

Parent-Student Reunification Annex

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

1. The purpose of this annex is to provide for the safe orderly reunification of parents with their children because the school has been evacuated/closed or a traumatic event has occurred. Parent-Student Reunification is distinct from community based family reunification. This Annex is utilized when students are in the care of the school district, and due to an incident effecting the school, the district must return the students into parental care.

B. Scope

1. This annex applies to all students, staff, parents, and emergency support providers of the [XXX] School/District. Other annexes that may be applied in conjunction with reunification include: Communications, Evacuation, Public Information, and Accounting for All Persons.

C. Situation Overview

1. There are a wide variety of emergency situations that may call for parent-student reunification. In particular, parent-student reunification may be needed when a school is evacuated or closed as a result of the occurrence of a hazard identified in the Hazard Analysis Summary of the schools' Basic Plan.
2. The following reunification sites have been identified and memorandums of understanding obtained and provided under separate cover.

Name of Facility	Physical Address	Contact Name/Alternate	Phone Number

D. Assumptions

1. For the purpose of this document, the term "parent or parents" includes persons assigned as legal guardians.
2. Parents can become emotional and impatient with the parent-student reunification process.
3. Planning for reunification rests on hazard complexity. The characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant planning factors. These factors determine the size, scope, and complexity of the reunification process.
4. While some emergency situations are slow to develop, others occur without warning. In slow developing incidents, more time may be available to obtain needed resources and school staff, parents, and students may be less anxious. In fast moving incidents, reunification will be conducted with minimal response time. In fast moving incidents, there will be less time to obtain personnel and equipment from external sources to support reunification operations.

5. Persons other than those identified on the student's emergency release form may respond to pick up students.
6. Some parents will arrive without needed photo identification.
7. Notification of parents and/or parental response time, may require referral of students to Children and Youth Services.
8. The plan prepares the school/district to conduct both small-scale and large-scale reunification at all times of the day, both from known hazard areas and from unexpected incident locations.
9. Depending on the hazard, reunification can take place inside the school building, outside the school building, or at a distant site.

II. Concept of Operations

A. General

1. Reunification staff including team leaders and the site coordinator may be staffed by: existing school personnel, district level personnel, Intermediate Unit personnel, and/or other contracted personnel.
2. The school/district will use a multistage reunification system. Reunification Team members will be located in the following areas. The first area, the Student Holding Area, will be where students will wait for their parents. As parents arrive at the facility entrance, Welcome Staff will provide an over view of the reunification process. Parents will be directed to the Parent Check-in, where staff will ensure proper vetting. Vetted parents are then escorted to a Parent Holding Area. Staff will separately escort the student and parent reuniting them in the Parent-Student Reunification Area for subsequent release. See Reunification Process Flow Diagram.
3. Student Holding Area – Designated teacher/reunification team member will remain with their assigned students in the holding area. Each teacher/reunification team member will have a list of students assigned to their care. Students absent at the time of the incident will also be noted on the student list.
4. Parent Check-in – When a parent arrives, they will be asked for the name of the student(s) being picked up. The parent will be required to show photo identification (driver's license or other government issued photo identification). When parent identification for student release has been confirmed, a staff member will communicate with the Student Holding area by use of a [runner, radio or cellular telephone] to escort the designated student to the Reunification Area. Upon arrival at the Reunification Area, the Team Leader will ensure the parent signs the Parent-Student Release Form. The student will then be released to the parent's care.
5. If the child has been hospitalized or is deceased, staff will not provide the status of the child, but will escort the parent to the Mental Health Counseling Area. The Mental Health Counseling Area will be staffed by counselors and/or others trained to give such notifications.
6. Mental Health Counseling Area – Counselors and/or likewise trained persons, will be responsible to inform the parent that their child is not available for pick-up for any of the following reasons: injury, death, arrest, witness status, etc. In such circumstances staff members will:
 - a) Provide available information regarding the child in a sensitive way.
 - b) Assure the parent that everything possible is being done to safeguard their child or their child's remains.
 - c) Provide the parent with contact information regarding how they will be reunited with their child, or arrange release of remains.
 - d) Assist the parent with their trauma.
 - e) Provide opportunity for parent to obtain support from their family support system (family, friends, clergy).
 - f) As possible, protect parent privacy from undo media attention.
 - g) Call those parents who have not picked up their child.
 - h) When parent cannot be reached or respond to pick up their child, Children & Youth Social Services will be notified.

B. Traffic Control

1. The flow of traffic at the reunification site will be controlled by [a school-based law enforcement, local law enforcement, and fire police].
2. Traffic routing must allow for priority access by emergency vehicles.
3. Traffic control devices, including: [signs, barricades, traffic cones, and caution tape] will be provided through [County Emergency Management, Municipal Highway Maintenance or by the School/District].
4. The need to clear disabled/illegally parked vehicles by wrecker services will be directed to [school-based law enforcement, municipal law enforcement, and/or fire police].
5. Reunification events taking place at established primary or secondary sites will follow the attached "Traffic Access Control Plan."

C. Warning & Public Information

1. Parent, guardian, and public warning or notification will take place as detailed in the Communications Annex.

D. Access Control & Security

1. During reunification, security for staff, students, and parents will be the responsibility of all personnel.
2. The [School-based Law enforcement, or local law enforcement] will establish access control points limiting unauthorized access.
3. Reunification site security will follow multilayered controls. Elements of multilayered control include:
 - a) Upon arrival at site, conduct a security sweep of the exterior and interior to ensure the scene is safe.
 - b) Activate site-specific Traffic-Access Control Plan.
 - c) Monitor, maintain, and refine access control and security measures as needed.

E. Action by Phases of Emergency Management

1. Mitigation
 - a) Where possible, undertake mitigation for known hazards that have in the past led to situations requiring reunification.
 - b) Continually improve Parent-Student Reunification process, if needed.
 - c) Enhance warning systems to increase warning times and reduce the need for immediate evacuations, if possible
2. Preparedness
 - a) Identify primary and alternate reunification staff and team leaders.
 - b) Prepare reunification staff through training, drills and exercises.
 - c) Identify primary and secondary reunification sites and prepare facility layouts, traffic /access control plans, and public information and communications plans/annexes.
 - d) Obtain memorandum of understandings for the use of the facilities and resources

- e) Prepare notification message templates to parents and the public. (See Public Information Annex)
 - f) Send letters home to parents at the beginning of the school year to describe the reunification process.
 - g) Prepare reunification kits and identify storage location and maintenance schedule.
3. Response
 - a) Setup and staff Parent-Student Reunification site.
 - b) Prepare for the arrival of parents.
 - c) Check documentation to release students to parents.
 - d) Reunite parents with their students.
 - e) Inform parents of missing, injured or loss of student.
 4. Provide mental health and counseling support to parents, students and school staff. Recovery
 - a) Return building to pre-reunification condition.
 - b) Take photos or make notes of any damages to property.
 - c) Coordinate temporary supervision for those whose parents cannot be contacted.
 - d) If needed, provide transportation to those who can return to school for vehicles or require transportation home, such as school staff.
 - e) Continue public information updates to parents and the media.

III. Direction & Control

A. General

1. The Superintendent has the general responsibility for recommending evacuation or school closure, when that is the most suitable means of protecting the staff and students from a hazard.
2. The Building Principal/Incident Commander has the authority to recommend protective actions for their school building when deemed necessary.
3. The hazard situation which created the need for reunification must be continually monitored by the Incident Commander. Changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area. Similarly, the area that is being used for reunification must be monitored for like changes, and adaptations made as necessary.

IV. Responsibilities

A. Superintendent

Before Reunification

- Maintain familiarity with the parent-student reunification concepts.
- Process requests for additional staff and equipment for reunification planning.
- Participate in discussions regarding staff, equipment, and building needs.

During Reunification

- Provides status and ongoing updates to the School Board.
- Liaise between School Board and Incident Commander/Principal on reunification needs.
- Coordinate district resources, as needed.
- With the assistance of the PIO, support media briefings on the status of parent-student reunification.

After Reunification

- Obtain funds to replenish supplies used during reunification and to honor MOU's.
- Ensure After Action Reporting is completed to incorporate lessons learned into the plan.
- Support district-wide mental health counseling, if needed.

B. Incident Commander/Principal

Before Reunification

- Annually review this annex; and review annex after any like drill or event.
- Maintain communications and collaborative partnerships with external entities supporting the reunification process.
- Annually review, update, and process Memorandum of Understandings with reunification sites and other supporting partners.
- Regularly inventory, update, and maintain Reunification Go-Kit's.
- Ensure staff and external partners are trained in annex based roles & responsibilities.

During Reunification

- After consulting with first responder services (police, fire or other emergency official), select the most appropriate pre-designated reunification site for the particular hazard.
- Assign a Reunification Site Coordinator, and inform staff of assignment.
- In the event the planned reunification sites become unavailable, select and improvised site.
- Notify appropriate district staff that reunification will occur.
- Communicate the need to reunify students from specific areas of the building, to the staff and other occupants by use of: [public-address systems, bullhorn, or other systems.]

