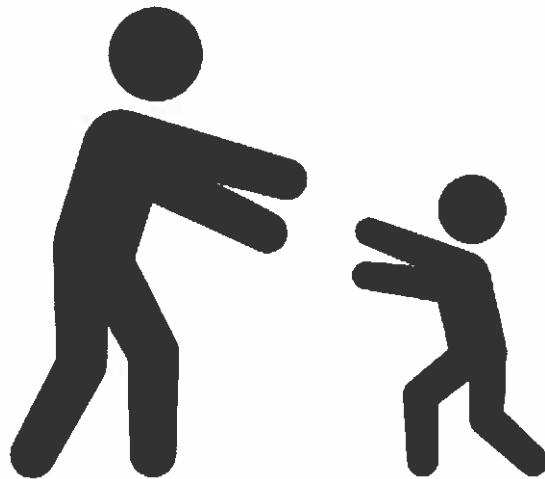




PERRY COUNTY
S C H O O L S



DISTRICT
REUNIFICATION PLAN
25-26



PERRY COUNTY
S C H O O L S

District Reunification Roles/Responsibilities

District Staff Assigned	Role	Responsibilities
Kent Campbell	Reunification Incident Commander	Defining and coordinating the objective of accountable, easy, reunification of students with parents.
Bridget Brewer/Paula Boggs/Cindy Gabbard	Public Information Officer	Communicating with Parents and Press, if appropriate. Coordinating use of mass call or text messages.
Harvey Colwell	Safety Officer	General site observation and safety concern remedy.
Harvey Colwell	Liaison Officer	Communicating with Fire, Medical or Law Enforcement
Jody Maggard	Operations	Establish and manage operational staff
Angie Tucker Sandy Smith Jackie Kirkland FRYSC Directors	Greeters	Help coordinate the Parent Lines. Tell parents about the process. Help verify identity of parents without ID.
Jeff Castle Denise Gray	Checkers	Verify ID and custody rights of parents/guardians. Direct Parents to Reunification Location.
Principals/Designees	Runners	Take Reunification Card/Form to Student Assembly & Supervision Area, retrieve students and escort to Family Waiting & Reunification Area.
KRCC/Staff Counselor	Crisis Counselors	Standby unless needed.
Office Staff/Teachers	Team Leaders	Often Teachers or Staff in

		charge of specific Staging Areas.
Kristie Gorman	Planning	May be staffed or the Planning Staff (Scribes) reports to Incident Commander.
Ashley Combs/Lola Taylor	Scribe	Documents event.
Johnny Wooton	Logistics	May be staffed or the Logistics Staff reports to Incident Commander.
Kristie Gorman Josh Baker	Stage Hands	Initial setup of the Check In area, the signage, Student Staging Area. Stage Hands may be assigned to Operations as the setup is completed.
Denise Pratt/Jennifer Combs	Finance	May or may not be staffed during a reunification.

