



# SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## Agenda Item Summary

Meeting Date: November 30, 2023

Agenda Section: Presentation / Report

Agenda Item Title: District Reunification Drill

From: Eugene Tovar – Chief of Police/ Emergency Management Coordinator; Joseph Gallego; Safety Officer and Aaron Galviz; Assistant Principal

Description: Provide training details of the reunification drill conducted at Kazen Middle School.

Recommendation: To provide a safe and secured learning environment

Funding Budget Code and Amount:

# THE PROCESS

# SRM Staging the

## ASSEMBLY AREA STUDENTS ENTER OUT OF PARENTAL VIEW

Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium.

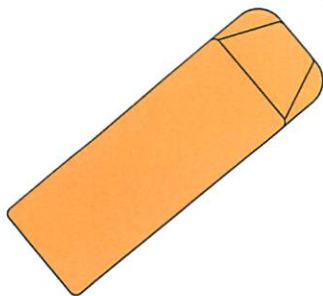
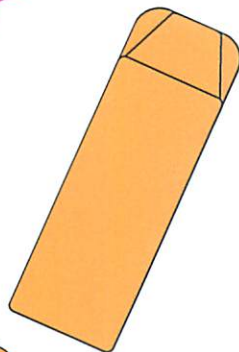
It is important that students are not in view of their parents.

### Law Enforcement

Often an Officer is posted where students are disembarking.



Transport Students to Site

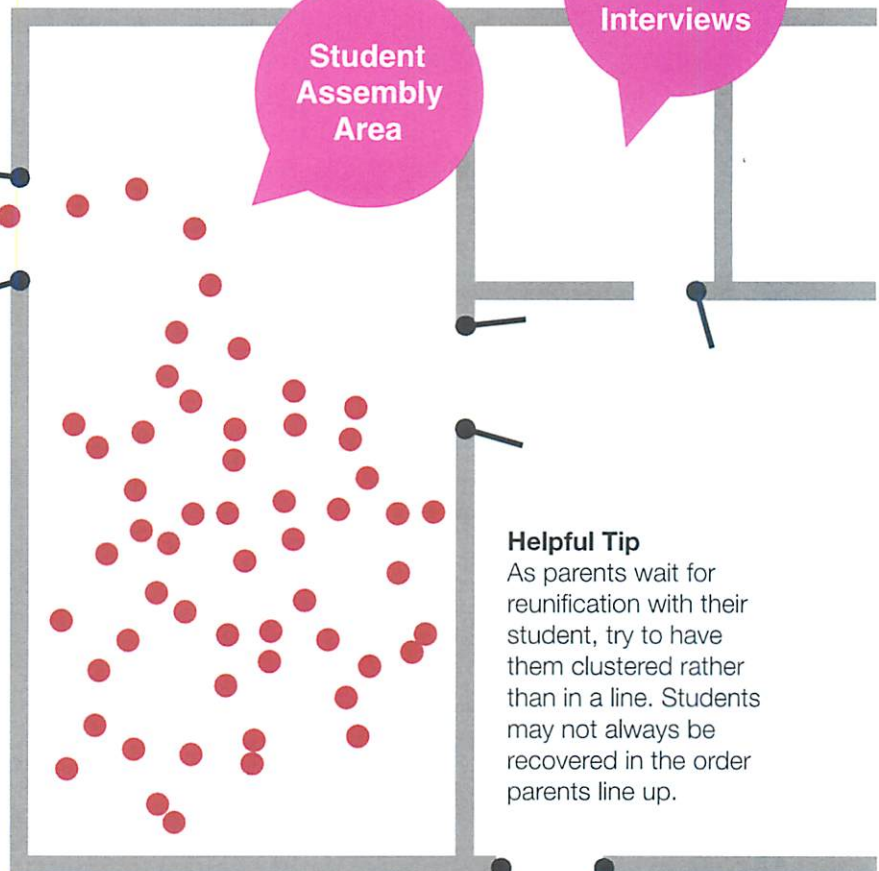


## GREETING AREA PARENTS ARE MET HERE

As parents arrive, signage directs them to general check-in area. Greeters begin the process by asking parents to complete the Reunification Card

Law Enforcement Interviews

Student Assembly Area



### Helpful Tip

As parents wait for reunification with their student, try to have them clustered rather than in a line. Students may not always be recovered in the order parents line up.

