



# Family Reunification

## Basic Plans and Communication Considerations

Presented by:  
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# Standard Reunification Method



## Standard Reunification Method Operational Guidance - V3

Reunification guidance for schools, districts, departments and agencies.

# ROK

## The Reunification Operation Kit



# Reunification Goals

- Being properly prepared for Crisis Recovery incident
- Ensure a complicated situation does not become more chaotic
- Strengthen relationships between school staff and emergency responders
- Consistently train for a successful reunification effort

# Standard Reunification Method

- Establish a parent check-in location
- Deliver the students to the student staging area
- Students are kept out of sight of parents/guardians
- Once students are on site, notify parents of location

# Standard Reunification Method

- “Greeters” direct parents/guardians to the parent check-in location process
- Parents/guardians complete Reunification Cards
- Procedure allows parents/guardians to self-sort during check in, streamlining the process

# Standard Reunification Method

- The “Reunifier” recovers student from the student staging area and delivers to the parent
- Medical, notification, or investigative contingencies are anticipated
- Pedestrian “flows” are created so lines don’t cross

# Reunification Information



## Reunification Information (PLEASE PRINT CLEARLY) 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 .....

**School personnel completes:**  
Photo identification matches name  
of person picking up student?  
Yes or No

### Parent/Guardian completes:

Print Student Name Again..... Student Grade .....

Teacher .....

Student Birthday .....

**School personnel completes upon release of student**  
TIME INITIALS OTHER

# Reunification Site Staging

## ASSEMBLY AREA

### STUDENTS ENTER OUT OF PARENTAL VIEW

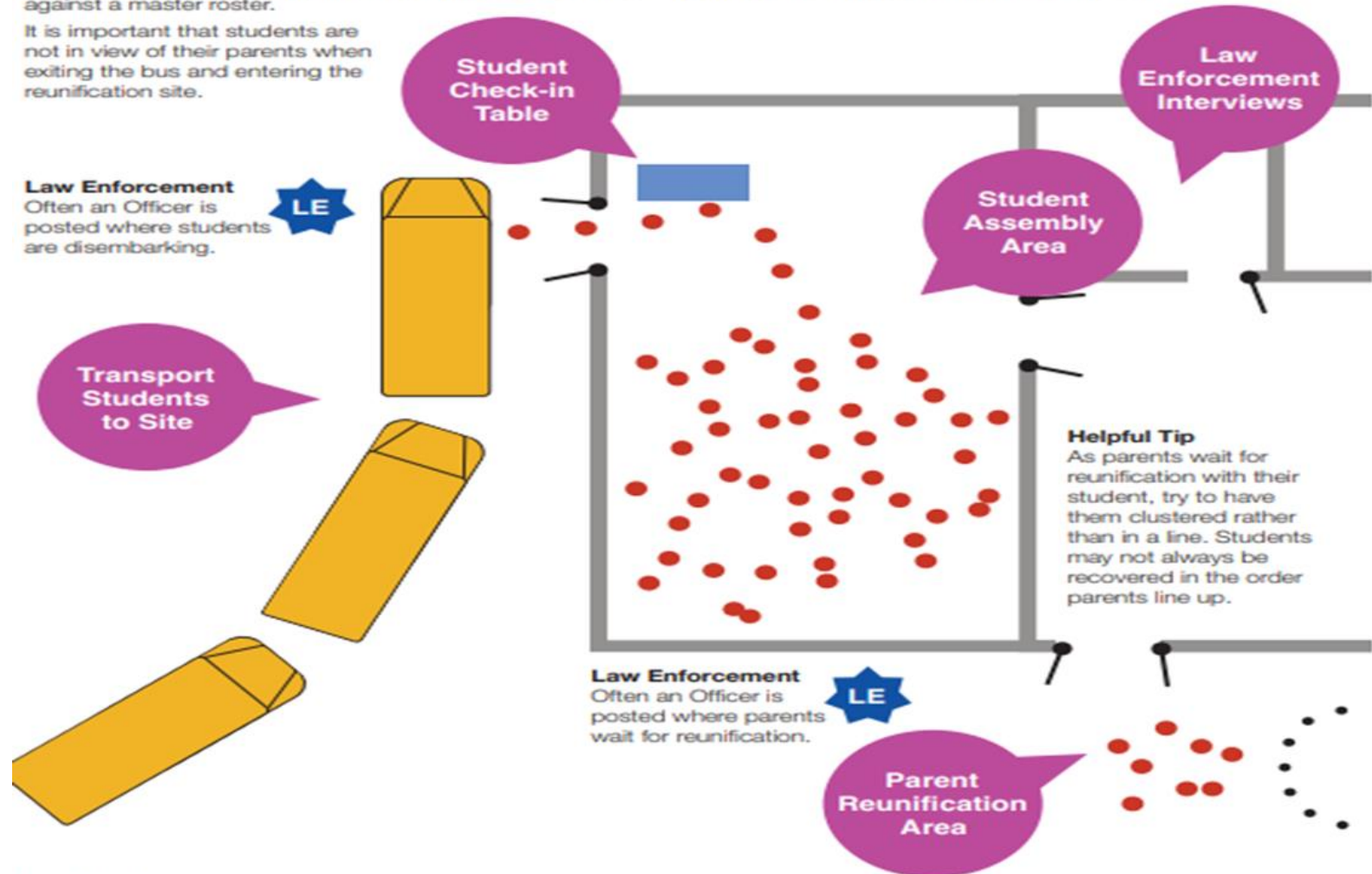
Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium. Upon arrival, students are verified against a master roster.