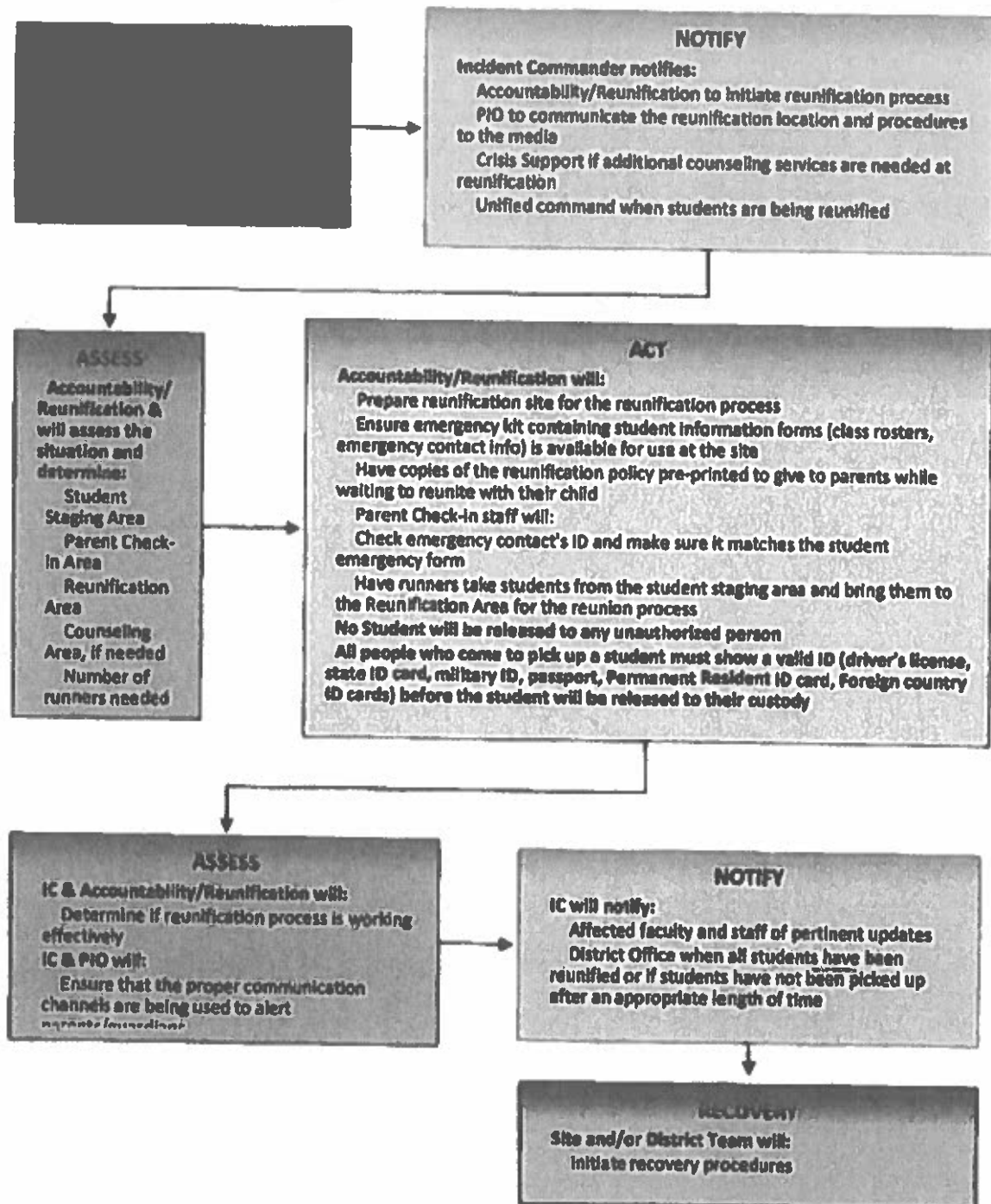


Reunification—Schools Alternative Location

School	Alternative Location
Buckhorn School	Buckhorn Center's gym and campus and Log Cathedral Chavies First Church of God
East Perry Elementary	West Perry's Gym
Perry County Central High School/Learning Academy	First Federal Building (HCTC) National Guard Armory
Robinson Elementary	PCCHS's Gym
RW Combs Elementary	Whitaker Athletic Center
Viper Elementary	Whitaker Athletic Center
West Perry Elementary/Perry Alternative	East Perry's Gym

Reunification Flowchart

REUNIFICATION



General Information

The School District Reunification Plan may be activated in the event of any incident where students must be moved from a school or school-sanctioned event, an event on campus that results in prolonged lockdown, or a community-wide non-school incident where the school may become a shelter or safe haven. Certain incidents have the potential for altered operations beyond what is normally expected during the course of a school day. These incidents include, but are not limited to:

- Any incident involving a school and related students
 - Active Shooter or violence on campus resulting in injury or death
 - Evacuation of school(s) due to natural or manmade incident
 - Incident involving mass casualty or potential for mass casualty during a school-sponsored event or transport
 - School Bus accident
 - Incident at a sporting event or other extracurricular event held on school property or in another school district
 - Natural or manmade incident that impacts the community where a school building may become a safe haven
- Any incident causing the unplanned relocation of students within the district.
- Any incident requiring the reunification of students/families within the district.

School students are a special and vulnerable population and as such have higher expectations than other populations. Coupled with this is the family / parental dynamic which can lead to a host of complications and should be addressed in a specific manner. To that end, the following Reunification Plan is detailed as a supplement to the District's emergency management plan.

The following information is a guide to dismissing and reunifying students and faculty once an incident has taken place and it is now safe to do so. This information is not a complete list of all factors required to be considered.