### Law Enforcement

Often an Officer is posted where parents wait for reunification.



Reunification Area

# Reunification Site

## CHECK-IN TABLE

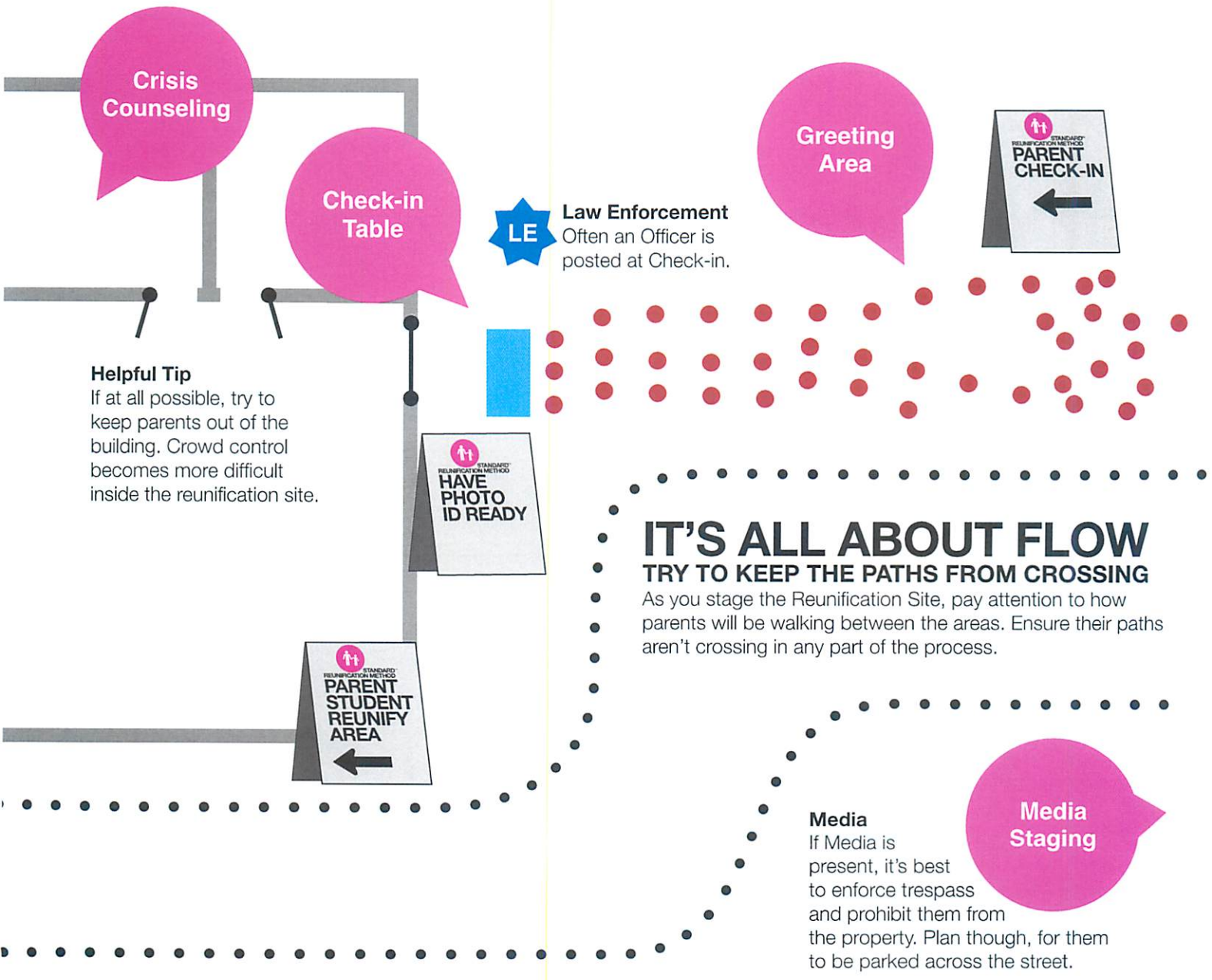
### SET UP MULTIPLE LINES

Establish parallel check-in lines based on first initial of last name.

## REUNIFICATION AREA

### PARENT STUDENT REUNIFICATION

As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.



