



PHASE 1: PLAN

Key questions to ask when developing your plan

Communication

- Do you have plans for communicating with non-traditional staff members (custodians, food service, security, etc.)?
- Do you have a way of texting/mass notifying all students during an emergency?
- Do you have a plan for keeping your communications clear and distinct at the reunification site? Specifically if your reunification site is one of your other school buildings and school is still in session at that building.
- Do you know who is responsible for initiating the communication to parents, and what it will say?

Transportation

- If you need transportation or busing, do you know who is making that decision, who is responsible to call them, and what the contact information is for the transportation company?
- Do you have specific paths and locations set for vehicles and buses? Be especially aware of the movement of vehicles in proximity to students during this process. Staff and students could become injured during the chaos of a crisis, even by your own transportation vehicles.
- If students drove to school, are you allowing them to leave on their own?

Parents

- Have you pre-communicated to parents how you will communicate an actual crisis and potential injury?
- Do parents know to not show up at the school building?
- How will you greet parents as they arrive and break them into lines, answer questions, and provide instruction?
- Are you releasing students to anyone on the emergency contact form, or only parents/guardians?

Site Planning

- Do you have more than one reunification site?
- Do you have a floor plan of your reunification site with key areas needed for reunification defined?
- Do you have a security team and plan in place at your evacuation and reunification site? Students have often become separated during evacuations relating to major crises, and sexual predators, non-custodial parents and other unscrupulous individuals have been known to arrive at school crisis scenes.
- Do you have a waiting room for parents in the event their students are not at the reunification site (either because the students haven't arrived yet, or because they will not be arriving)?
- Do you have separate entrances for parents coming in, students coming in, and exiting reunified parties?
- Where are you directing media when they arrive at your site?



PHASE 2: PREPARE

Key questions to ask as you create your toolkit

- Do you have forms already printed for parents to fill out and sign when they arrive?
- Do you have access to your emergency contact forms off-site?
- Do you have a way of knowing medical special needs or providing medical care during the reunification process?
- Has your go-box been put together?
- Do you have multiple keys to get access to your reunification site? Who has access to those keys?
- Does your reunification site have Wi-Fi? Do you have the Wi-Fi password?



PHASE 3: PRACTICE

Key questions to ask when preparing for drills

- Does your staff know how to use radios?
- Are there Wi-Fi challenges anywhere within your reunification site? Do you have an alternative source for Wi-Fi if needed?
- Who is in charge if leaders of your response team can't be present?
- Are your reunification rooms labeled so your runners can find specific teachers or classes at your reunification site?