- 4) Checkers/Runners will then meet at the Check-in area to begin the reunification of parents and children.
- 5) Teachers will keep students occupied until all students have been picked up.
- 6) Teachers should be aware of any students who have health concerns.

# P-CR Responsibilities



Role	Responsibilities
Incident Manager	Defining and coordinating the objective of accountable, easy, reunification of students with parents. Point of contact for Fire, Medical, or Law Enforcement.
Public Information Officer	Communicating with Parents and Press, if appropriate. Coordinating use of mass call or text messages.
Safety Officer	General site observation and safety concern remedy.
Documentations Officer	Document incident. Oversee documentation of student release, first aid, mental health, and notification rooms.
Teachers/ Reuniting Teachers	Teachers or Staff in Classrooms or Student Holding Areas. Teachers should continue teaching or keeping students occupied. They will also help identify students for runners. Teachers may be given another assignment if necessary.
Greeters	Initial setup of the Check-In Area, Student Holding Areas, Student Release Point, and signs. Help coordinate the Parent Lines. Tell parents about the process. Help verify identity of parents without ID.
Checkers	Initial setup of the Check-In Area, Student Holding Areas, Student Release Point, and signs. Verify ID and custody rights of parents/guardians. Direct Parents to Reunification Location.
Runners	Take Reunification Card to Classroom or Student Holding Area, recover student and bring to Reunification Area.
Special Circumstances	Assist in resolving issues for parents/guardian without proper identification or for students that are in the first aid, mental health rooms. This will include parents of students that are unaccounted for. Assistance will take place in the Notification Room.
First Aid Helpers	Stand by unless needed
Mental Health Team	Stand by unless needed-- District personnel will provide support as needed.