The goal of the reunification process is to avoid any additional incidents during a hectic, chaotic, and emotional time.

No student will be released to any unauthorized person.

All persons who come to pick up a student must show a valid ID (driver's license, state ID card, military ID, passport, Permanent Resident ID card, Foreign country ID cards) before the student will be released to their custody.

Emergency Incident Occurrence

Should an incident occur that involves the district, impacts students, or specifically impacts one facility, the following procedures will be observed to assist faculty, staff and students as well as the legally-accepted parent(s) and/or guardian(s) in reunifying after an incident in as seamless and protected manner as possible.

Community-Wide or Non-School Incident

- Parents/guardians monitor all local media including school district websites for information regarding the school and if they are impacted
 - Dependent upon the nature of the incident, Shelter-in-Place may be indicated for the school
 - If this occurs, parents/guardians are to remain away from the school to prevent upsetting the protective nature engendered by the shelter order
- The Public Information Officer (PIO) will detail to the media and school district communication channels how and when to respond to either the school or alternate location
- The Incident Commander will decide on the site to be used, when reunification will commence, and inform both the media and parents/guardians via all appropriate communications channels.

On Campus Incident

In addition to the aforementioned, the following additional procedures will be utilized to inform as well as facilitate reunification of students.

- Incident Command for the facility will inform the district of the incident and request possible activation of the Reunification Plan.
- The school will notify parents/guardians of the incident as well as any of the following:
 - Injury or death occurring to child
 - Hospitalization of child

Reception of Children at Reunification Site

The District, in conjunction with affected school, should employ the following methods/procedures upon receiving impacted students:

- Organize students by grade and teacher/caregiver
- Provide, to the best extent possible, a rapid medical and mental screening exam by qualified healthcare and mental health personnel
- Monitor occupants for any signs of mental, emotional, or physical decompensation
 - Should this occur, provide EMS transport to appropriate facility and inform Accountability/Reunification Coordinator. Each school should identify a staff member (Nurse, Counselor) to serve as a medical liaison. One of the primary purpose for them would be to determine where each student has to be transported to (ARH, UK, UT) and able to communicate this to the parent/guardian.
- Further segregate children 12 and under from teenagers
- Provide assurances and activities until reunification occurs
- Obtain emergency contact information of all affected students for parent/guardian notification
- If possible, obtain a photograph and personal information from each minor

REUNIFICATION

It is critical for the district to make known that any parent/guardian or designated emergency contact attempting to claim a child must have proper identification. Identification will be required on site. Law Enforcement may be called on to perform a background check if deemed necessary by reunification staff.

As best as possible, if a school is involved in the incident, school staff must be positioned within the reunification center to assist in identifying parents/guardians.

All parents/guardians will be asked via district websites and media to bring and provide the following at the reunification center:

- **VALID, PROPER IDENTIFICATION**
- **Any court documents or orders detailing the custodial nature of the parent/guardian to the child**
 - **This is especially critical for foster parents and other nontraditional guardianships**
- **Any other emergency documentation as required by the district**

Upon arriving at the reunification site, the following procedures will be observed for reunification of parent/guardian with child/children:

- **Parents/guardians will be marshaled into a separate holding area away from all children**
- **District reunification personnel will man sign-in and sign-out tables to receive proper information from parent/guardian as well as who they are picking up**
 - **Copies will be made of all information**
 - **If possible, photographs will be taken of each requesting parent/guardian and matched with child/children photograph(s)**
- **All information will be reviewed by designated district personnel for authenticity**
 - **School personnel may be asked to assist in determining if the parent/guardian matches the child/children requested based on personal experience**
 - **Electronic and other records may be accessed by the reunification team to verify authenticity of request**
- **Once proper identification and authenticity is verified, parents/guardians will be moved to a separate holding area**
- **Runners will go to the appropriate student staging area to get the appropriate child/children.**
- **Child/children will be escorted to the verified parent/guardian holding area and reunited**
- **Reunification will be monitored by appropriate personnel for any anomalies in the meeting.**
- **Upon reunification, parents/guardians will then sign-out the child/children.**
- **Reunified families will leave through a separate, secure exit that is away from sign-in, holding or student staging areas.**

Roles & Responsibilities

Incident Commander

******Roles and responsibilities should be assigned at each school three deep or at least two deep in case a staff member is not in the district on that particular day.**

General:

- Determine when it is safe and appropriate to initiate the reunification procedure.
- Notify the Accountability/Reunification Coordinator to initiate the reunification process.
- Contact additional resources as necessary (e.g., law enforcement).