It is important that students are not in view of their parents when exiting the bus and entering the reunification site.

## GREETING AREA

### PARENTS ARE MET HERE

As parents arrive, signage directs them to Parent Check-in Table. Greeters begin the process by asking parents to complete the Reunification Card.





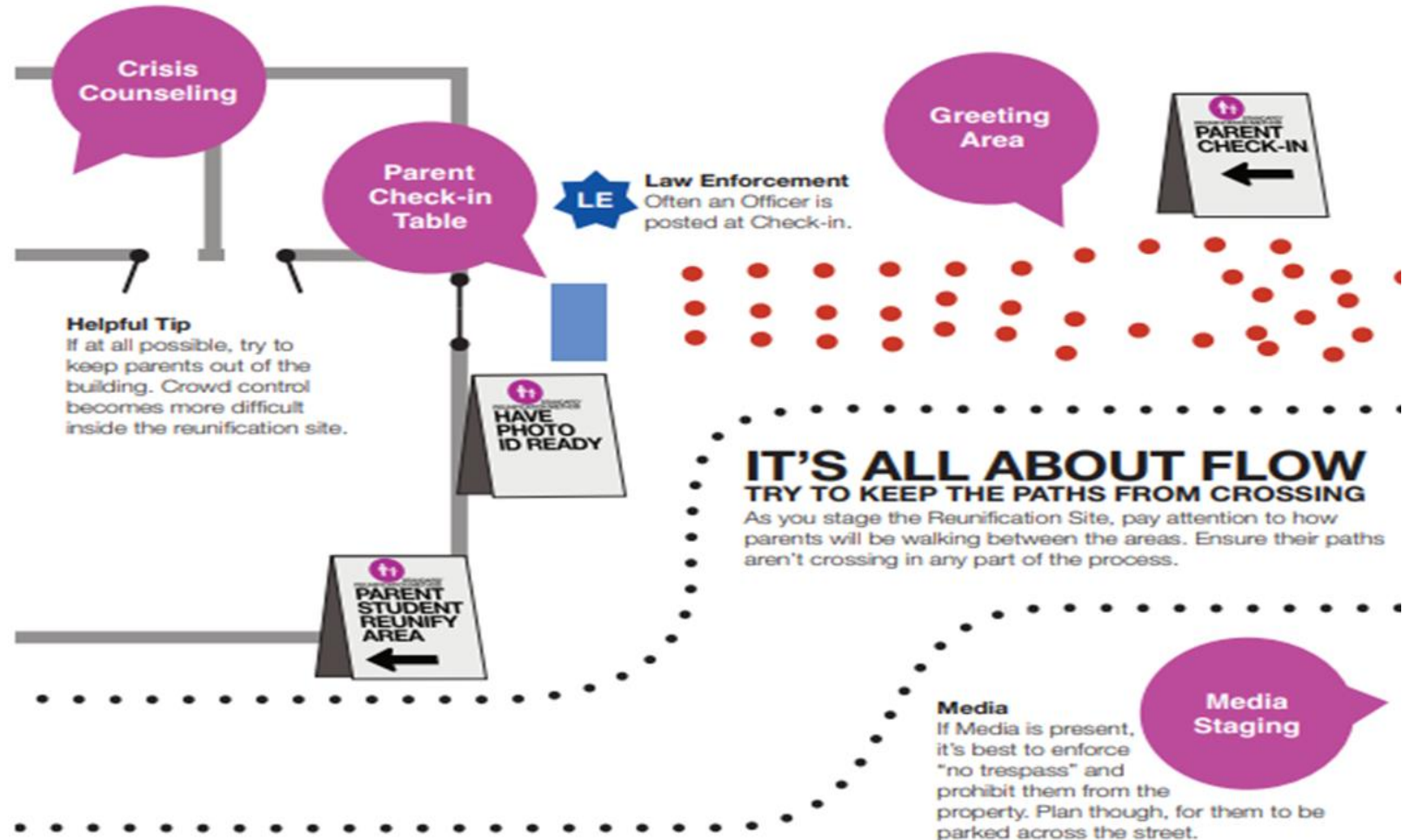
# Reunification Site Staging

## CHECK-IN TABLE SET UP MULTIPLE LINES

Establish parallel check-in lines based on first initial of last name. Checkers verify ID and custody.