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Administration

Administration

Custodian

Administration

Grade Level Teachers

Front Office Staff

Front Office Staff

Grade Level Leads

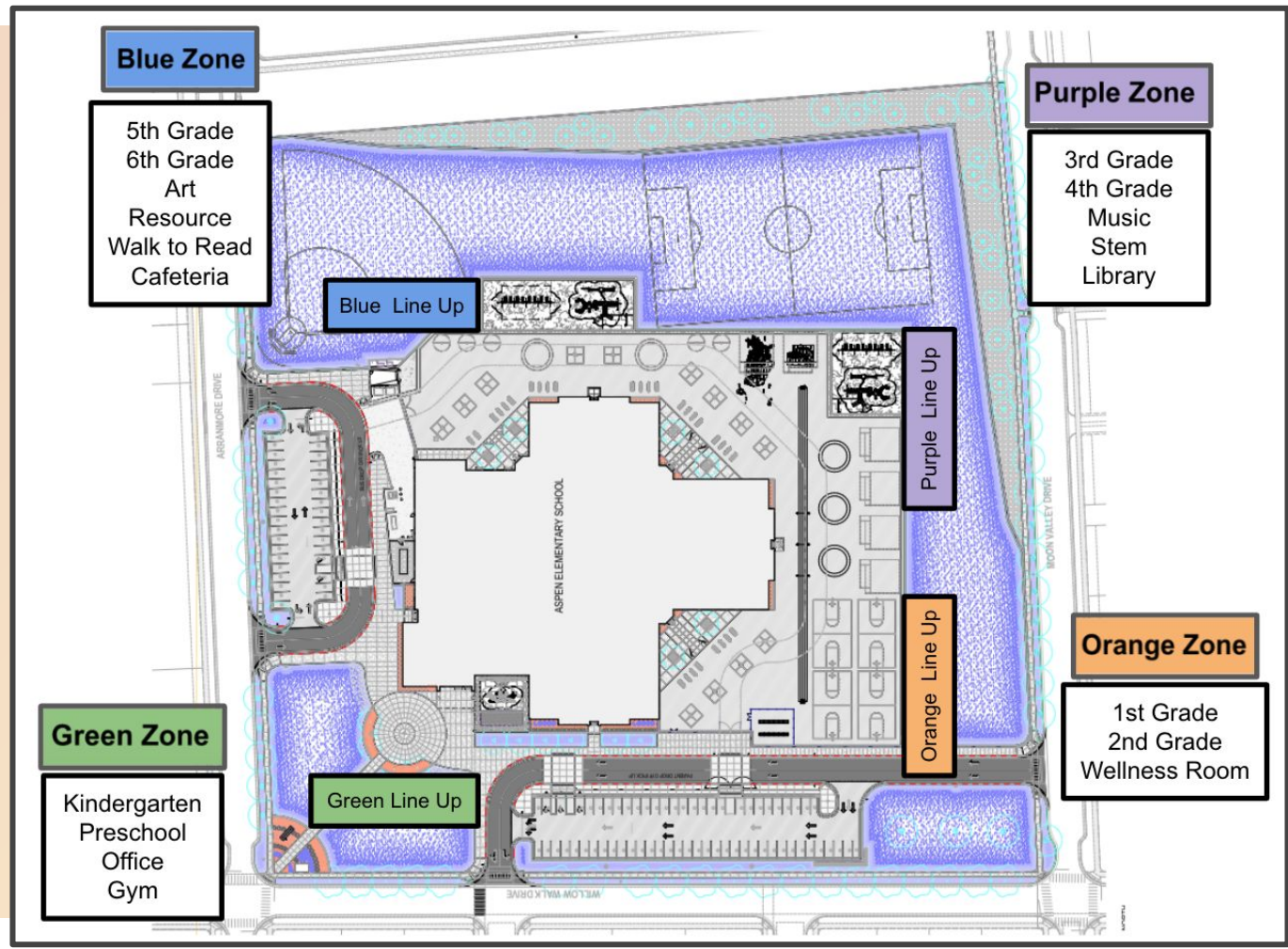
Administration

Certified First Aid Employees

Special Education Departmen



# Map for P-CR plan @ Aspen Outside





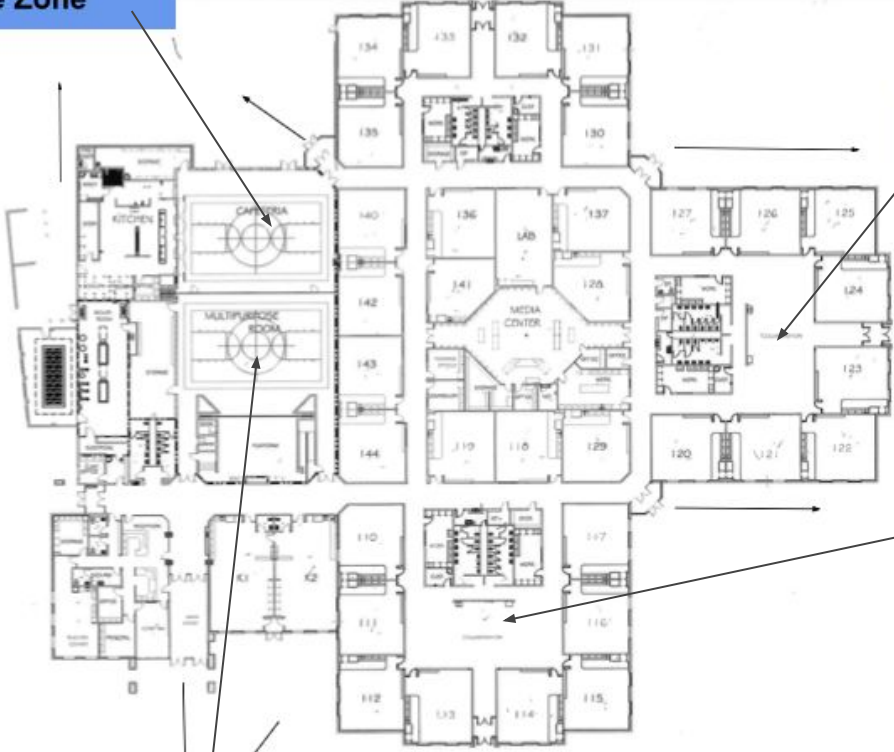
# Map for P-CR plan @ Aspen Inside

Blue Zone

Purple Zone

Orange Zone

Green Zone



Aspen Elementary Evacuation Meeting Spots

# Map for P-CR plan @ Highland Park



Entrance

Exit

High Parent Check In

Reunification

STUDENTS  
K-6



- Students will be grouped by grade-level in different areas inside of the church but kept close together in one general location.
- Teachers will supervise students and keep them occupied until reunification is complete.