Public Information:

- Communicate the reunification location and procedures to media to assist in dissemination of information to parents and guardians.
- If a situation arises that calls for modification of the procedures, communicate such changes as necessary.
- Keep a log of all actions taken and communications provided during the process.
- Exchange updates regularly with the PIO at the EOC, if activated.
- Provide written scripts or talking points to personnel who will handle inquiries.
- Correct any misinformation provided through the media.

Crisis Response:

- Assess the situation and contact additional resources if needed.
- Monitor well-being of occupants as best as possible.

First Aid and Medical

- Notify Incident Commander and Accountability/Reunification Coordinator of any students that were sent to the hospital or that are in the first aid area to ensure reunification records are correct.

Security and Safety

- Report to Accountability/Reunification Coordinator and receive instruction on where they will be needed to ensure safety and continuity of the reunification process.
- Keep a log of all actions taken during the process.
- Notify Incident Commander if law enforcement presence and assistance is needed.
- Stand by for further instructions from the Incident Commander.

Accountability/Reunification Coordinator

- Determine, with Incident Commander, where the student staging area, parent check-in area, reunification area, and counseling area (if needed) will be located.
- Keep a log of all actions taken during the process.
- Obtain a list of injured or sick students (if applicable) so that their parents/guardians can be notified of their whereabouts.

- Prepare reunification site for the reunification process.
- Supervise and manage student care activities.
- Update the Incident Commander on the student care activities regularly.
- Ensure emergency kit containing student information forms (class rosters, emergency contact info) is available for use at the site.
- Have copies of the reunification policy pre-printed to give to parents while waiting to reunite with their child.
- Assign personnel to staff the parent check-in area, reunification area, and to be runners.
- Notify the Logistics section of additional supplies needed or the Planning section of additional staff needed.

Staff

- Wait for instruction from the Accountability/Reunification Coordinator to move students to the student staging area.
- Staff who are selected as parent check-in staff will report to the parent check-in area. Every person who comes to pick-up a student must be identified with a valid ID, and cross referenced against the school's emergency contact information for the student.
- Staff who are selected as runners will stage at the parent check-in area and await instruction from the parent check-in staff to retrieve each student.
- Staff who are selected to be in the reunification area will report to the area and monitor the parent/guardian and student reunification process to ensure the appropriate students go home with the appropriate person.

Personnel & Equipment Needs:

In order to preserve order as well as protect the affected children, staff will be required to remain throughout the reunification process until released by the Incident Commander or until the reunification process is complete.

Equipment needed for the operation of a reunification area:

- At least 3 rooms; more rooms and areas depending and according to the incident
 - Restroom facilities
 - Kitchen or food vendors for prolonged incident
- Toys and other activities (e.g., movies) to keep children occupied and not dwelling on the incident as much as possible
- Tables and stanchions or other devices to cordon areas as well as guide parents/guardians
- All appropriate and necessary technology for accessing records and processing reunification resource and background requests
- Polaroid or digital cameras for documentation
- Paper copies of student rosters, persons authorized to check a student out depending on the emergency and if the internet wasn't working.

Reunification

General Info

The School District Student Reunification may be activated in the event of any incident where students must be moved from a school or school-sanctioned event, an event on campus that results in prolonged lockdown, or a community-wide non-school incident where the school may become a shelter or safe haven. Certain incidents have the potential for altered operations beyond what is normally expected during the course of a school day. These incidents include, but are not limited to:

- Any incident involving a school and related students
 - Active Shooter or violence on campus resulting in injury or death
 - Evacuation of school(s) due to natural or manmade incident
 - Incident involving mass casualty or potential for mass casualty during a school-sponsored event or transport
 - School Bus accident
 - Incident at a sporting event or other extracurricular event held on school property or in another school district
 - Natural or manmade incident that impacts the community where a school building may become a safe haven
- Any incident causing the unplanned relocation of students within the district.
- Any incident requiring the reunification of students/families within the district.

School students are a special and vulnerable population and as such have higher expectations than other populations. Coupled with this is the family / parental dynamic which can lead to a host of complications and should be addressed in a specific manner. To that end, the following Child Reunification Annex is detailed as a supplement to the District's emergency management plan.