## REUNIFICATION AREA PARENT STUDENT REUNIFICATION

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



# SRM Process

## STEP 1 GREETINGS

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

A blank 'Reunification Information' card with a header and several sections for data entry, including fields for name, address, and phone number.

## STEP 2 PARENTS FILL OUT CARD

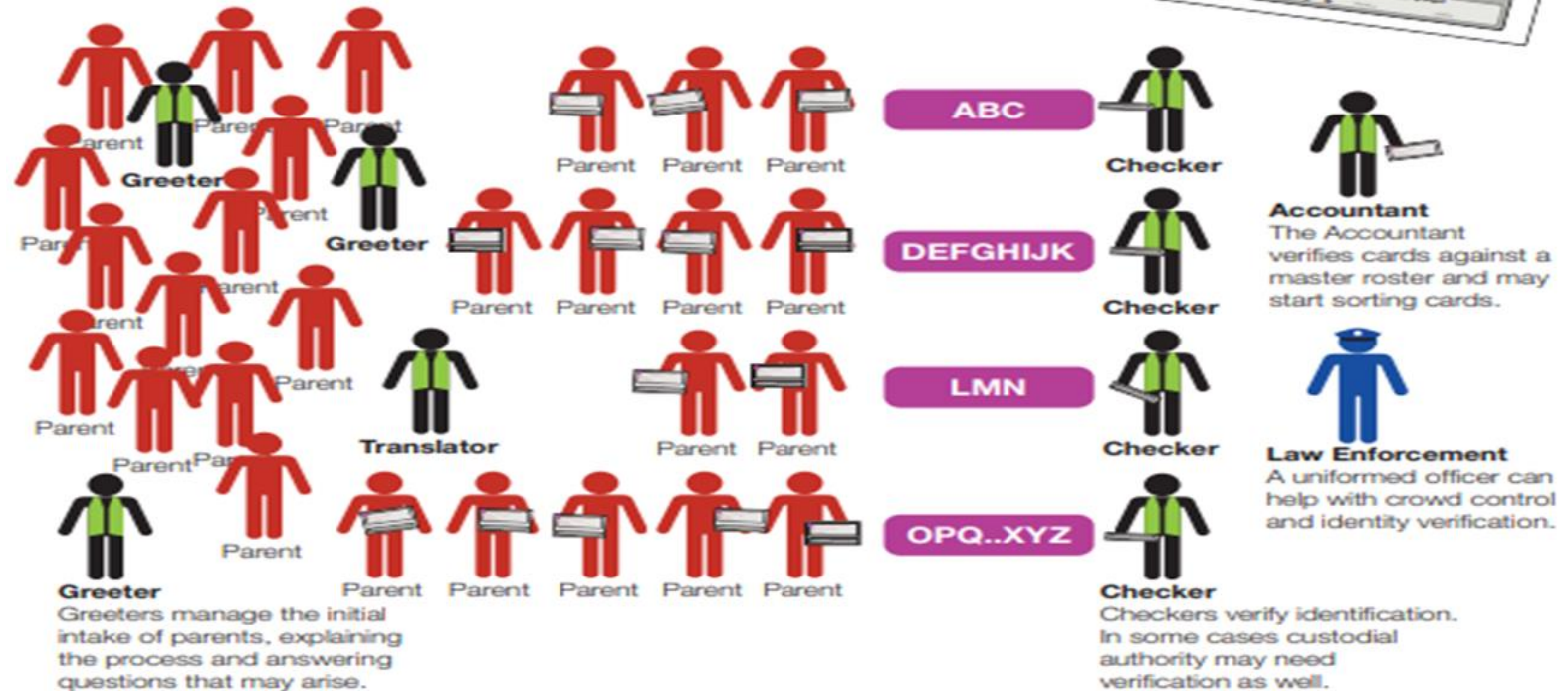
Parents complete the information requested on the card, and begin to self-sort into lines.