## IT'S ALL ABOUT FLOW

### TRY TO KEEP THE PATHS FROM CROSSING

As you stage the Reunification Site, pay attention to how parents will be walking between the areas. Ensure their paths aren't crossing in any part of the process.



# 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** (to be filled out by parent)  
Have photo identification out and ready to show school district personnel.

Student Name \_\_\_\_\_  
Student Grade \_\_\_\_\_ Student Cell Phone Number \_\_\_\_\_  
Name of person picking up student \_\_\_\_\_  
Signature \_\_\_\_\_  
Phone number of person picking up student \_\_\_\_\_  
Relationship to student being picked up \_\_\_\_\_  
Photo identification matches name of person picking up student? Y or N \_\_\_\_\_

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Parent completes: \_\_\_\_\_  
First Student Name Again \_\_\_\_\_  
Student Grade \_\_\_\_\_  
Student Birthday \_\_\_\_\_

School personnel completes upon release of student: \_\_\_\_\_

**Reunification Information** (to be filled out by parent)  
Have photo identification out and ready to show school district personnel.

Student Name Suzie Smith  
Student Grade 8th Student Cell Phone Number 720-554-1212  
Name of person picking up student John Smith  
Signature John Smith  
Phone number of person picking up student 720-554-7123  
Relationship to student being picked up Parent  
Photo identification matches name of person picking up student? Y or N \_\_\_\_\_

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Parent completes: Suzie Smith  
First Student Name Again \_\_\_\_\_  
Student Grade 8th  
Student Birthday July 4th 2004

School personnel completes upon release of student: \_\_\_\_\_

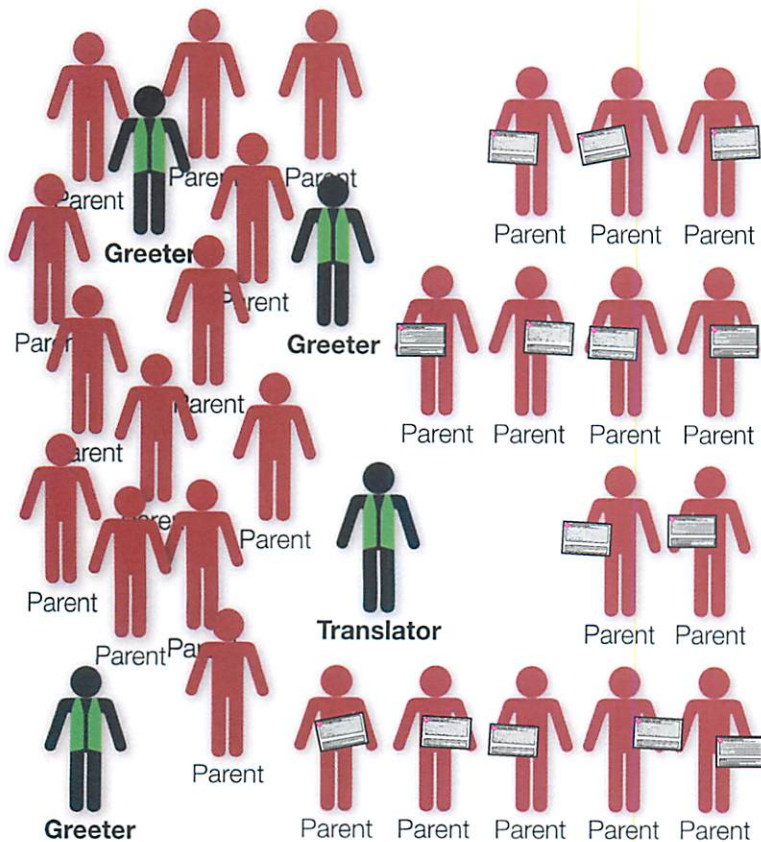
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Parent completes: Suzie Smith  
First Student Name Again \_\_\_\_\_  
Student Grade 8th  
Student Birthday July 4th 2004

School personnel completes upon release of student: \_\_\_\_\_



ABC



Checker



**Accountant**  
The Accountant verifies cards against a master roster and may start sorting cards.

DEFGHIJK



Checker

LMN



Checker



**Law Enforcement**  
A uniformed officer can help with crowd control and identity verification.

OPQ..XYZ



Checker

Checkers verify identification. In some cases custodial authority may need verification as well.