Make the following announcement:

YOUR ATTENTION, PLEASE. WE WILL BEGIN REUNIFICATION OF STUDENTS WITH PARENTS.
 TEACHERS TAKE YOUR STUDENTS TO [THE DESIGNATED] ASSEMBLY AREA/REUNIFICATION SITE.
 TEACHERS TAKE A HEAD COUNT, AND GATHER YOUR GO-KIT & CLASS ROSTER. UPON ARRIVAL
 AT THE ASSEMBLY AREA/REUNIFICATION SITE, TAKE A HEADCOUNT AND CALL THE INCIDENT
 COMMAND POST.

- Ensure accurate Student-Status Headcount is produced and provided to the Reunification Site Coordinator.
- Consult the Evacuation and Communications Annexes.

After Reunification

- Report status to district/diocese leads, external partners, and Emergency Management.

- Refer to Communications Annex for guidance relative to community, media, and parent communication.
- Ensure After Action Reporting is completed to incorporate lessons learned into this plan.

C. Reunification Site Coordinator

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train staff and external partners in annex based role & responsibilities.

During Reunification

- In the event the planned reunification sites become unavailable, adapt existing plan concepts for the improvised site.
- Notify a Reunification Site Point of Contact of site activation.
- Respond to and establish reunification site as assigned by the Incident Commander.
- Follow procedures identified in Concept of Operations for reunification of students with parents.
- Ensure Reunification Team Personnel respond to and staff site.
- Ensure all staff wear [badges, vests, hats, or school-staff shirts] at all times.
- Ensure all on site non-uniformed personnel are vetted.
- Assign reunification staff team leaders for major functional areas, to include: Welcome, Parent Check-in, Student Holding, Mental Health Counseling, and Parent-Student Reunification.
- Provide Team Leader briefings regarding roles and responsibilities.
- Ensure site specific interior process is followed, as detailed in [Site Name] Floor Plan Layout.
- Ensure Student-Status Headcount is provided to the Parent Check-in Staff Team Leader.
- Ensure periodic briefings are provided to parents, students, and staff.
- Continually monitor and refine the process, safety, and emotional climate of reunification.
- Provide periodic situational awareness reports to Incident Command.
- Recommend demobilization date and time to Incident Command.

After Reunification

- Ensure reunification site is returned to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

D. Welcome Staff Team Leader

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train Welcome Staff Team Members in annex based role & responsibilities

During Reunification

- Supervise and review instructions with welcome staff describing their role.
- Prior to parents reaching the Parent Check-in Area, Welcome Staff should provide parents the following:
 - A document summarizing the reunification process.

- Their need to produce valid photo identification.
- The responding person must be the previously identified responsible party to pick-up the student on the school's Student Authorization Pick-up form.
- Parent-Student Release form to complete.
- Direction to the appropriate Parent Check-in Line.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

E. Parent Check-in Staff Team Leader

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train Parent Check-in Team Members in annex based role & responsibilities

During Reunification

- Supervise and review instructions with Parent Check-in Staff regarding their process and procedures.
 - Utilize [school specific process detailed here] to organize vetting process for incoming parents.
 - Verify appearance of parent against produced valid photo identification.
 - Verify responding person is named on school's Student Authorization Pick-up form.
 - Ensure identified parent have properly completed the Parent-Student Release form.
 - Direct vetted parent to wait in the Parent Holding Area.
 - Continue to receive updates on student status/accountability.
- Compare vetted Parent-Student Release forms against Student-Status Headcount and direct runners to guide parents and students to correct next stage processing locations as follows:
 - If subject student is in Student Holding Area, direct runners to escort the parent and student to the Parent-Student Reunification Area.
 - If subject student is absent, injured, missing, or deceased, direct runner to escort parent to the Mental Health Counseling Area.
- Provide Student-Status Headcount to Mental Health Counseling Area Team Leader.
- Continually monitor the safety and emotional climate at the Parent Check-in area and report concerns to Reunification Site Coordinator and/or security.
- Continually monitor and attend to the needs of Parent Check-in Staff and Runners.
- Recommend demobilization to Reunification Site Coordinator.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

F. Student Holding Area Team Leader

Before Reunification

- Annually review this annex; and review annex after any I drill or event.
- Train Student Holding Area Members in annex based role & responsibilities

During Reunification

- Verify Student Holding Areas have been checked and made safe for students.
- Escort arriving teachers and students to their specific holding area or areas.
- Ensure teachers are provided student care support as needed.
- Modify the Student Holding Area environment for efficient student processing (Provide door signs to identify student classroom, grade levels, etc.).
- Continually monitor and attend to the needs of Student Holding Area Team staff and students.
- If parent pick-up of student is protracted, refer concern to Mental Health Counseling Area Team Leader.
- When all students have been released, recommend demobilization to Reunification Site Coordinator.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

G. Mental Health Counseling Area Team Leader

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train Mental Health Counseling Area Team Members in annex based role & responsibilities.

During Reunification

- Provide information to counselors about status of the emergency which caused evacuation.
- Assign staff to inform and counsel parents about their student status:
 - Missing student
 - Identified as a witness
 - Status Unknown
 - Injured student
 - Death of a student
 - Arrested student
- Follow procedures identified in Concept of Operations for Mental Health Counseling of students and parents.
- Track accountability of students in care by use of Mental Health Counseling – Student Tracking form.
- Call those parents who have not picked up their child.
- When parent cannot be reached or respond to pick up their child, notify Children & Youth Social Services.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

H. Minor Medical Treatment Lead

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train Minor Medical Treatment Team in annex based role & responsibilities.

During Reunification

- Provide basic first aid to students, as necessary.
- If student's medical needs are greater than what can be provided, make arrangements to have student transported to the appropriate health care facility.
- In the event students or staff are transported for medical treatment, report to Reunification Site Leader.
- Ensure student medications are administered, as needed.
- Track accountability of students in care by use of Minor Medical Treatment – Student Tracking.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

I. Parent-Student Reunification Area Team Leader

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train Parent-Student Reunification Area Team in annex based role & responsibilities.

During Reunification

- Supervise Parent-Student Reunification Area process.
- Ensure room is set up as needed.
- Offer Mental Health Counseling, and escort parent and student as needed.
- Ensure Parent-Student Release forms are completed and signed by the parent.
- Once reunited, have families escorted to building exit.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

J. Runners

Before Reunification

- Annually review this annex; and review annex after any drill or event.

During Reunification

- Receive briefing from Reunification Site Coordinator.
- Collect Parent-Student Release form at Parent Check-in Area and process as follows:
 - If student is in Student Holding Area, provide to Parent-Student Reunification Area Team Leader.
 - If student is in Minor Medical Treatment, provide to Minor Medical Treatment Lead.
 - If student is absent, missing, arrested, or deceased, provide to Mental Health Counseling Area Team Leader.
- Escort parent and student to destinations as follows:
 - Escort parent to Parent-Student Reunification Area.
 - When parent has been escorted to the Parent-Student Reunification Area, escort corresponding student to Parent-Student Reunification Area.
 - If student is absent, missing, arrested, or deceased, escort parent to Mental Health Counseling Area.
 - If student is absent, missing, arrested, or deceased, do not disclose the status of the child to the parent.

After Reunification

- Support Incident Commander in returned the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

K. Teachers/Aides

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train Teacher's Aides in annex based role & responsibilities.

During Reunification

- Provide a list of evacuated students to the Reunification Site Coordinator upon arrival.
- Ensure special needs students and staff are assisted.
- Assign tasks to Teacher's Aides, as needed
- Request help, if needed.
- Provide supervision to students.
- Follow the instructions of the Reunification Site Coordinator and/or assist in staffing the site.
- Monitor physical and mental health condition of students, and report concerns to Minor Medical Treatment Lead and/or Mental Health Counseling Team Lead.
- Track accountability of students in care by use of Teacher Tracking Sheet.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

L. Office Staff

Before Reunification

- Annually review this annex; and review annex after any drill or event.
- Train Volunteer Helpers in annex based role & responsibilities.

During Reunification

- Provide all attendance records for the day.
- Provide list of students absent or who have left school for the day.
- Support Incident Commander and Reunification Site Coordinator in producing an accurate Student-Status Headcount.
- Conduct Parent Check-in vetting.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

M. Facility-Custodians (at reunification site)

Before Reunification

- Annually review this annex; and review annex after any drill or event.

During Reunification

- Secure areas not used for Parent-Student Reunification, to prevent unauthorized access by use of [stanchion, gates, or traffic cones].
- Place signs on exterior doors directing parents to parent entrance.
- Prepare site and provide reunification staff with resources needed to support process [table, chairs, cone, etc].

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

N. Law Enforcement (at reunification site)

Before Reunification

- Annually review this annex; and review annex after any drill or event.

During Reunification

- Limit access to all external/internal areas of the school.
- Provide traffic control on roadways, as possible
- Provide law enforcement presence inside Reunification Site, as possible.
- Provide law enforcement presence at Welcome Area, as possible.

- Support Traffic Control Plan.
- Support Parent Check-in identification vetting, as possible.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

O. Fire Department/Fire Police

Before Reunification

- Annually review this annex; and review annex after any drill or event.

During Reunification

- Provide fire protection at the reunification site.
- Assist moving disabled and other special needs persons at the reunification site.
- Provide traffic and access control to the parking area and building per the Traffic Control Plan.
- Monitor building capacity for fire code safety.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

P. Emergency Medical Services

Before Reunification

- Annually review this annex; and review annex after any drill or event.

During Reunification

- Assist moving disabled and other special needs persons at the reunification site.
- Assist Minor Medical Treatment Lead, as needed.

