

# *Parent / Student Reunion*

A Manual For Kitsap County Schools  
2010 - 2011



**KCDEM**

Kitsap County Department of Emergency Management

911 Carver St., Bremerton, WA 98312 • (360) 307-5870 • Fax (360) 478-9802  
E-mail: [dem@co.kitsap.wa.us](mailto:dem@co.kitsap.wa.us) • [www.kitsapdem.org](http://www.kitsapdem.org)

---



**Parent/Student  
Reunion  
Instructions**

---

## **Responsibilities of the Student/Parent Reunion Team**

### **Responsibilities**

1. Establish request and release points for students at access locations.
2. As soon as parents arrive, begin to process the release of students to their parents or other authorized guardian.
3. Check student disaster release form to assure adult is authorized to take student.
4. Ask to see identification of person wishing to take student. Obtain signature of person taking the student. Be sure to confirm that each student recognizes the adult as a legitimate, authorized adult.
5. Other:

### **Equipment/Supplies**

Signs - Pick-up Area, Request Area

Basic office supplies (pens, pencils, paper clips, clipboards etc.)

Forms - Disaster Release, Student Release, Class Rosters

Suggested additional equipment: Map of facility with pre-established assembly areas identified and other team locations, two-way radios, bullhorn, table, chairs, and light source

Team identifiers (i.e., t-shirts, vests)

### **Additional Information:**

Interior Command Post Meeting Place \_\_\_\_\_

Exterior Command Post Meeting Place \_\_\_\_\_

Student/Parent Reunion Team location \_\_\_\_\_

---

## Parent/Student Reunion Procedure Checklist

**Personnel:** Parent/Student Reunion team members, other available staff, and volunteers. Volunteer runners (trained students, if possible) support the reunion process.

**Responsibilities:** Assure the reunification of students with their parents or authorized adult through separate Request and Release points.

**Start-Up Actions:** Check with Incident Commander for assignment.  
Set up the Request and Release points some distance apart.  
Mark request/release gates with signs.  
At Request and Release points have: alphabetical grouping signs to organize parent requests; Disaster Release and Student Release Forms; class rosters; maps of facility with assembly area(s), and Incident Command Post and other team locations marked; pens/pencils, and other office supplies that the team deems necessary; tables, chairs, light source, etc.

**Operational Duties:** Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.  
Refer all requests for information to the individual assigned to handle public information (Public Information Officer—PIO, communications/community relations staff).  
Do not spread rumors!

**Procedures:** Parent/guardian requests student(s) and shows identification.  
Staff verifies the requestor is on the Disaster Release Form list.  
Parent/guardian completes first section on two copies of the Student Release Form.  
Staff verifies I.D. and completes second section on two copies of Student Release Form; then directs parent/guardian to release gate.  
Staff staples one copy of Student Release Form to Disaster Release Form, and gives runner the second copy of SRF.  
Staff re-files copy of Disaster Release Form with copy of Student Release Form attached.  
Runner takes form(s) to the student/staff supervision area.  
Teacher/staff in this area completes middle section of Student Release Form. Runner continues with form and student to Release Gate.  
Staff at Release Gate verifies ID again, completes 4th section of Student Release Form, has parent/guardian fill in last section, and files the form.

**Note: If a parent refuses to wait in line, don't argue. Note time with appropriate comments and place in out box. Parent/Student Reunion Procedure Checklist**

---

(Parent/Student Reunion Procedure Checklist continued)