**Greeter**  
Greeters manage the initial intake of parents. Explaining the process and answering questions that may arise.

# 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.

Parent completes: <u>Suzie Smith</u>	Actual parent completes upon release of student
Print Student Name Again: <u>Suzie Smith</u>	
Student Grade: <u>8th</u>	
Student Birthday: <u>July 4th 2004</u>	

## STEP 5 STUDENT REUNIFICATION

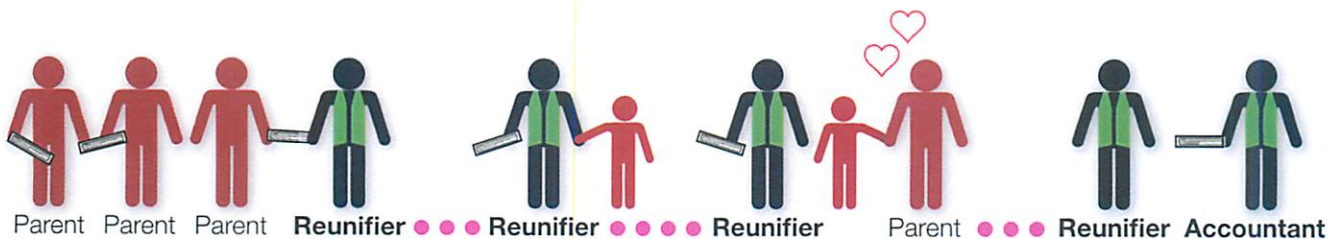
The Reunifier returns the student to their parents. They then note the time and initial the bottom of the card.

Parent completes: <u>Suzie Smith</u>	Actual parent completes upon release of student
Print Student Name Again: <u>Suzie Smith</u>	
Student Grade: <u>8th</u>	
Student Birthday: <u>July 4th 2004</u>	Time: <u>15:25</u> Initial: <u>PH</u>

## STEP 6 ACCOUNTABILITY

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

Parent completes: <u>Suzie Smith</u>	Actual parent completes upon release of student
Print Student Name Again: <u>Suzie Smith</u>	
Student Grade: <u>8th</u>	
Student Birthday: <u>July 4th 2004</u>	Time: <u>15:25</u> Initial: <u>PH</u>



### Principal

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

## 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 completes: <u>Suzie Smith</u>	Actual parent completes upon release of student
Print Student Name Again: <u>Suzie Smith</u>	
Student Grade: <u>8th</u>	
Student Birthday: <u>July 4th 2004</u>	

## SEPARATE 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.



# RESOURCES





# STANDARD REUNIFICATION METHOD GLOSSARY

**Checkers** Verify ID and possibly custody rights of parents or guardians. Direct parents to Reunification Area.

**Communications** Facilitate radio and other communication needs.

**Entertainment Director** At the elementary level, deploying a projector and screen can reduce student stress. With middle and high school students, consider turning on a television and tuning to local news.

**Facilities** Coordinate any physical site needs.

**Finance/Administration Chief** Establish and manage administrative staff.

**Flow Monitor** Observe and remedy process hiccups.

**Greeters** Help coordinate the parent lines. Tell parents about the process. Help verify parents without ID.

**Kid Wranglers** Teachers or staff in the Assembly Area manage students.

**Leads** For span of control, some roles may need leads.

**Liaison Officer** Communicate with Fire, Medical or Law Enforcement.

**Logistics Chief** Establish and manage logistical staff.

**Nutrition Services** Provide snacks and water.

**Operations Chief** Establish and manage operational staff.

**Parent Check-in Director** Establish and manage the check-in process.

**Planning Chief** Establish and manage planning staff.

**Public Information Officer** Communicate with parents, press and social media team, if appropriate. Coordinate use of mass call or text messages.

**Reunification Area** After check-in, area where parents wait for their students.

**Reunification Card** is completed by the parent or guardian.

**Reunification ID Pass (Green Icon)** Given to adults arriving from the impacted site.

**Reunification ID Pass (Pink Icon)** Given to district reunification team.

**Reunification Incident Commander** Coordinate Priorities, Objectives, Strategies and Tactics for an accountable, easy, reunification of students with parents.

**Reunifier** Take bottom of Reunification Card to Assembly Area, recover student and bring to Reunification Area. Ask student, "Are you ok going home with this person?"