After Reunification

- Support Incident Commander in returning the site to original condition.
- Support After Action Reporting to incorporate lessons learned into this plan.

V. Post-Incident Procedures

A. Recovery

1. Return building to pre-reunification condition.
2. Take photos or make notes of any damages to property.
3. Provide transportation to school staff who have been separated from their vehicles.
4. Continue public information updates to parents and the media on school opening status and additional mental health services, as noted in the Communications Annex.
5. See Section VII of Recovery After an Incident of the Basic Plan.

B. Post-Incident Review

1. The Incident Commander shall conduct an After-Action Review of actions taken per this annex and incorporate lessons learned into the school plan.

C. Recordkeeping

1. See Section VIII.B-C. Recordkeeping and Incident Costs

VI. Appendices

A. Process Flow Diagram

B. Sample Parent-Student Release Form

C. Sample School Traffic Control Plan

D. Sample Church Traffic Control Plan

E. Sample Fire Station Traffic Control Plan

F. Sample School Interior Floor Layout

G. Sample Church Interior Floor Layout

H. Sample Fire Station Interior Floor Layout

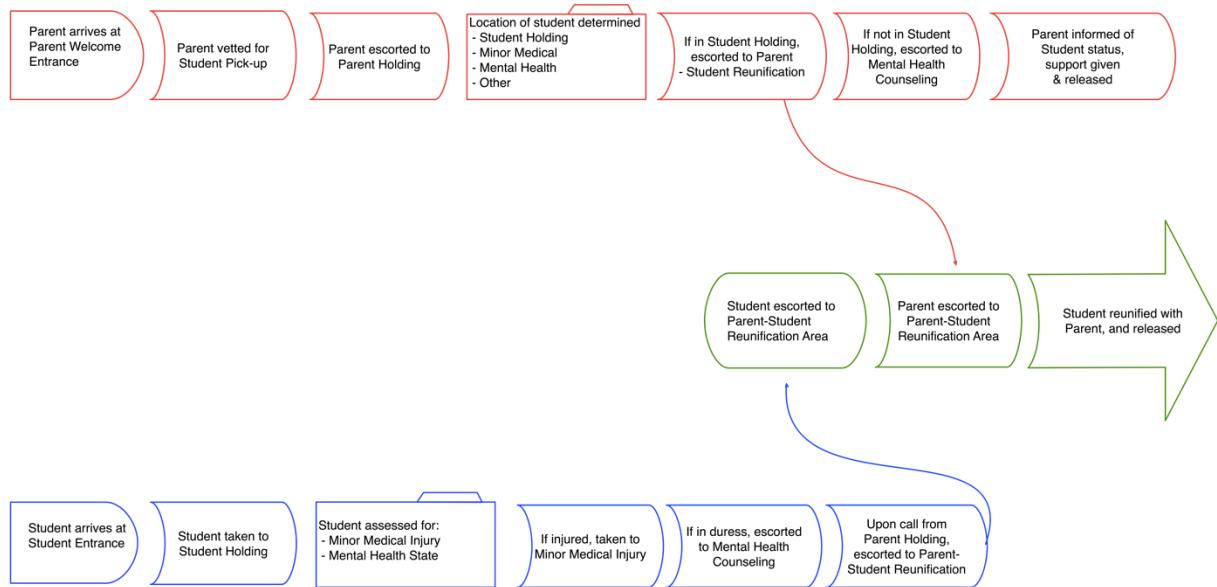
I. Sample Reunification Equipment Kit

J. Sample Mental Health Counseling – Student Tracking

K. Sample Minor Medical Treatment – Student Tracking

L. Sample Teacher Tracking Sheet

A. PROCESS FLOW DIAGRAM



B. SAMPLE PARENT-STUDENT RELEASE FORM		
PARENT COMPLETE THIS SECTION		
Student's Name:		Grade:
School:		
Name of Person Requesting Student:		
Requestor's Driver's License Number:		State:
Relationship to Student:		
PARENT – STOP HERE		

PARENT CHECK-IN STAFF			
Photo ID of Person Requesting Student:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name Listed on Student Authorization Pick-up Form:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Verified by:			
Parent Sent to Parent Holding Area:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Time:
PARENT CHECK IN – STOP HERE			

STUDENT HOLDING AREA STAFF		
Student disposition:		
<input type="checkbox"/> In Student Holding	Arrived Time:	
<input type="checkbox"/> In Minor Medical Treatment	Dispatched Time:	
<input type="checkbox"/> In Mental Health Counseling	Dispatched Time:	
<input type="checkbox"/> Absent	<input type="checkbox"/> Missing	<input type="checkbox"/> Injured
<input type="checkbox"/> Deceased		
<input type="checkbox"/> In Police Custody/Care		
<input type="checkbox"/> Will be Escorted to Reunification Area	Time:	
STUDENT HOLDING AREA STAFF- STOP HERE		

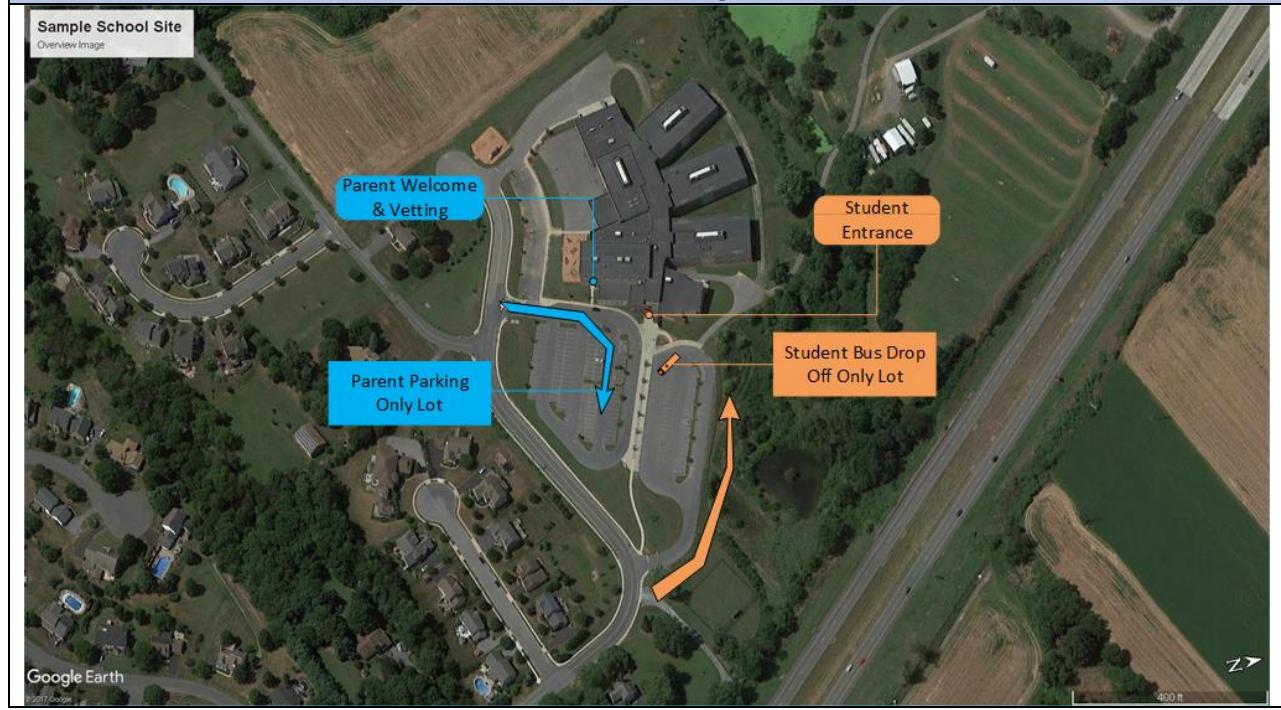
PARENT'S SURVEY OF STUDENT			
Survey student. Does student have any physical injury?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Describe injury:			
If yes, do you want your child to see the school nurse?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Survey student. Does student exhibit any of the following symptoms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<input type="checkbox"/> Stomach/head ache	<input type="checkbox"/> Fear/Anxiety	<input type="checkbox"/> Guilt	<input type="checkbox"/> Denial
<input type="checkbox"/> Anger	<input type="checkbox"/> Sadness	<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Revenge
Other-describe:			
Do you want your child to visit the Mental Health Counseling Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Parent Signature:			

MINOR MEDICAL TREATMENT			
Arrived Time:		Seen by:	
Symptoms:			
Treatment:	<input type="checkbox"/> Seen and released		<input type="checkbox"/> Sent for follow-up
Status:			
Parent Signature:			