The same 'Reunification Information' card, now filled out with handwritten text and numbers, representing a parent's completed information.

## 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.

The 'Reunification Information' card being torn along a perforation line. The top portion is being separated from the bottom portion.



# SRM Process

## 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 get the student.



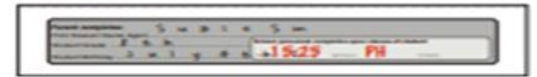
## STEP 5 STUDENT REUNIFICATION

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.



### Principal

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



### Law Enforcement

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

## 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.



## SEPARATE PARENT FROM THE LINE

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



# SRM Scenario – District Led

Staff has 15 minutes to accomplish the following Reunification goals:

- Assemble SRM Team
- Coordinate with District officials and determine Reunification Site
- Determine the Secure Assembly Area and set up for transportation to site
- Notify parents of the SRM Procedures
- Assign team members to the following roles:
  - Teachers to verify attendance at school and Reunification Site
  - Safety Officer, Reunification Site Checkers, Administrator/Incident Commander

# SRM Scenario – District Led

- Activate Reunification Site and notify parents
- Prepare for contingencies including:
  - Students with disabilities/mobility challenges
  - Time of day/traffic impacts/weather conditions
  - Student injuries, parent unavailable

# Reunification Information

<https://iloveguys.org/> - STANDARD REUNIFICATION METHOD

## Reunification Training Sessions

Compass Church – South Naperville (February 9, 2024 | 8 AM – 4:30 PM)

College of DuPage (June 11, 2024 | 8 AM – 4:30 PM)

# Crisis Communication

*“If You Fail to Plan, You Are Planning to Fail”*

*~ Benjamin Franklin*

- Internal Planning
- Parent/Guardian Readiness

# Communication – Internal Planning

- Emergency Communications Guide
  - Hard copy binder and Google Drive folder
  - Templates - Email, Phone, Text, Social Media, Website Alert Messages
  - Preapproved by local law enforcement
  - Include logins for social media, website, mass communications system
- Identify backups
- Department level tabletop exercises