**Runner** Assist Incident Command if needed.

**Safety Officer** Observe site and remedy safety concerns.

**School Principal** At the Reunification Area, serve as the "Face of the school."

**Scribe** Document events. A yellow pad is sufficient.

**Secure Assembly Area** At the impacted site, area where students are evacuated to/from their classrooms.

**Social Media Team** Communicate with Public Information Officer. Monitor social media. Tweet parents and press, if appropriate.

**Student Assembly Area** At the Reunification Site; the area where students wait for parents or guardians to arrive.

**Student Assembly Director** Establish and manage the Student Assembly Area.

**Transport** The process in which students are bused to the Reunification site.

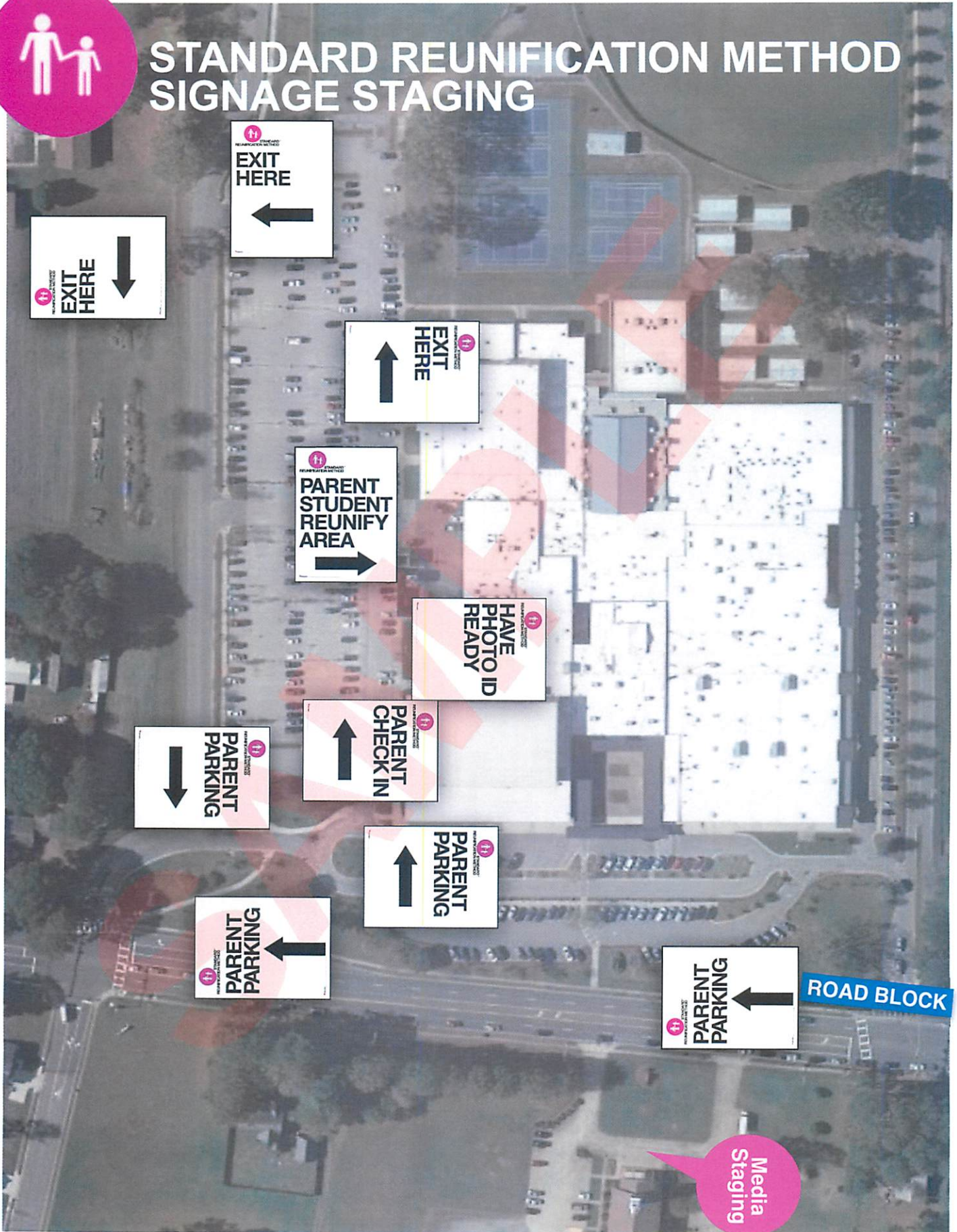
**Transportation** Directs transportation needs.