Entrance

Exit

Parent Check In

Pre-School

1st Grade

3rd Grade

5th Grade

Kindergarten

2nd Grade

4th Grade

6th Grade

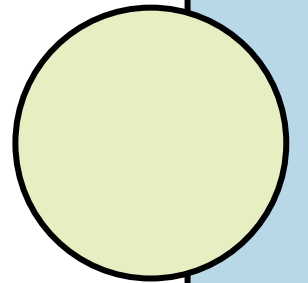
# Procedure for P-CR

- 1) Greeters will pass out JSD Reunification Checkout Cards (See Appendix A) to parents and direct them to the appropriate car/walking line **according to the last name of the youngest student.**
- 2) Checkers will inspect the Reunification Checkout Card for completeness and initial the card after verifying parent/guardian ID.
  - a. Parents/Guardians in vehicles will remain in their vehicles and given a number to place in their front-door window. The vehicles with reunification numbers will be asked to drive to the west side of the school and remain in their vehicles for reunification.
  - b. Parents/Guardians on foot will be given a number and directed to stand in line on the west side of the school, where they will wait for reunification.
  - c. If a parent/guardian does *not* have the proper identification, they will be referred to the Special Circumstances staff.
- 3) Checkers will then give the Reunification Checkout Card to a Runner to retrieve the student(s) from their classroom or holding area. Parents will be directed to wait at the Reunification Area for their child(ren)
- 4) Runners will escort students to the gym or directly to the Reunification Area. Runners will ensure reuniting teachers locate them through the use of the green number cards.
- 5) Reuniting teachers identify the runner's student(s) and corresponding vehicle number, document the time of reunification, and initial the card. The card will then be given to the Documentation Officer.

**There is nothing more precious to a parent than a child, and nothing more important to our future than the safety of all our children.**

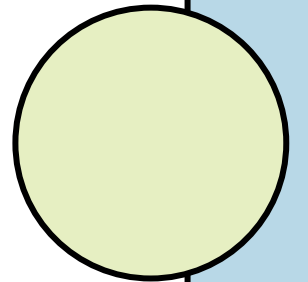
-President Bill Clinton

# Pre-School Zone

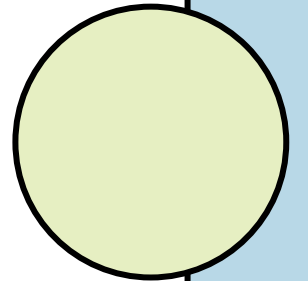




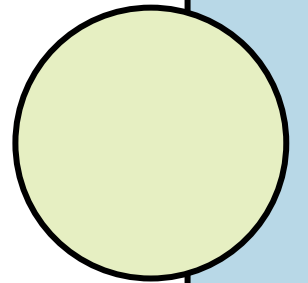
# Kindergarten Zone



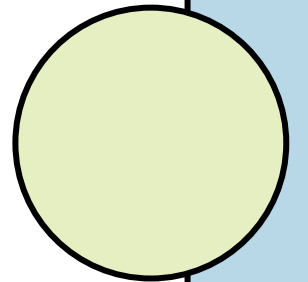
# 1st Grade Zone



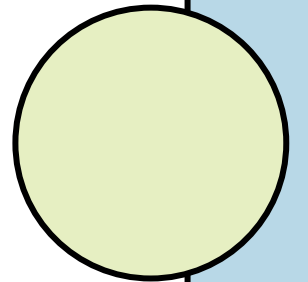
# 2nd Grade Zone



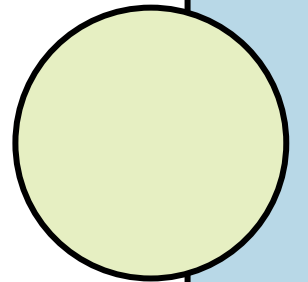
# 3rd Grade Zone



# 4th Grade Zone



# 5th Grade Zone





# 6th Grade Zone