# Parent/Guardian Readiness

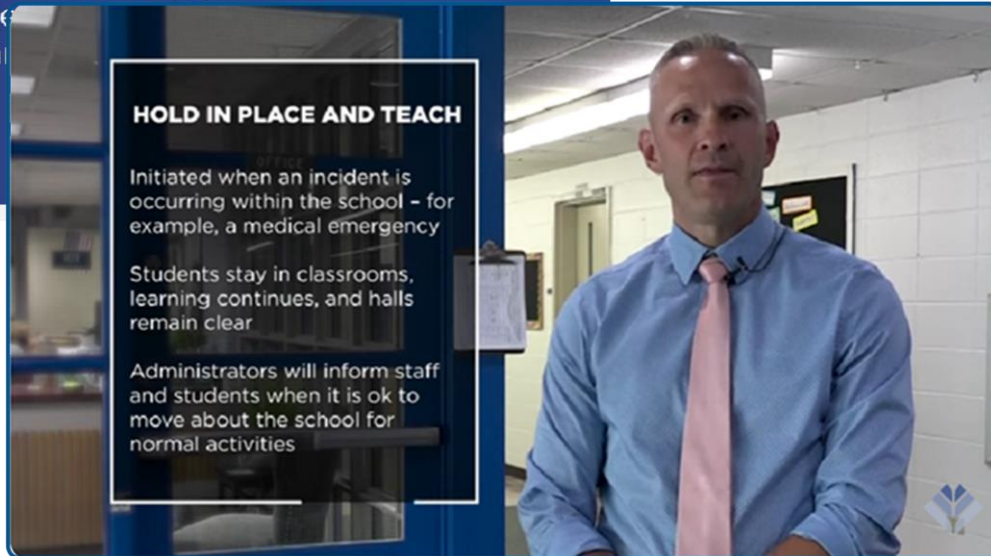
- Welcome Back safety video
- Safety protocol email reminders
- Parent University: School Safety & Security
- Safety webpage
- Safety reminders in weekly email

# Welcome Back Safety Video



## Safety & Security with Ron Wilke

Safety, Security  
Preparation



## Topics:

- Traffic issues
- Entering the school
- Visitor Management System
- Secure building and teach
- Hold in place and teach

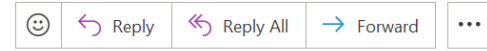
[YouTube Video Link](#)

# Safety Protocol Email Reminders

## Back-to-School Information



IPSD 204 - No Reply <no-reply@ipsd.org>  
To: INDIAN PRAIRIE CUSD 204 Recipients



Wed 8/9/2023 4:00 PM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## School Safety

Student and staff safety is a top priority of District 204. We are continuously reviewing our safety practices and training our staff so we are prepared in the event of a major incident.

If an emergency occurs in our schools, parents will be notified through all contact information that is on file in ParentVUE (email, phone, and text message). A major incident is considered any event that would require first responder involvement from multiple agencies and includes students being evacuated from their school and transported to an offsite location.

If a major incident occurs at your child's school, we will first inform you that an incident has occurred. When you receive this notification, the following steps should be taken immediately:

1. Do not go to your child's school – this interferes with the ability of first responders to effectively do their job and could potentially put you or others in danger.
2. Locate your driver's license or another form of photo ID – this will be required to pick up your child at the reunification site.
3. Allow school and district officials to assess the situation and determine the best site to relocate students safely. You will receive communication as soon as students are safely transported to an alternate location and reunification details are available.+

Watch for additional safety information and updates from Ron Wilke, District 204 Safety, Security and Emergency Preparedness Coordinator.

# Parent University: School Safety & Security



SCHOOL SAFETY & SECURITY

Septemb



[YouTube Video Link](#)

## Topics:

- Role of School Resource Officers
- SRO Relationship With School Community
- SRO Instruction in Schools
- SRO Perspective Illinois
- School Safety Drill Act Requirements
- ALICE Response Options
- Reunification
- DuSMART Collaboration

# Safety Webpage ([www.ispd.org/safety](http://www.ispd.org/safety))

High Contrast OFF ON

About Us Resources Academics Departments Board Connect I Am A... Calendar

Indian Prairie School District #204  
Inspire all students to achieve their greatest potential

IPSD HOME OUR SCHOOLS

Home > Resources > Safety & Security > Overview

## Safety & Security

Overview School Resource Officer (SRO) Program	↓
Preparation ALICE Training School Safety Drills	↓
During an Emergency Threat Assessment Procedure	↓
Resources	