The following information is a guide to dismissing and reunifying students and faculty once an incident has taken place and it is now safe to do so. This information is not a complete list of all factors required to be considered.

The goal of the reunification process is to avoid any additional incidents during a hectic, chaotic, and emotional time.

No student will be released to any unauthorized person.

All persons who come to pick up a student must show a valid ID (driver's license, state ID card, military ID, passport, Permanent Resident ID card, Foreign country ID cards) before the student will be released to their custody.

Emergency Incident Occurrence

Should an incident occur that involves the district, impacts students, or specifically impacts one facility, the following procedures will be observed to assist faculty, staff and students as well as the legally-accepted parent(s) and/or guardian(s) in reunifying after an incident in as seamless and protected manner as possible.

Community-Wide or Non-School Incident

- Parents/guardians monitor all local media including school district websites for information regarding the school and if they are impacted
 - Dependent upon the nature of the incident, Shelter-in-Place may be indicated for the school
 - If this occurs, parents/guardians are to remain away from the school to prevent upsetting the protective nature engendered by the shelter order
- The Public Information Officer (PIO) will detail to the media and school district communication channels how and when to respond to either the school or alternate location
- The Incident Commander will decide on the site to be used, when reunification will commence, and inform both the media and parents/guardians via all appropriate communications channels.

On Campus Incident

In addition to the aforementioned, the following additional procedures will be utilized to inform as well as facilitate reunification of students.

- Incident Command for the facility will inform the district of the incident and request possible activation of the Child Reunification Annex (CRA)
- The school will notify parents/guardians of the incident as well as any of the following:
 - Injury or death occurring to child
 - Hospitalization of child

Reception of Children at Reunification Site

The District, in conjunction with affected school, should employ the following methods/procedures upon receiving impacted students:

- Organize students by grade and teacher/caregiver
- Provide, to the best extent possible, a rapid medical and mental screening exam by qualified healthcare and mental health personnel
- Monitor occupants for any signs of mental, emotional, or physical decompensation
 - Should this occur, provide EMS transport to appropriate facility and inform Accountability/Reunification Coordinator
- Further segregate children 12 and under from teenagers
- Provide assurances and activities until reunification occurs
- Obtain emergency contact information of all affected students for parent/guardian notification
- If possible, obtain a photograph and personal information from each minor

REUNIFICATION

It is critical for the district to make known that any parent/guardian or designated emergency contact attempting to claim a child must have proper identification. Identification will be required on site. Law Enforcement may be called on to perform a background check if deemed necessary by reunification staff.

As best as possible, if a school is involved in the incident, school staff must be positioned within the reunification center to assist in identifying parents/guardians.

All parents/guardians will be asked via district websites and media to bring and provide the following at the reunification center:

- **VALID, PROPER IDENTIFICATION**
- Any court documents or orders detailing the custodial nature of the parent/guardian to the child
 - This is especially critical for foster parents and other nontraditional guardianships
- Any other emergency documentation as required by the district

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 - Copies will be made of all information
 - If possible, photographs will be taken of each requesting parent/guardian and matched with child/children photograph(s)
- All information will be reviewed by designated district personnel for authenticity
 - School personnel may be asked to assist in determining if the parent/guardian matches the child/children requested based on personal experience
 - Electronic and other records may be accessed by the reunification team to verify authenticity of request
- Once proper identification and authenticity is verified, parents/guardians will be moved to a separate holding area
- Runners will go to the appropriate student staging area to get the appropriate child/children.
- Child/children will be escorted to the verified parent/guardian holding area and reunited
- Reunification will be monitored by appropriate personnel for any anomalies in the meeting.
- Upon reunification, parents/guardians will then sign-out the child/children.
- Reunified families will leave through a separate, secure exit that is away from sign-in, holding or student staging areas.

Preparedness:

- Have pre-determined staging points for the reunification process.
- Ensure that parents are aware of the reunification procedures and understand where the designated pick-up locations are

Response:

*****Roles and responsibilities should be assigned at each school three deep or at least two deep in case a staff member is not in the district on that particular day.**

Incident Commander**General:**

- Determine when it is safe and appropriate to initiate the reunification procedure.
- Notify the Accountability/Reunification Coordinator to initiate the reunification process.
- Contact additional resources as necessary (e.g., law enforcement).