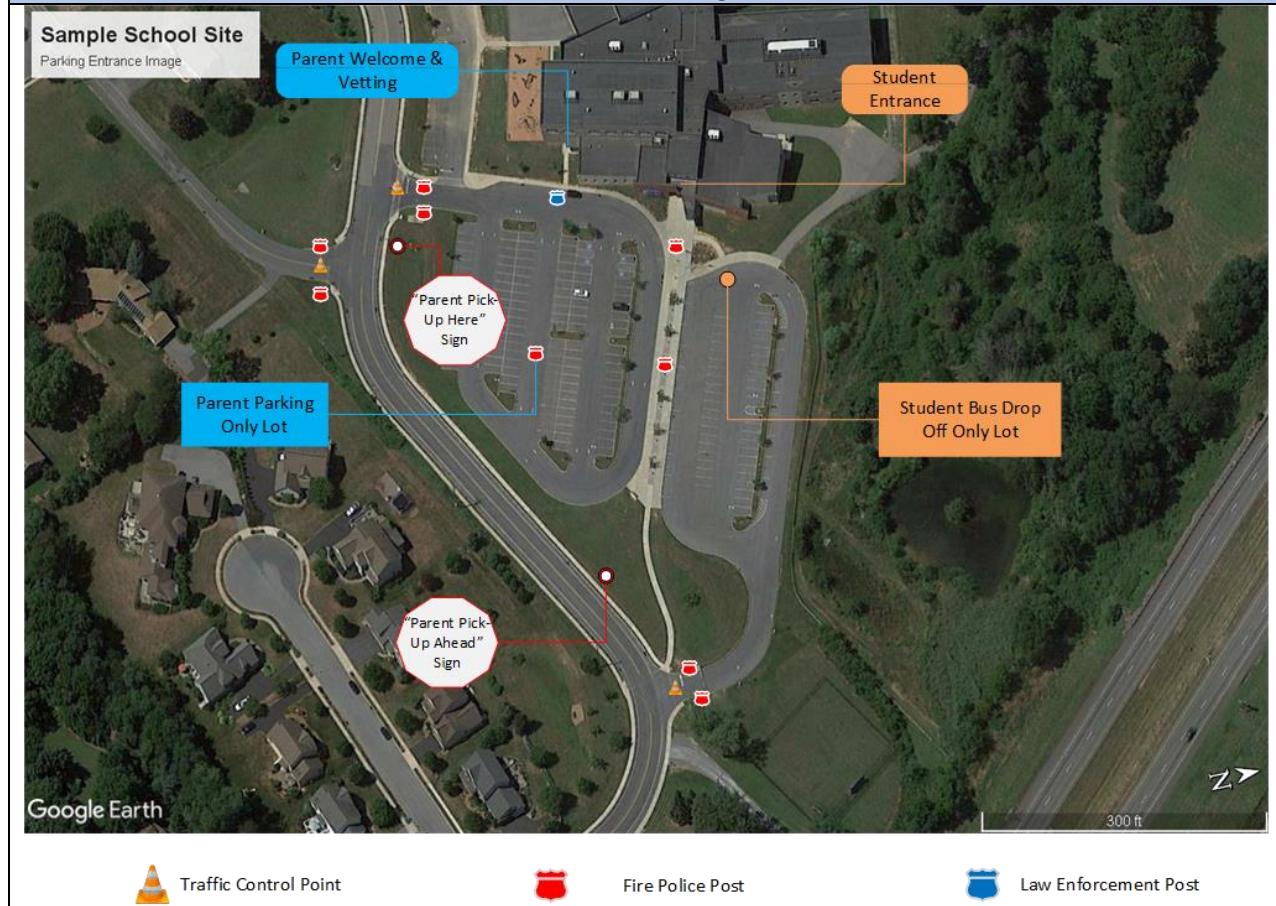
MENTAL HEALTH COUNSELING			
Arrived Time:		Seen by:	
Symptoms:			
Treatment:	<input type="checkbox"/> Seen and released		<input type="checkbox"/> Sent for follow-up
Status:			
Parent Signature:			

C. SAMPLE SCHOOL TRAFFIC CONTROL PLAN						
Reunification Site Information						
<i>Location Name:</i>	ABC Middle School					
<i>Street Address:</i>	1234 Big Bearcat Road, Anytown PA 17123					
<i>GPS Latitude:</i>	40° 9'27.65"N	<i>Longitude:</i>	40° 9'27.65"N			
<i>County:</i>	Liberty County	<i>Municipality:</i>	Liberty Township			
<i>Primary POC Name</i>	Principal Sally T. Sue	<i>Phone:</i>	717-123-1234			
<i>Second POC Name:</i>	Sec. John J. Jones	<i>Phone:</i>	717-123-9876			
Supporting Agencies Information						
<i>Primary Police Dept. Name:</i>	Liberty Township Police					
<i>Primary POC Name</i>	Lt. Billy Brown	<i>Phone:</i>	717-789-1234			
<i>Second POC Name:</i>	Sgt. Myra Taylor	<i>Phone:</i>	717-789-1234 (M)			
<i>Primary Fire Dept. Name:</i>	Liberty Township Volunteer Fire Department					
<i>Primary POC Name</i>	Chief Brenda Baker	<i>Phone:</i>	717-998-1234			
<i>Second POC Name:</i>	Lt. Randy Rain	<i>Phone:</i>	717-998-9876			
<i>Primary EMS Dept. Name:</i>	Northwest Liberty Co. EMS					
<i>Primary POC Name</i>	Chief Samuel Smith	<i>Phone:</i>	717-889-1234			
<i>Second POC Name:</i>	Sec. Jane Jacobs	<i>Phone:</i>	717-889-1234			
<i>Primary Fire Police Dept. Name:</i>	Liberty Township Volunteer Fire Department					
<i>Primary POC Name</i>	Chief Brenda Baker	<i>Phone:</i>	717-998-1234			
<i>Second POC Name:</i>	Lt. Randy Rain	<i>Phone:</i>	717-998-9876			
Traffic Control Group Supervisor						
<i>Name:</i>	Sgt. Myra Taylor	<i>Phone:</i>	717-789-1234 (M)			
Radio Plan						
<i>Radio Type:</i>	Liberty County Radio		<i>Radio Band:</i>	700-Mz.		
<i>Channel:</i>	8	<i>RX Freq.</i>	725.001 Mz	<i>TX Freq.</i>		
<i>Channel:</i>	2	<i>RX Freq.</i>	730.001 Mz	<i>TX Freq.</i>		
<i>Channel:</i>		<i>RX Freq.</i>		<i>TX Freq.</i>		
<i>Remarks:</i>	Liberty County Radio channel 8 will be the primary for outside detail traffic. Channel 2 will be used to contact County Radio as needed.					
Equipment List						
<i>Traffic Vests:</i>	1-per person		<i>Flashlights:</i>	1-per person		
<i>Traffic Cones:</i>	12		<i>Portable Barricades:</i>	0		
<i>Traffic Tape (Rolls):</i>	0		<i>Traffic Signs:</i>	2 Parent Pick-up		
<i>Portable Lighting:</i>	0		<i>Elect. Generators:</i>	0		
<i>Remarks:</i>	Traffic vests and flashlights to be supplied by support personnel. Four traffic cones to be use at each Traffic Control Point. Portable "Parent Pick-Up" signs to be posted as shown in Diagram 2.					

Traffic Control Diagram 1



Traffic Control Diagram 2



Concept of Operations Discussed

Students arrive at the site by school and/or chartered bus. Busses will enter by posted Traffic Control Point (TCP) at bus only entrance to school lot [on XXX Street/Road] as shown in Diagram 1 and 2. Exiting the busses, students will walk up walkway to main entrance of the school. Parents will be directed past and away from the bus entrance [up XXX Street/Road] to the "Parent Pick-Up Here" posted TCP. Upon parking in the lot, parents will walk up sidewalk to Parent Welcome & Vetting via the gym entrance. Upon reunification, parents and students will exit via the main entrance, enter parent's vehicle, and depart lot through same TCP as the parents entered.

Roles & Responsibilities Defined

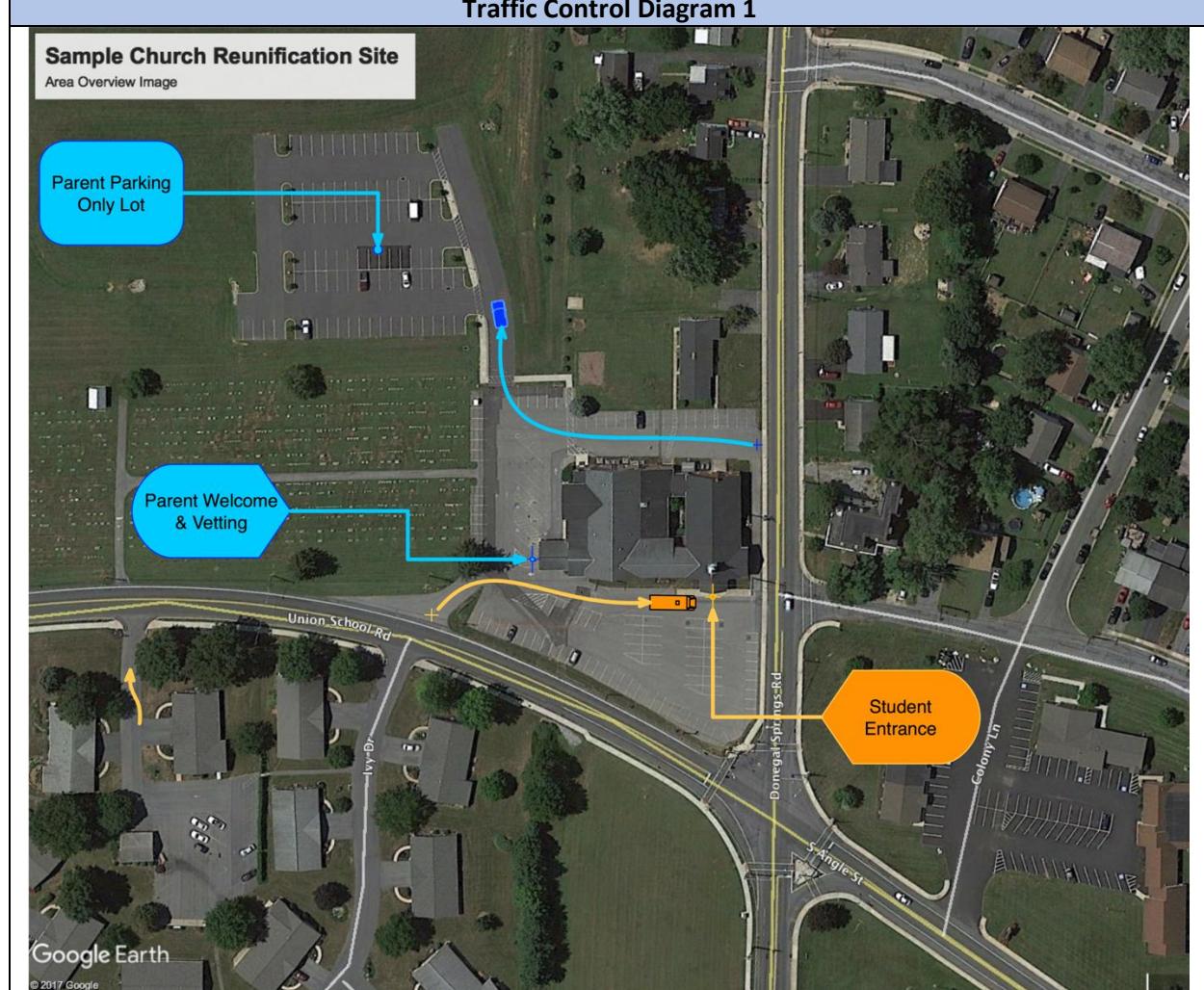
Uniformed Law Enforcement Officer: Will command the outside detail, supervise vehicular flow, and ensure distinct movement of students and parents to their respective entrances.