**Victim Services/Victim Advocates** provide psychological first aid.



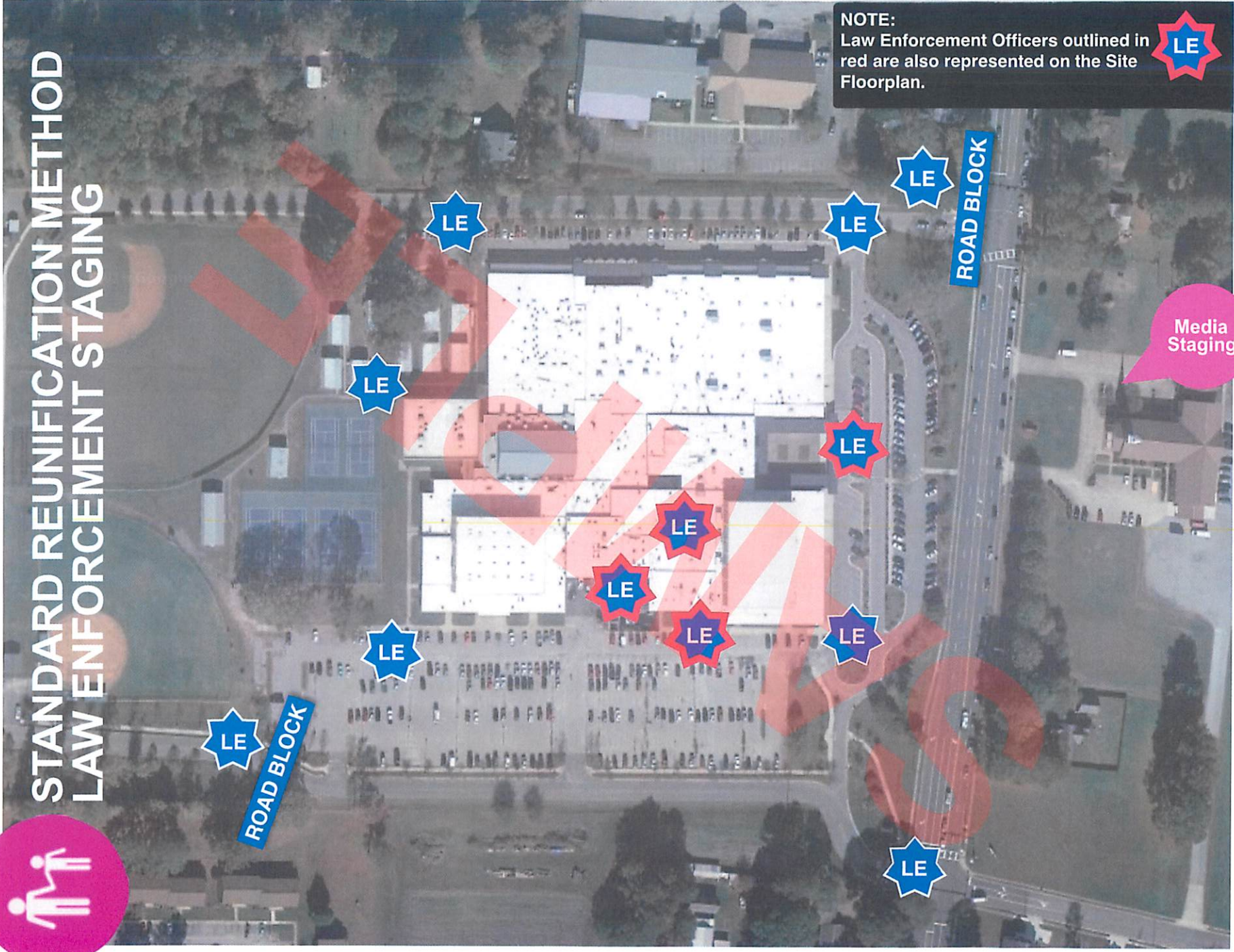


# STANDARD REUNIFICATION METHOD SIGNAGE STAGING





# STANDARD REUNIFICATION METHOD LAW ENFORCEMENT STAGING



**NOTE:**  
Law