

**WE EXPECT EXCELLENCE****WE INNOVATE****WE EMBRACE EQUITY****WE COLLABORATE**

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## **PARENT REUNIFICATION PLAN**

### **SITUATION:**

Student / Family Reunification, based upon the “I Love U Guys” Foundation’s Standard Reunification Method (SRM), is a part of our Multi-Hazard Emergency Preparedness Plan. Events may occur at school that require parents to pick up their students in a controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, a hazmat issue, or if a crisis occurs at a school.

The SRM is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### **BACKGROUND INFORMATION:**

The Beaverton School District (BSD) has been working for the past year with the Washington County Sheriff’s Office (WCSO), Beaverton Police Department (BPD), City of Beaverton Citizen Emergency Response Team (CERT) and Tualatin Hills Park and Recreation District (THPRD) on implementation of the SRM. We have selected a primary and several secondary sites to conduct reunifications. We participated in the debriefings after the Reynolds High School shooting response and the subsequent reunification. We have implemented the lessons learned from this incident. In addition we have:

- Provided training on Standard Response Protocol (SRP) and SRM to staff. We have worked with classified and certified staff. We formed a mobile training team made up of members from the Public Safety Office and School Resource Officers (SROs) from WCSO and BPD. Thirty five training sessions have been given or are pending.
- The SRM has been a topic at Central Office Leadership Meetings, Principals Meetings and our First Responder Educator Partnership Breakfasts.
- October 1, 2015 all Elementary Principals will participate in a two-hour training.
- Staff has been working on a communications plan. We are working to provide more information to students, parents and staff.
- We have included emergency management information in the Student Family Handbook, attached to this briefing sheet.
- We have enhanced the Public Safety web pages to include information on both the SRP and SRM.

**District Goal:** All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

- Superintendent Rose, in collaboration with Adams 12 Five Star School, produced a video for families advising them about a reunification. This is a key piece of the communications plan to advise parents. This is linked on our web page as well. (see <https://www.youtube.com/watch?v=7iOCxfgLLfk&feature=youtu.be>)
- We are in the process of rewriting our Emergency Procedures Manual and will include the SRM in the new version.
- We are active participants and sub-committee members of the Safe School Task Force created by HB 4087. Superintendent Rose has had conversations with Beaverton Police Chief Spalding (represents the Chief of Police) on the topic of school safety.
- We have been nationally recognized for our level of community collaboration and the focus we have on safety and security.
- Please note: The Multi-Hazard approach to emergency management is segmented into four parts: Mitigation, Preparedness, Response and Recovery. We are active in the Mitigation and Preparedness now, that is the basis of this on-going collaboration and training. If there is a “Response” we will use the SRP. If we have to do a Recovery we may use the SRM.



**RECOMMENDATION:**

It is recommended that the School Board review this plan.

- References
  - [www.iloveguys.org](http://www.iloveguys.org)
  - <https://www.beaverton.k12.or.us/depts/pubsafety/Pages/default.aspx>
  - <https://www.youtube.com/watch?v=7iOCxfgLLfk&feature=youtu.be>

# SCHOOL CRISIS RESPONSE

FIRE • FLOOD • NATURAL DISASTER • SCHOOL VIOLENCE • DEATH OF STUDENT OR STAFF MEMBER  
OFFICE OF PUBLIC SAFETY | 503.591.1911



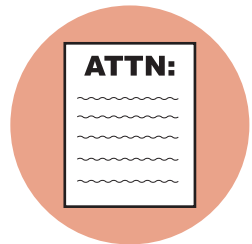
**CALL**

Kevin Sutherland  
Public Safety Officer  
503-591-1911

Maureen Wheeler  
Public Communication Officer  
503-591-4360

Leslie Rodgers\*  
STAT/TRT Coordinator  
503-591-4372

Executive  
Administrators



Distribute a brief written statement about the situation and distribute to staff members ASAP.



Hold a faculty meeting ASAP. Consider asking the District Crisis Intervention Team\* to conduct the faculty meeting, especially if the event has had a traumatic effect on the faculty as well.



Inform parent/guardian and prepare them to help their children cope with the crisis.



Designate Safe Spaces — One for students and one for staff members — where students and staff may gather to talk and grieve.



Plan follow-up communication and activities for ongoing support for students, staff and families.



Conduct a debriefing with the Crisis Management Team.