Fire Police Officers: Will monitor and maintain the safe and efficient flow of vehicular and foot traffic throughout the site. There will be at least 2-Fire Police Officers posted at each TCP.

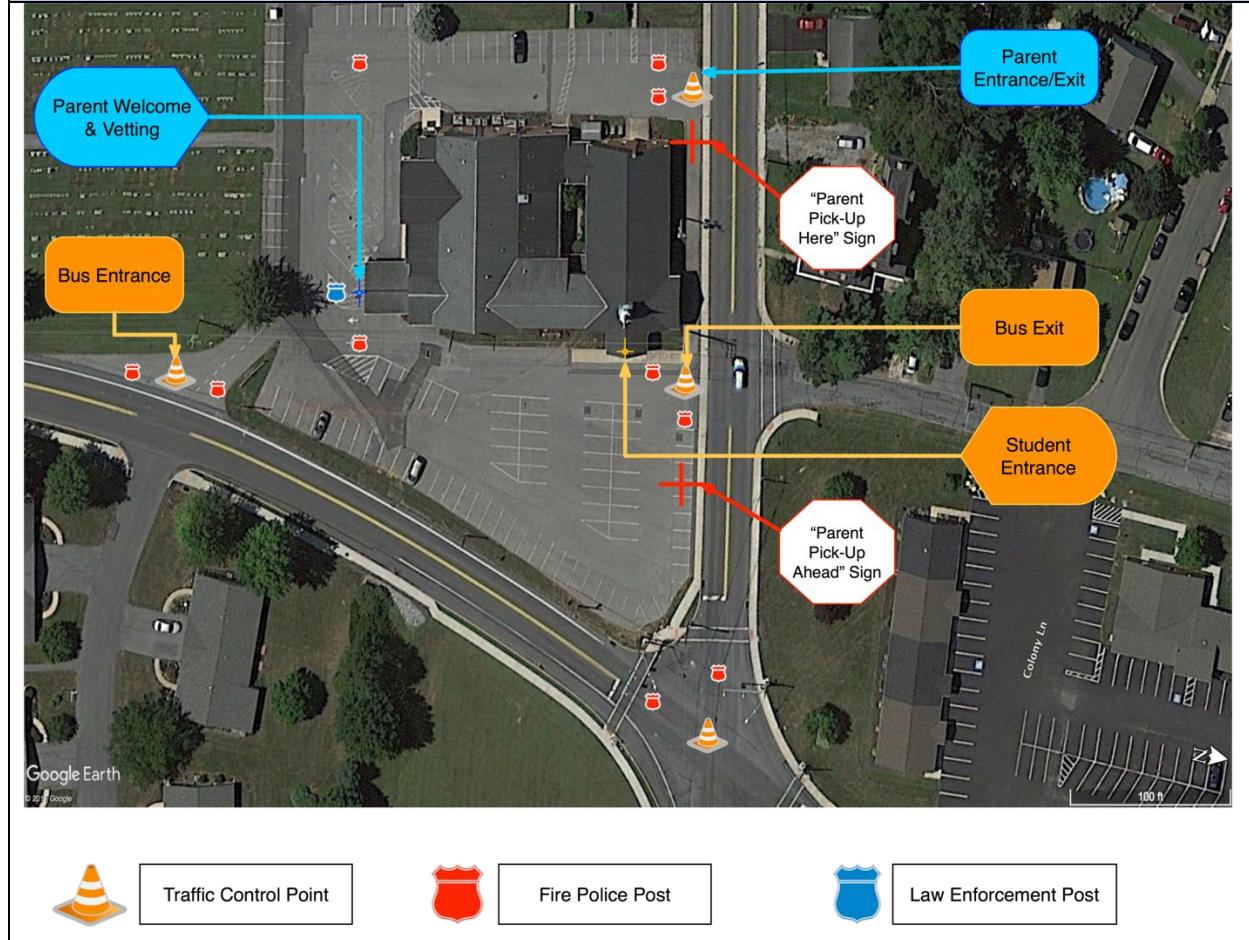
School Staff: Available school staff may be used to direct students and parents to their proper entrances and exits.

D. SAMPLE CHURCH TRAFFIC CONTROL PLAN						
Reunification Site Information						
<i>Location Name:</i>	ABC Church					
<i>Street Address:</i>	1234 Big Bearcat Road, Anytown PA 17123					
<i>GPS Latitude:</i>	40° 9'27.65"N	<i>Longitude:</i>	40° 9'27.65"N			
<i>County:</i>	Liberty County	<i>Municipality:</i>	Liberty Township			
<i>Primary POC Name</i>	Pastor James J. Jackson	<i>Phone:</i>	717-123-1234			
<i>Second POC Name:</i>	Sec. Joy J. Jones	<i>Phone:</i>	717-123-9876			
Supporting Agencies Information						
<i>Primary Police Dept. Name:</i>	Liberty Township Police					
<i>Primary POC Name</i>	Lt. Billy Brown	<i>Phone:</i>	717-789-1234			
<i>Second POC Name:</i>	Sgt. Myra Taylor	<i>Phone:</i>	717-789-1234 (M)			
<i>Primary Fire Dept. Name:</i>	Liberty Township Volunteer Fire Department					
<i>Primary POC Name</i>	Chief Brenda Baker	<i>Phone:</i>	717-998-1234			
<i>Second POC Name:</i>	Lt. Randy Rain	<i>Phone:</i>	717-998-9876			
<i>Primary EMS Dept. Name:</i>	Northwest Liberty Co. EMS					
<i>Primary POC Name</i>	Chief Samuel Smith	<i>Phone:</i>	717-889-1234			
<i>Second POC Name:</i>	Sec. Jane Jacobs	<i>Phone:</i>	717-889-1234			
<i>Primary Fire Police Dept. Name:</i>	Liberty Township Volunteer Fire Department					
<i>Primary POC Name</i>	Chief Brenda Baker	<i>Phone:</i>	717-998-1234			
<i>Second POC Name:</i>	Lt. Randy Rain	<i>Phone:</i>	717-998-9876			
Traffic Control Group Supervisor						
<i>Name:</i>	Sgt. Myra Taylor	<i>Phone:</i>	717-789-1234 (M)			
Radio Plan						
<i>Radio Type:</i>	Liberty County Radio		<i>Radio Band:</i>	700-Mz.		
<i>Channel:</i>	8	<i>RX Freq.</i>	725.001 Mz	<i>TX Freq.</i>		
<i>Channel:</i>	2	<i>RX Freq.</i>	730.001 Mz	<i>TX Freq.</i>		
<i>Channel:</i>		<i>RX Freq.</i>		<i>TX Freq.</i>		
<i>Remarks:</i>	Liberty County Radio channel 8 will be the primary for outside detail traffic. Channel 2 will be used to contact County Radio as needed.					
Equipment List						
<i>Traffic Vests:</i>	1-per person		<i>Flashlights:</i>	1-per person		
<i>Traffic Cones:</i>	12		<i>Portable Barricades:</i>	0		
<i>Traffic Tape (Rolls):</i>	0		<i>Traffic Signs:</i>	2 Parent Pick-up		
<i>Portable Lighting:</i>	0		<i>Elect. Generators:</i>	0		
<i>Remarks:</i>	Traffic vests and flashlights to be supplied by support personnel. Four traffic cones to be use at each Traffic Control Point. Portable "Parent Pick-Up" signs to be posted as shown in Diagram 2. Key for traffic control light in intersection will be needed.					