Enforcement Officers outlined in red are also represented on the Site Floorplan.

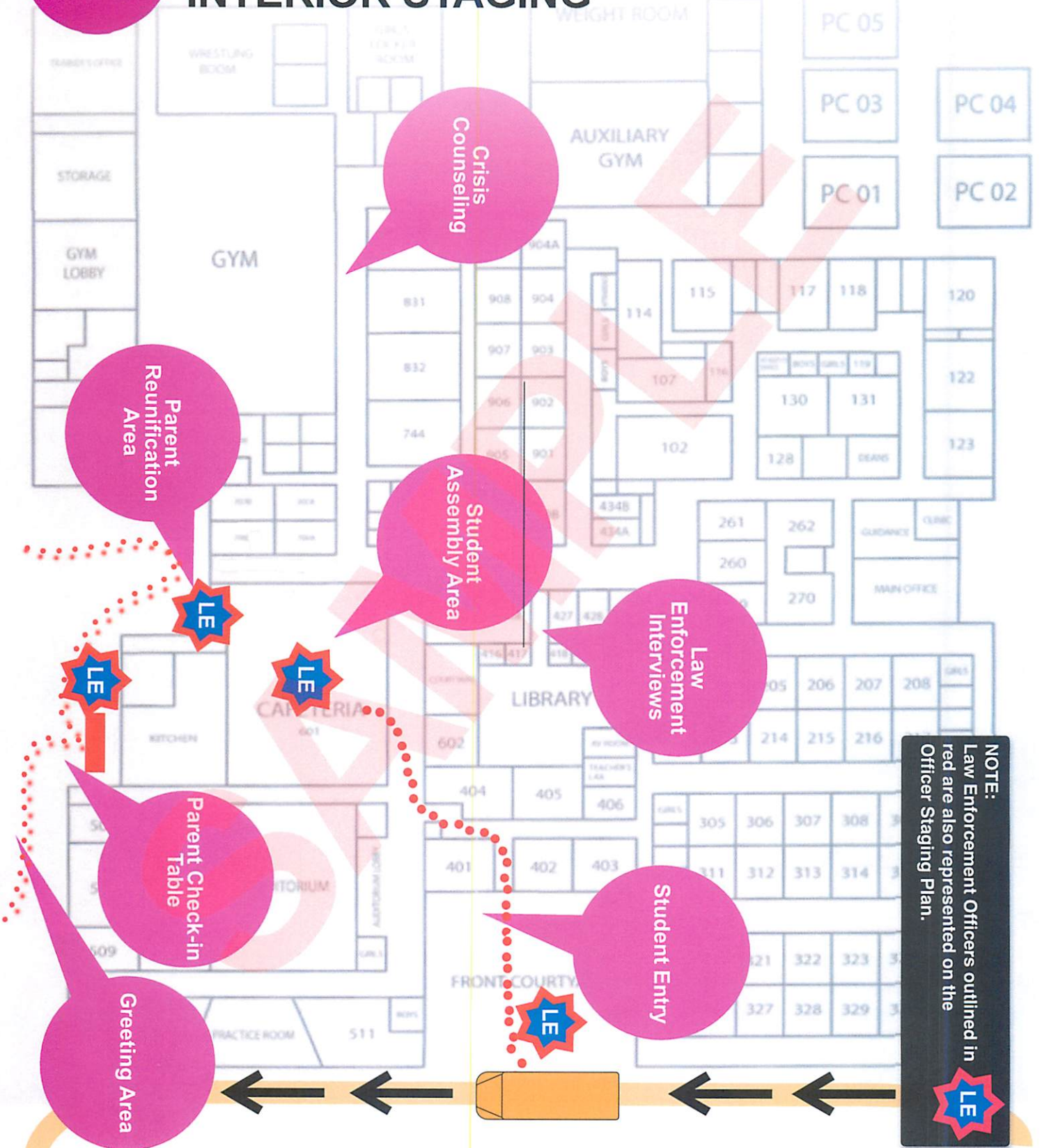


Media Staging





# STANDARD REUNIFICATION METHOD INTERIOR STAGING







# STANDARD REUNIFICATION METHOD FIRE/EMS STAGING