**CRISIS OCCURS**

**INFORM STAFF**

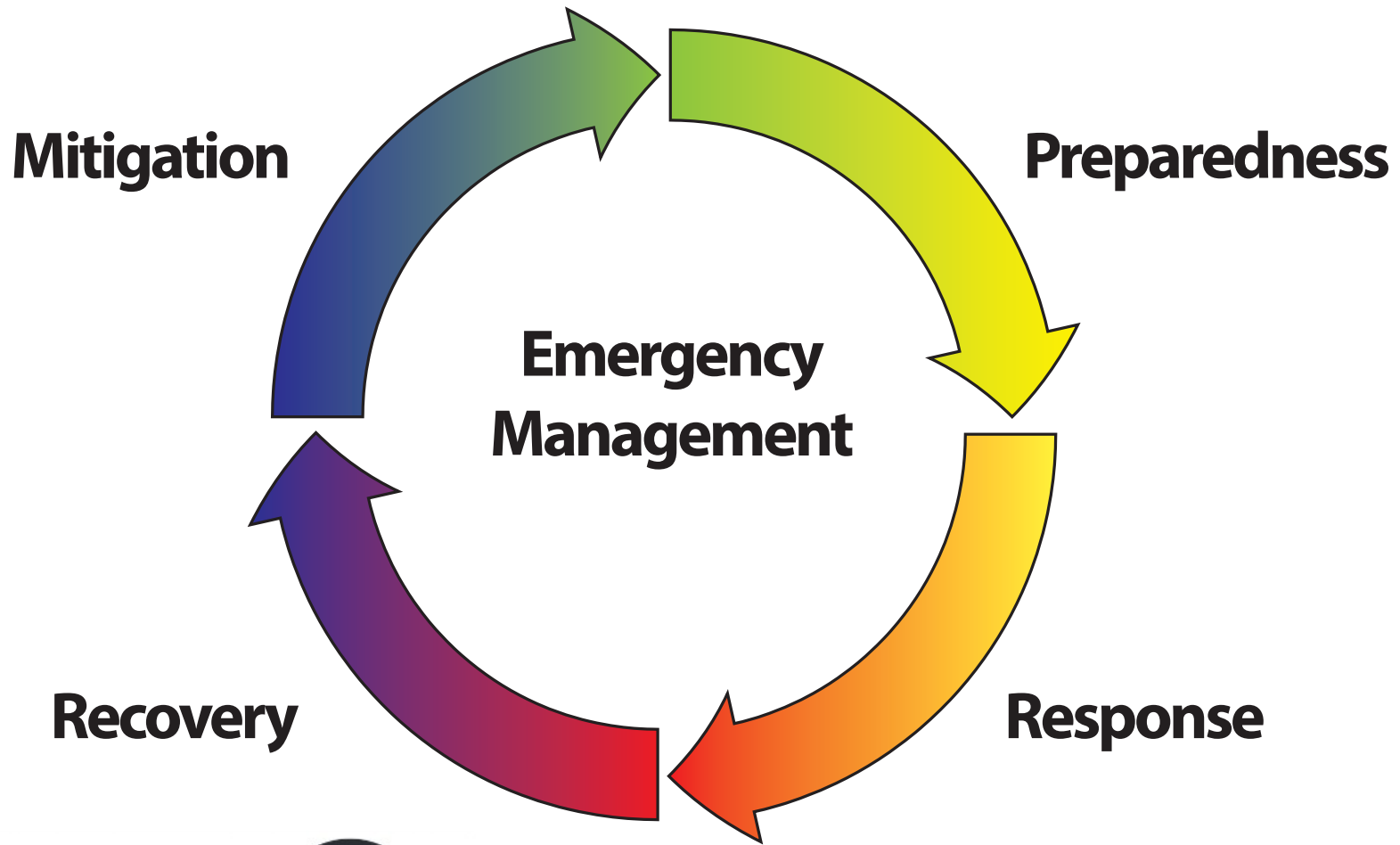
**ARRANGE FACULTY MEETING**

**INFORM PARENTS/GUARDIANS**

**DESIGNATE SAFE SPACES**

**PLAN FOLLOW-UP ACTIVITIES**

**CONDUCT TEAM DEBRIEFING**



A Practical Method to Unite Students with Parents After an Evacuation or Crisis.  
Based on the Adams 12, Five Star School District Practices.





# STANDARD™ RESPONSE PROTOCOL

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

## TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveuguy.org>



## LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

### STUDENTS:

- Return to inside of building
- Do business as usual

### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



## LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

### STUDENTS:

- Move away from sight
- Maintain silence

### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



## SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

### SAMPLE HAZARDS:

- Tornado
- Hazmat

### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

### STUDENTS:

- Appropriate hazards and safety strategies

### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



# standard<sup>TM</sup> reunification method

## Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

## Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

## Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

## What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

## What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

**Reunification Information** (PLEASE PRINT CLEARLY)  
Have photo identification out and ready to show school district personnel.

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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:**

Print Student Name Again .....

Student Grade ..... School personnel completes upon release of student

Student Birthday ..... TIME INITIALS OTHER

## How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

## Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

## Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

## Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



# COMMUNICATION TOOLS



Smartphone App  
(for district text alerts)



RSS Feed



Synergy



Bookmark the BSD website  
for banner information



Follow Principal on Facebook



Twitter



School Messenger



Radio &  
Television



Flash Alert