Traffic Control Diagram 1



Traffic Control Diagram 2



Concept of Operations Discussed

Students arrive at the site by school and/or chartered bus. Busses will enter by posted Traffic Control Point (TCP) at bus only entrance to church lot [on XXX Street/Road] as shown in Diagram 1 and 2. Exiting the busses, students will walk into Fellowship Hall Entrance of the church. Parents will be directed past and away from the bus entrance and exit [up XXX Street/Road] to the "Parent Pick-Up Here" posted TCP. Upon parking in the upper lot, parents will walk up to Parent Welcome & Vetting at the South Sanctuary Entrance. Upon reunification, parents and students will exit via the East Sunday School Wing Entrance, walk to parent's vehicle, and depart lot through same TCP as the parents entered.

Roles & Responsibilities Defined

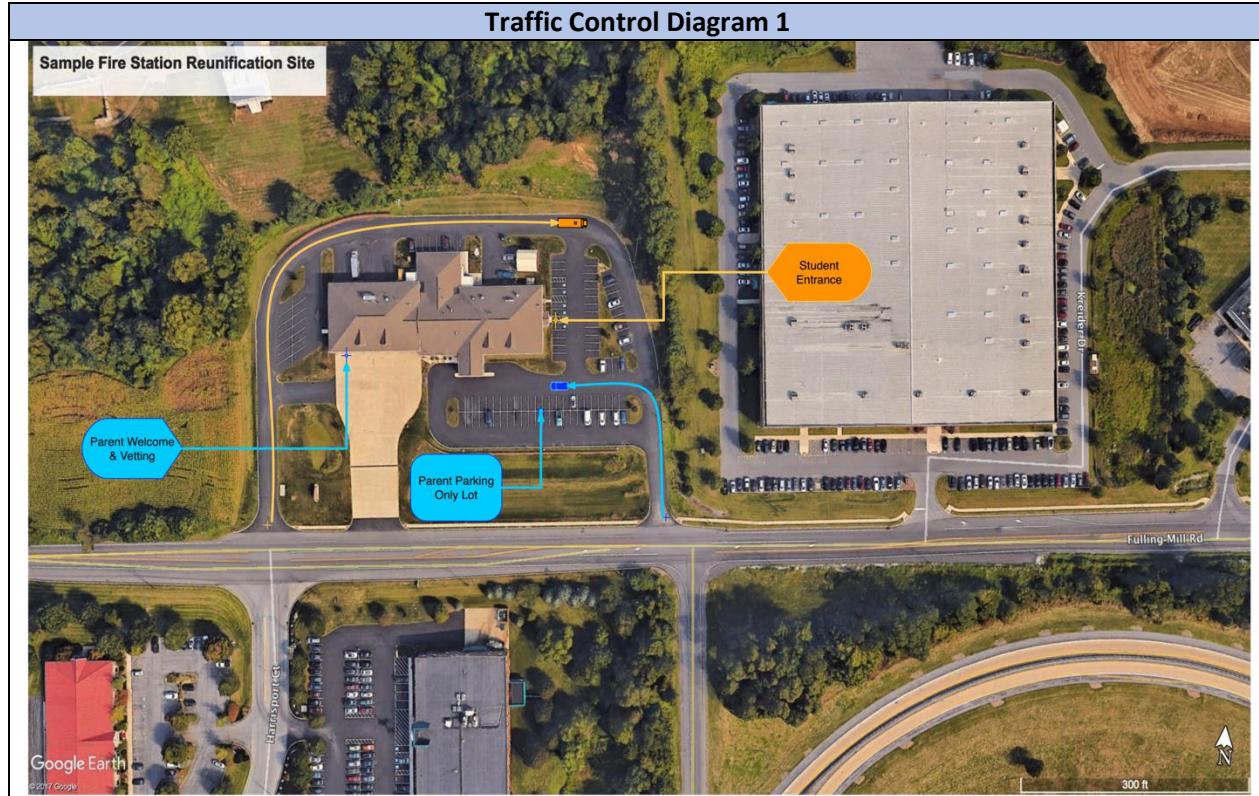
Uniformed Law Enforcement Officer: Will command the outside detail, supervise vehicular flow, and ensure distinct movement of students and parents to their respective entrances.

Fire Police Officers: Will monitor and maintain the safe and efficient flow of vehicular and foot traffic throughout the site. There will be at least 2-Fire Police Officers posted at each TCP.

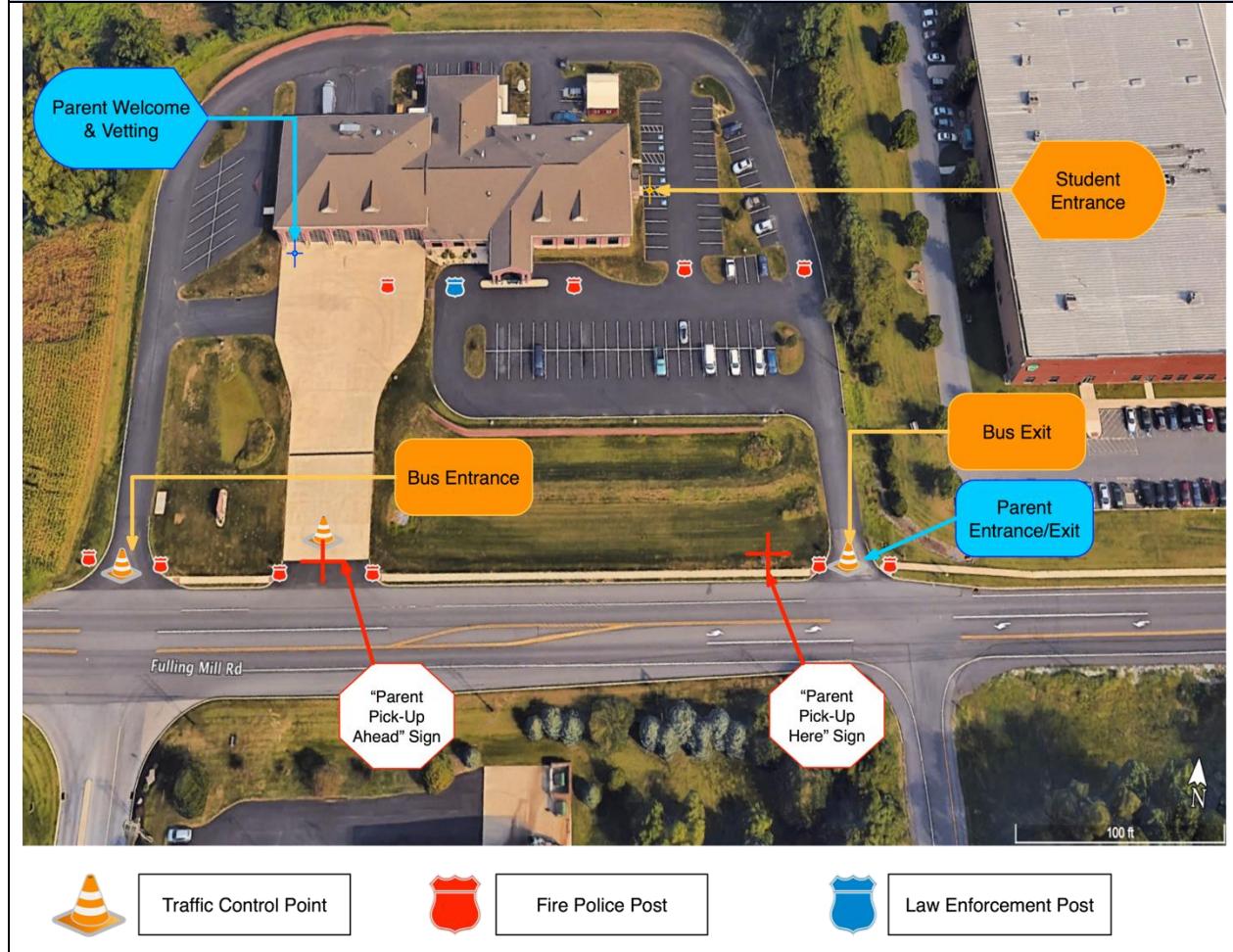
School Staff: Available school staff may be used to direct students and parents to their proper entrances and exits.