Public Information:

- Communicate the reunification location and procedures to media to assist in dissemination of information to parents and guardians.
- If a situation arises that calls for modification of the procedures, communicate such changes as necessary.
- Keep a log of all actions taken and communications provided during the process.
- Exchange updates regularly with the PIO at the EOC, if activated.
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Crisis Response:

- Assess the situation and contact additional resources if needed.
- Monitor well-being of occupants as best as possible.

First Aid and Medical

- Notify Incident Commander and Accountability/Reunification Coordinator of any students that were sent to the hospital or that are in the first aid area to ensure reunification records are correct.

Security and Safety

- Report to Accountability/Reunification Coordinator and receive instruction on where they will be needed to ensure safety and continuity of the reunification process.
- Keep a log of all actions taken during the process.
- Notify Incident Commander if law enforcement presence and assistance is needed.
- Stand by for further instructions from the Incident Commander.

Accountability/Reunification Coordinator

- Determine, with Incident Commander, where the student staging area, parent check-in area, reunification area, and counseling area (if needed) will be located.
- Keep a log of all actions taken during the process.
- Obtain a list of injured or sick students (if applicable) so that their parents/guardians can be notified of their whereabouts.
- Prepare reunification site for the reunification process.

- Supervise and manage student care activities.
- Update the Incident Commander on the student care activities regularly.
- Ensure emergency kit containing student information forms (class rosters, emergency contact info) is available for use at the site.
- Have copies of the reunification policy pre-printed to give to parents while waiting to reunite with their child.
- Assign personnel to staff the parent check-in area, reunification area, and to be runners.
- Notify the Logistics section of additional supplies needed or the Planning section of additional staff needed.

Staff

- Wait for instruction from the Accountability/Reunification Coordinator to move students to the student staging area.
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- Staff who are selected as runners will stage at the parent check-in area and await instruction from the parent check-in staff to retrieve each student.
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Personnel & Equipment Needs:

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- Tables and stanchions or other devices to cordon areas as well as guide parents/guardians
- All appropriate and necessary technology for accessing records and processing reunification resource and background requests
- Polaroid or digital cameras for documentation
- Paper copies of student rosters, persons authorized to check a student out depending on the emergency and if the internet wasn't working.

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Recovery

- **The site and/or district team will debrief appropriate district, school, and community stakeholders.**
- **The Incident Commander will ensure counseling services are implemented, if needed.**
- **Members of the activated teams will provide any pertinent information to the Incident Commander for preparation of the Incident Report.**
- **The site and/or district teams will participate in the incident debriefing meeting.**

[School District] Student Release/Runner Form

To Be Taken By Runner

*AREAS THAT MUST BE FILLED OUT

Box #1

Completed by Parent/ Requester at Check-In	*Student:
	Last Name _____
	First Name _____
	School _____ Grade _____
	Teacher (if known) _____
	*Name of Person Picking up Student: _____
	Relationship to student: _____
	Photo ID/Driver's License Checked: <input type="checkbox"/>
	or OK to verify at release gate by student: <input type="checkbox"/>

Box #2

Completed by Staging Area	Student Status:
	_____ Sent with Runner _____ Absent
	_____ First Aid _____ Missing
	Other Notes: _____

Box #3

Completed by Parent/Guardian/ Requester at	*Requester Signature _____
	Destination/Phone _____
	Address/Directions if needed _____

	*Time: _____ Date: _____

[School District] Student Release/Runner Form
To Be Taken By Runner

*AREAS THAT MUST BE FILLED OUT

Box #1

Comple ted by Parent/ Request er at Check-In	*Student:
	Last Name _____
	First Name _____
	School _____ Grade _____
	Teacher (if known) _____
	*Name of Person Picking up Student: _____
	Relationship to student: _____
	Photo ID/Driver's License Checked: <input type="checkbox"/>
	or OK to verify at release gate by student: <input type="checkbox"/>

Box #2

Comple ted by Staging Area	Student Status:
	_____ Sent with Runner _____ Absent
	_____ First Aid _____ Missing
	Other Notes: _____

Box #3

Comple ted by Parent/Guar dian/ Requester at	*Requester Signature _____
	Destination/Phone _____
	Address/Directions if needed _____

	*Time: _____ Date: _____