**REUNIFICATION**

**THE TEACHER WILL:**

* Keep all of students together and report to the Reunification Area for Students.
* Keep a current class list and transport any students that may not be in your class back to his/ her original teacher.
* If students are with specialists when the event takes place bring them back to the original classroom teacher at the Relocation Area. If this is not possible (teacher is compromised or unavailable) then the specialist should remain with the students.
* If students are at lunch/ recess the classroom teachers should report to their original group of students at the Relocation Area.
* Once a runner has come for your student please note that the student has been dismissed on your attendance sheet.
* All “Free” staff should report to the Parent Reunification Area for assignment.

**THE PRINCIPAL WILL:**

* Determine the need for reunification and have the Safety Team implement the Reunification Plan.
* Move students to the reunification sight if separate from where they are presently located. Have local school Nurse/Social Workers/ Guidance Counselors/ and Psychologists as well as plenty of district counselors and the STARS Crisis Recovery Team present for staff and students.
* Establish a Parent Check-in with signage and police and a minimum of 3 District Social Workers, Guidance Counselors/ Psychologists/ will be present. The area should be inside or away from where parents can see their children.
	+ Signage above the tables for easy identification and signage directing people to the check-in area.
	+ Tables set up to give room for Grade Levels
	+ Grade Level signs are taped to the tables or secured on the ground and the parent lines form to the right side of the sign so people in back can’t see where to line-up.
	+ A minimum of 6 Check-in staff should be stationed here validating ID’s, custody, and completing Reunification Cards. (1- Secretary, Medical Assistant, and a minimum of 4 staff)
	+ A Minimum of 5 greeters should be responsible for helping people get into lines to Check-in and then be directed to Reunification Site.
* Establish a Reunification Location. This should be separate from where the students are located and a distance from the Check-in Site. Police and minimum of 3 district Social Workers/ guidance counselors/ psychologists from the district should also be present here.
	+ A minimum of 2 greeters are here to help runners and delivery of students.
	+ A minimum of 10 Runners are needed to retrieve the students. Runners need to tear off the bottom of the card and keep on file.
		- Runners go back and forth between the Parent Reunification area and the Student Reunification Area.
* Establish a private location counseling with a minimum of 6 Crisis Recovery Counselors to meet with parents and students that need assistance. Police should also be in this location for support. (supplied from District and STARS Crisis Recovery Team, if warranted)

Establish parking area for parents and staff family members. Police will coordinate.