E. SAMPLE FIRE STATION TRAFFIC CONTROL PLAN						
Reunification Site Information						
<i>Location Name:</i>	ABC Volunteer Fire Station					
<i>Street Address:</i>	1234 Big Bearcat Road, Anytown PA 17123					
<i>GPS Latitude:</i>	40° 9'27.65"N	<i>Longitude:</i>	40° 9'27.65"N			
<i>County:</i>	Liberty County	<i>Municipality:</i>	Liberty Township			
<i>Primary POC Name</i>	Chief James J. Jackson	<i>Phone:</i>	717-123-1234			
<i>Second POC Name:</i>	Lt. Joy J. Jones	<i>Phone:</i>	717-123-9876			
Supporting Agencies Information						
<i>Primary Police Dept. Name:</i>	Liberty Township Police					
<i>Primary POC Name</i>	Lt. Billy Brown	<i>Phone:</i>	717-789-1234			
<i>Second POC Name:</i>	Sgt. Myra Taylor	<i>Phone:</i>	717-789-1234 (M)			
<i>Primary Fire Dept. Name:</i>	Liberty Township Volunteer Fire Department					
<i>Primary POC Name</i>	Chief James J. Jackson	<i>Phone:</i>	717-123-1234			
<i>Second POC Name:</i>	Lt. Joy J. Jones	<i>Phone:</i>	717-123-9876			
<i>Primary EMS Dept. Name:</i>	Northwest Liberty Co. EMS					
<i>Primary POC Name</i>	Chief Samuel Smith	<i>Phone:</i>	717-889-1234			
<i>Second POC Name:</i>	Sec. Jane Jacobs	<i>Phone:</i>	717-889-1234			
<i>Primary Fire Police Dept. Name:</i>	Liberty Township Volunteer Fire Department					
<i>Primary POC Name</i>	Chief James J. Jackson	<i>Phone:</i>	717-123-1234			
<i>Second POC Name:</i>	Lt. Joy J. Jones	<i>Phone:</i>	717-123-9876			
Traffic Control Group Supervisor						
<i>Name:</i>	Sgt. Myra Taylor	<i>Phone:</i>	717-789-1234 (M)			
Radio Plan						
<i>Radio Type:</i>	Liberty County Radio		<i>Radio Band:</i>	700-Mz.		
<i>Channel:</i>	8	<i>RX Freq.</i>	725.001 Mz	<i>TX Freq.</i>		
<i>Channel:</i>	2	<i>RX Freq.</i>	730.001 Mz	<i>TX Freq.</i>		
<i>Channel:</i>		<i>RX Freq.</i>		<i>TX Freq.</i>		
<i>Remarks:</i>	Liberty County Radio channel 8 will be the primary for outside detail traffic. Channel 2 will be used to contact County Radio as needed.					
Equipment List						
<i>Traffic Vests:</i>	1-per person		<i>Flashlights:</i>	1-per person		
<i>Traffic Cones:</i>	12		<i>Portable Barricades:</i>	0		
<i>Traffic Tape (Rolls):</i>	0		<i>Traffic Signs:</i>	2 Parent Pick-up		
<i>Portable Lighting:</i>	0		<i>Elect. Generators:</i>	0		
<i>Remarks:</i>	Traffic vests and flashlights to be supplied by support personnel. Four traffic cones to be use at each Traffic Control Point. Portable "Parent Pick-Up" signs to be posted as shown in Diagram 2.					

Traffic Control Diagram 1



Traffic Control Diagram 2



Concept of Operations Discussed

Students arrive at the site by school and/or chartered bus. Busses will enter by posted Traffic Control Point (TCP) at bus only entrance to Fire Station lot [on XXX Street/Road] as shown in Diagram 1 and 2. Exiting the busses, students will walk into Social Hall Entrance of the Fire Station. Parents will be directed past and away from the bus entrance a [up XXX Street/Road] to the "Parent Pick-Up Here" posted TCP. Upon parking in the lower lot, parents will walk up to Parent Welcome & Vetting at the South-East Fire Truck door. Upon reunification, parents and students will exit via the South Main Entrance, walk to parent's vehicle, and depart lot through same TCP as the parents entered.

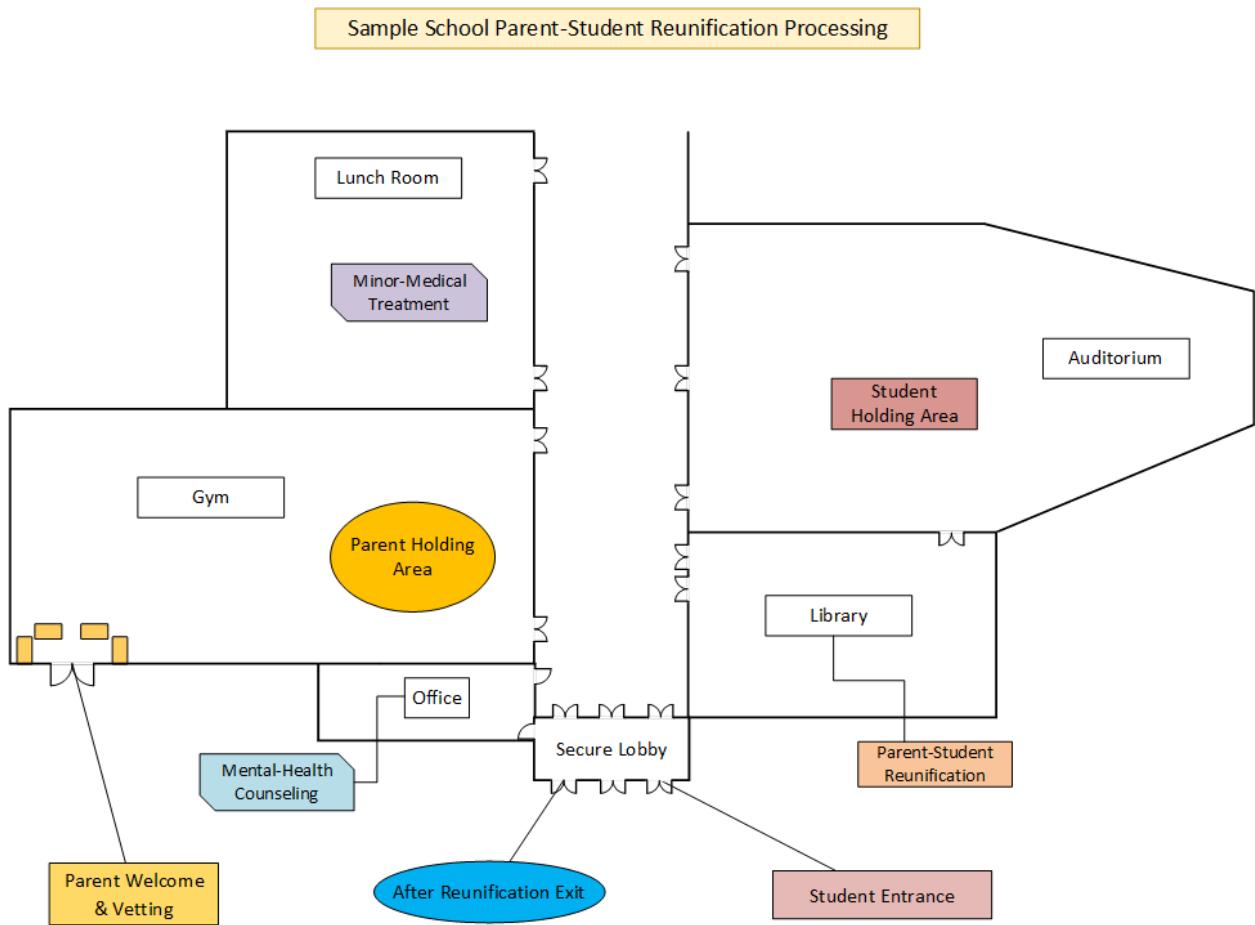
Roles & Responsibilities Defined

Uniformed Law Enforcement Officer: Will command the outside detail, supervise vehicular flow, and ensure distinct movement of students and parents to their respective entrances.

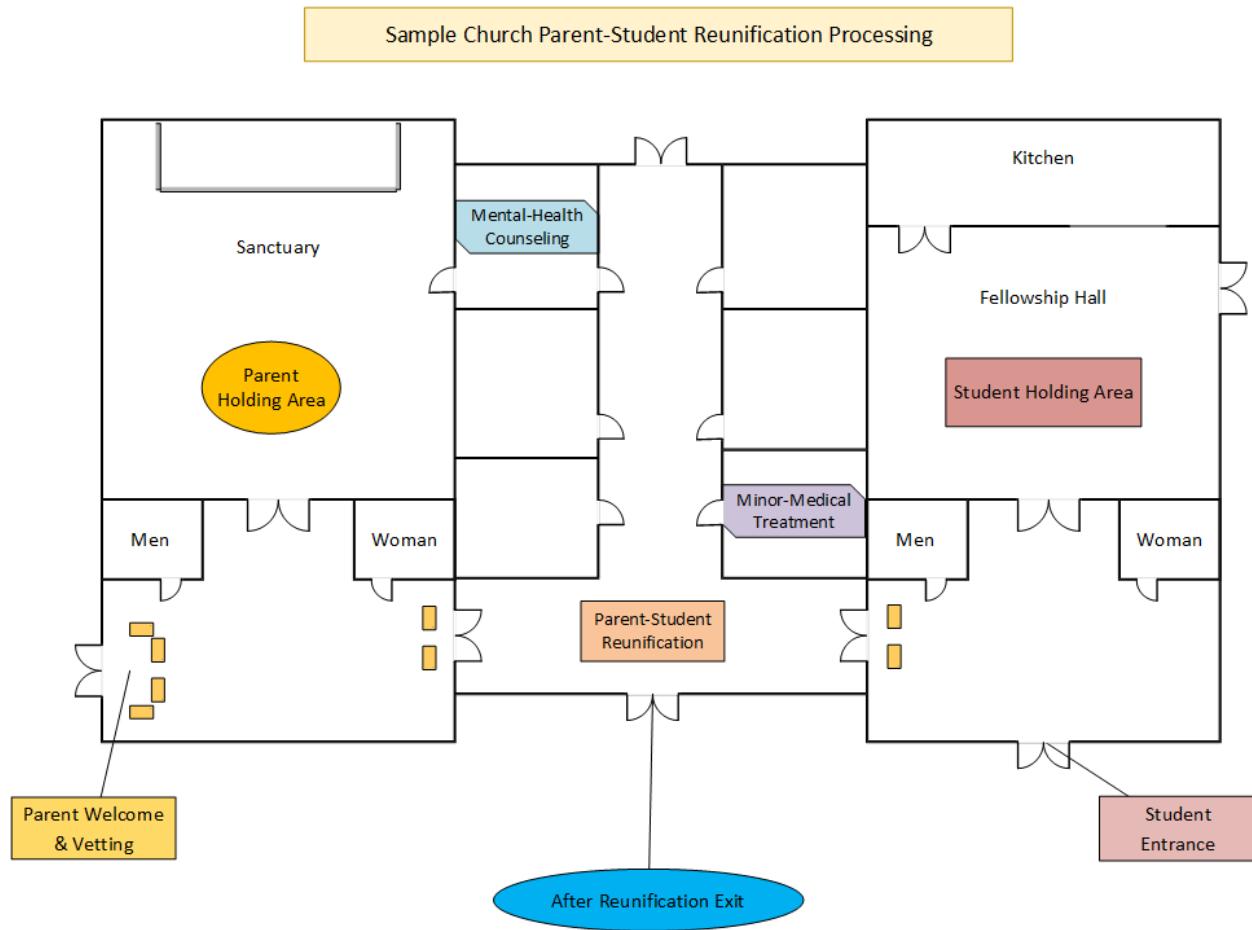
Fire Police Officers: Will monitor and maintain the safe and efficient flow of vehicular and foot traffic throughout the site. There will be at least 2-Fire Police Officers posted at each TCP.

