

## STUDENT / FAMILY REUNIFICATION PLAN

School Name: North Beach Elementary

Date Revised: 9/18/17

	<p>We have identified the following as a safe area for parents and guardians to go to when picking up their children:</p> <p><b>Our Redeemers Church</b> (School has key to church) 2400 NW 85<sup>th</sup> Street Seattle, WA 98117 (206) 783-7900 Don or Susan Wifi- "Our Redeemers Lutheran Church Password: 2400nw85 (their address)</p> <p><b>Whitman Middle School</b> 9201 15<sup>th</sup> Avenue NW Seattle, WA 98117 Contact: Sue Kleitsch, Principal 206-947-1393 School: 252-1200</p> <ul style="list-style-type: none"><li>- All student contact information is housed at Whitman and Our Redeemers Church</li></ul>
	<p><b>Communication</b></p>
	<ol style="list-style-type: none"><li>1. 911 if needed</li><li>2. SPS Security 206-252-0707</li><li>3. Mary Anne Denini 206-793-2668</li><li>4. Helen Joung 206-255-8965</li><li>5. Julie Cox 651-334-2075</li><li>6. Parent Robo Call and Email re: evacuation to parents</li></ol>
	<p><b>Procedures</b></p>
	<p>We have identified these steps to follow for successful student / parent reunification:</p> <ul style="list-style-type: none"><li>• Parents will report to the assigned <b>Check-In</b> area and give the name of their child / children. Our hope is to have three different rooms: a check-in area, a holding area, and a pick-up area.</li><li>• Picture I.D. will be required to ensure the person requesting the child / children is a match to the name on the "North Beach Emergency</li></ul>

	<p><i>Information and Student Release Form</i>” or in PowerSchool.</p> <ul style="list-style-type: none"> <li>• <b>Check-In</b> staff will initial “<i>Student Release/ Runner Form</i>” form indicating that ID has been checked. (Keep “<i>Emergency Information and Student Release Form</i>” at Check-In area.) Check-in staff will retain the yellow copy of the form.</li> <li>• A Runner will take the white form and go to the <b>Student Holding Area</b> to collect the child.</li> <li>• Parents will take the pink copy and head to the <b>Family Reunification Check-out area</b>.</li> <li>• Student Supervision staff will initial the “<i>Student Release/ Runner Form</i>” indicating student status. The runner will take the form and escort the student (s) to the <b>Family Reunification Check-out area</b>.</li> <li>• Parent/authorized adult will sign the white copy of the “<i>Student Release/ Runner Form</i>” before the child is released.</li> <li>• The completed white “<i>Student Release/ Runner Form</i>” will be kept at the <b>Family Reunification Check-out area</b>. Parents may keep their pink copy of the form.</li> <li>• Grade levels will cluster together in Student Waiting Area.</li> </ul> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• If the child is in the <b>First Aid area</b>, the parent/authorized adult will be escorted to that area for reunification with their child / children.</li> <li>• Counselors, when available, will be located close to the First Aid area in the event they are needed.</li> <li>• Arrangements should be made in advance to determine how and where “bad news” is communicated to parents.</li> </ul>
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Checklist	
	<p>Student rosters will be updated at least twice a year. If enrollment dictates, consider updating more often.</p> <p>Updated rosters will be stored in every classroom in an area easily identified by the both teachers and substitutes. Additional copies of the rosters should be distributed to the principal and placed in the back of</p>

	<p>the Site Emergency Management Plan binder. Student lists are also stored at <b>Our Redeemers Church</b> and <b>Whitman MS</b>.</p> <p><i>“Emergency Information and Student Release Form”</i> will be filled out at the beginning of the year. This form should include contact information on parents / guardians, as well as other adults who can be contacted if the parent / guardian is not available. The form should also indicate with whom the child is permitted to leave campus if necessary.</p> <p><b>DO NOT</b> release students to anyone who not listed on the student emergency card or who is not able to produce identification. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the authorized people so students’ families will know where they are. The form should also include all pertinent medical information such as allergies, medications, and doctor contact information. These cards should be stored in a pre-determined area in both hard copy and electronically if possible.</p>
<b>Traffic Control</b>	
	<ul style="list-style-type: none"> <li>• Traffic will be controlled by school-based staff until local law enforcement is available and on scene at the school.</li> <li>• To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles.</li> <li>• As the situation develops, there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident.</li> <li>• When law enforcement arrives on the scene, they will take charge and do whatever is necessary, including the towing of vehicles, to manage the emergency or disaster.</li> </ul>

*Note: Older students will often leave school grounds without permission. Depending on the emergency, that can be a very dangerous situation. Communicate to older students that they should remain at school until properly released. Provide them with information and responsibilities.*

*Plan ahead as to how your school will handle the release of older students.*

Doors to Student Area

Check **OUT**

**OUT** Door

85<sup>th</sup> St.

**IN** Door

Check **IN**

24<sup>th</sup> Ave NW

# North Beach Elementary School Student Release/ Runner Form

Check in Time

Student's Name \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

\*Authorized Adult picking up child: \_\_\_\_\_

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**(1) To be completed by "Check-In" Staff**

Proof of Photo I.D.  \*Name is on Emergency Release Form  Is parent aware?

*Check-In staff should initial boxes above indicating "YES". If "NO" - do not release student. Contact Command Post*

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**(2) Student Status**  
**To Be completed by "Student Supervision" Staff**

Sent with Runner  Absent  First Aid  Unknown

*Student Supervision staff should initial boxes above indicating student's status.  
If student is missing/unknown, deliver this form to the **Command Post***

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**(3) To be completed at the "Family Reunification Check-out Area"**

Student has been released to Authorized Adult listed on Emergency Release Form (*Staff initial*)

**To be completed by Parent / Guardian / Authorized Adult at Family Reunification Gate**

(Print name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Destination: \_\_\_\_\_ Date : \_\_\_\_\_ Time : \_\_\_\_\_