Safety & Security with Ron Wilke

Watch later Share

INDIAN PRAIRIE SCHOOL DISTRICT 204

Safety & Security with Ron Wilke

Safety, Security, and Emergency Preparedness Coordinator

2023 - 2024

### [Parent University: School Safety and Security - Video](#)

### Safety Measures at Indian Prairie School District

#### Preparation

- [School Safety Policy/Emergency Plans](#)
- [School Safety Drills](#)
- [204 Tipline](#)
- [ALICE Response Options](#)
- [School Resource Officer \(SRO\) Program](#)

#### During an Emergency

## Contact Us

Got questions regarding Safety & Security in IPSD 204? [Submit your questions here!](#)

[204 Tipline](#): Have a safety concern? [Let us know.](#)



# Safety Reminders

## Safety & Security Information

Indian Prairie School District utilizes standard language throughout the district for situations that may arise within our schools. It is helpful for parents/guardians to be aware of the terminology used in our Classroom Action Guide.

**ALICE! ALICE! ALICE!**: a potentially violent intruder is present in a school

**Hold in Place and Teach**: a situation INSIDE the building that requires immediate action for all to stay put. This is non-life threatening to the general population and school community. (Example: student or staff requires medical attention, and the halls need to be kept clear for first responders)

**Secure the Building and Teach**: There is a hazard OUTSIDE of the building that requires all persons to remain inside the school. (Example: law enforcement responding to a neighborhood disturbance)

**Evacuation**: There is an unsafe situation inside requiring everyone to exit the building. (Example: fire, chemical spill, gas leak)

**Severe Weather**: Severe weather that has the potential of causing structural damage. Students are directed to a shelter location within the school.

visit the [IPSD Safety Webpage](#).

## Safety Reminder

We all play a role in keeping our communities safe. It's easy to be distracted during our daily routines, but if you see something that doesn't seem quite right, say something. If you observe something in your neighborhood or school community that doesn't feel right, you should contact your local law enforcement agency and/or contact the school's main office. Refrain from sharing suspicious activities on social media and allow law enforcement to properly investigate each situation.



## Safety Information

At Indian Prairie School District 204, we realize that sometimes it can be difficult for an individual to present a safety concern in person. Please remember the [204 Tipline](#) is an option available for parents and students to assist in keeping our schools safe. Whether your concern is about an incident that has already happened or one that is about to take place, please submit your concern so it can be investigated. You may choose to report your concern anonymously. Thank you for helping us enhance the overall safety and security of the District 204 school community.



## Safety Reminder

If an emergency occurs in your child's school, the district may contact you via phone, email, and/or SMS messaging. To ensure you will receive these emergency communications, [update your contact information in ParentVUE](#). To receive text messages, you must have a designated phone number listed in Parent VUE for SMS messages. Please see the [SMS Messaging Setup Instructions](#). Check the district's [Safety & Security Webpage](#) for more helpful safety information.



## Safety & Security Reminder

In the event an emergency occurs in your child's school, a reunification may be necessary. District 204 has several resources available through the [i love u guys Foundation](#) to help educate parents and guardians on the Standard Reunification Method.



- [A Parent's Guide to Reunification](#) (video)
- [Standard Reunification Method](#) (parent handout)

## Safety & Security Information

With the FEMA and the FCC testing of the emergency alert system today, District 204 would also like you to be aware of emergency notifications that are available to you from our schools, the district, and in your community.

If an emergency occurs in your child's school, you may receive a combination of any of the following communication formats: text/SMS message, phone call, or email. Please be sure your contact information is updated in [ParentVUE](#) to receive these alerts. Emergency information will also be posted on the [IPSD website](#) and the impacted school's website.

As a reminder, please only share information you receive from the district, your child's school, or your local law enforcement agency. Never reshare information shared on social media without verifying the accuracy of such information first.

For more information on community alerts, please visit the following links:  
[NaperSAFE](#)  
[Aurora ALERT](#)  
[Bolingbrook Alerts](#)

# Questions



# Resources

[iloveguys.org/](http://iloveguys.org/)

[Schoolcrisiscenter.org](http://Schoolcrisiscenter.org)

[www.ipisd.org/safety](http://www.ipisd.org/safety)



[PRESENTATION](#)  
[SLIDES AND](#)  
[HANDOUTS](#)

# Contacts

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