School Staff: Available school staff may be used to direct students and parents to their proper entrances and exits.

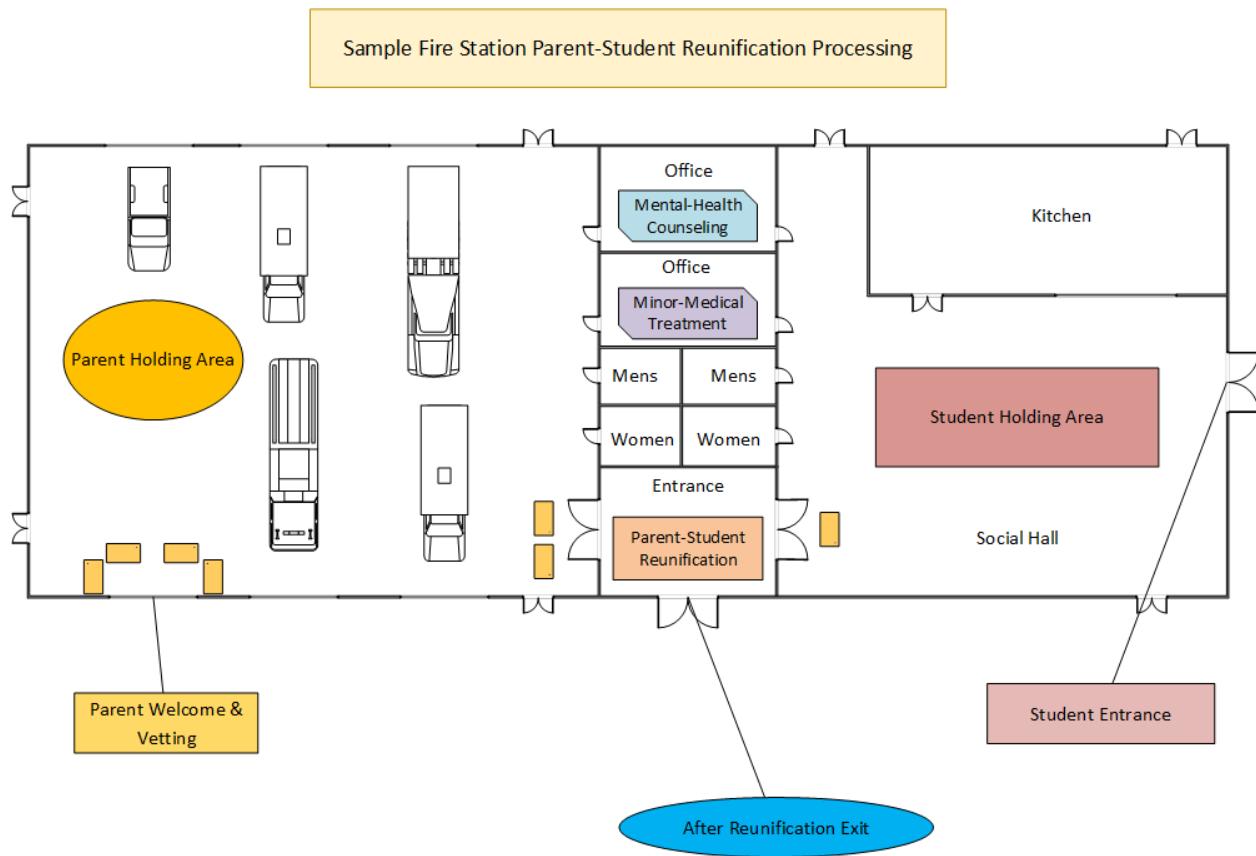
F. SAMPLE SCHOOL INTERIOR FLOOR LAYOUT



G. SAMPLE CHURCH INTERIOR FLOOR LAYOUT



H. SAMPLE FIRE STATION INTERIOR FLOOR LAYOUT



I. SAMPLE REUNIFICATION EQUIPMENT KIT

NO.	ITEM
	Position Job Descriptions
	Clipboards
	Vests/Colored Team shirts
	Name Tags
	Pens
	Staplers
	Markers
	Notepads
	Interior and Exterior Facility Layouts
	Functional Needs Assistance Plans
	Set up Instructions
	Snacks
	Water
	Student Release Forms
	Welcome Letters to Parents
	Binders or Thumb drives with student information/authorization
	Caution Tape
	Duct Tape
	Scotch Tape
	Weather Resistant Signs (for major functional areas and alphabet, grade level, school)
	Portable radios with chargers/batteries
	Bull Horns
	Traffic Cones
	Barricades/Stanchions
	Folding tables
	Folding chairs
	Activity Log Forms
	Laptops
	Extension Cords
	Power Strips

J. SAMPLE MENTAL HEALTH COUNSELING – STUDENT TRACKING

Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent

Medical Facility		Released Time:	
------------------	--	----------------	--

K. SAMPLE MINOR MEDICAL TREATMENT – STUDENT TRACKING

Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent
Medical Facility		Released Time:	
Student's Name:			Grade:
Arrived Time:		Seen by:	
Symptoms:			
Treatment:		<input type="checkbox"/> Seen and released	<input type="checkbox"/> Sent for follow-up
Status:		<input type="checkbox"/> To Student Holding	<input type="checkbox"/> To Parent-Student Reunification
		<input type="checkbox"/> To Medical Facility	<input type="checkbox"/> To Parent

Medical Facility		Released Time:	
------------------	--	----------------	--

L. SAMPLE TEACHER TRACKING SHEET

Teachers Name:				Grade:	
Student's Name:				Grade:	
Student Status:					
<input type="checkbox"/> In Student Holding <input type="checkbox"/> In Minor Medical Treatment <input type="checkbox"/> In Mental Health Counseling <input type="checkbox"/> Absent <input type="checkbox"/> Missing <input type="checkbox"/> In Police Custody/Care <input type="checkbox"/> Returned to Student Holding <input type="checkbox"/> Sent to Reunification Area		Arrived Time: Sent Time: Sent Time: <input type="checkbox"/> Injured <input type="checkbox"/> Deceased Time: Arrived Time: Time:			
Student's Name:				Grade:	
Student Status:					
<input type="checkbox"/> In Student Holding <input type="checkbox"/> In Minor Medical Treatment <input type="checkbox"/> In Mental Health Counseling <input type="checkbox"/> Absent <input type="checkbox"/> Missing <input type="checkbox"/> In Police Custody/Care <input type="checkbox"/> Returned to Student Holding <input type="checkbox"/> Sent to Reunification Area		Arrived Time: Sent Time: Sent Time: <input type="checkbox"/> Injured <input type="checkbox"/> Deceased Time: Arrived Time: Time:			
Student's Name:				Grade:	
Student Status:					
<input type="checkbox"/> In Student Holding <input type="checkbox"/> In Minor Medical Treatment <input type="checkbox"/> In Mental Health Counseling <input type="checkbox"/> Absent <input type="checkbox"/> Missing <input type="checkbox"/> In Police Custody/Care <input type="checkbox"/> Returned to Student Holding <input type="checkbox"/> Sent to Reunification Area		Arrived Time: Sent Time: Sent Time: <input type="checkbox"/> Injured <input type="checkbox"/> Deceased Time: Arrived Time: Time:			
Student's Name:				Grade:	
Student Status:					
<input type="checkbox"/> In Student Holding <input type="checkbox"/> In Minor Medical Treatment <input type="checkbox"/> In Mental Health Counseling <input type="checkbox"/> Absent <input type="checkbox"/> Missing <input type="checkbox"/> In Police Custody/Care <input type="checkbox"/> Returned to Student Holding <input type="checkbox"/> Sent to Reunification Area		Arrived Time: Sent Time: Sent Time: <input type="checkbox"/> Injured <input type="checkbox"/> Deceased Time: Arrived Time: Time:			