<b>If student is with class:</b>	<p>Runner shows Student Release Form to the teacher. Teacher marks box, "<b>Sent with Runner.</b>" If appropriate, teacher sends parent/guardian copy of first aid form with the runner. Runner walks student(s) to Reunion/Release gate. Runner hands paperwork to reunion/release staff. Release staff matches student to parent/guardian, verifies proof of identification, asks parent/guardian to fill out and sign bottom portion of Student Release Form, and releases student. Parent/guardian is given the Notice of First Aid Care Given, if applicable. Reunion/release staff staple Student Release Form to Disaster Release Form, and file alphabetically by last name.</p>
<b>If student is not with class:</b>	<p>Teacher makes appropriate notation on Student Release Form "<b>Absent</b>" if student was never in school that day. "<b>First Aid</b>" if student is in Medical Treatment area. "<b>Missing</b>" if student was in school but now cannot be located. Runner takes Student Release Form to Incident Command. Incident Command verifies student location if known and directs runner accordingly. If runner is retrieving multiple students and one or more are missing, walk available students to Reunion/Release gate before returning "Missing" forms to Incident Command for verification If student is in first aid, parent/guardian should be escorted to Medical Treatment Area. If student was marked absent, parent/guardian will be notified by reunion/release point staff. Parent/guardian should be notified of missing student status and be escorted to crisis counselor.</p>
<b>Closing down:</b>	<p>At direction of Incident Command/Operations Chief, return equipment and unused supplies to Logistics. Complete all paperwork and turn in to the Documentation Unit.</p>
<b>Equipment/Supplies:</b>	<p>Job description clipboards. Pens, stapler. Box (es) of Disaster Release Forms and Student Release Forms. Signs to mark Parent Request Gate and Reunion/Release Gate. Signs for alphabetical grouping to organize the parents (A-F, etc.) Empty file boxes to use as out boxes. Forms, etc.: Completed and filed Disaster Release Forms; Student Release Forms (enough for two copies for every student); Directions for Parents/Guardians; copies of this checklist.</p>

---



**Additional  
Information**

---

## Before the Disaster



### “Let’s Imagine...”

“Let’s Imagine...” a scenario, which includes parents wanting to reunite with their children, (earthquake, lockdown, fire, hazardous materials, etc.)

**Example:** A severe winter storm surprised our area and deposited several inches of snow in just a few hours. Busses were not able to take the children home safely. Parents are requested to pick their children up as soon as possible. Traffic in the area is almost at a standstill. Parents who work in Seattle will probably not be getting home tonight.

### Moral and Legal Responsibilities

- On a daily basis, parents entrust schools with the safety, health and well-being of their children.
- Once a student steps on campus, the school is morally and legally responsible for that child until they are picked up by a parent or returned home by bus.
- When disaster strikes and circumstances require schools to keep students beyond the normal school day, you are still responsible for that child.

### Reduce the Stress

#### Parent/Student Reunion team members, as well as other staff should:

- Know and understand what to expect on the day of an emergency.
- Define and understand what to expect on the day of an emergency.
  - The faster the request and release points are set-up, the quicker students can be released to their parents.
  - If the staff seems organized; parents will perceive that the reunion process is under control.
  - Staff members who seem disorganized will increase the stress level of parents.
- Participate in drills and refine procedures as necessary.
- Have copies of policies and procedures pre-printed to give to parents/guardians while waiting to reunite with child or children.
- Parent/Student Reunion team members have to be well trained on policies and procedures used to release students to their parents or guardians.

---

### **Parents and students should:**

- Be taught the policies and procedures for releasing students.
- Participate in practice drills.
- Understand what to expect on the day of an emergency.

Knowledge is empowering. By teaching parents and students what to expect, you reduce their stress on the day of the event. They should be aware that when an emergency occurs:

- It will not be business as usual.
- Parents will not have immediate access to their children.
- Procedures will be in place to be sure their children are released to the appropriate people.
- This will take time and patience on everyone's part.

### **Equipment and Supplies**

This is a list of ideal supplies, your team should store. You will have to determine critical supplies, and then prioritize them and devise a means for procuring the remaining items you need.

- Job descriptions
- Tables and chairs
- Two-way radio
- Flashlights / lanterns
- Empty file boxes
- Pens, tape, staples
- Fire boxes with completed Disaster Release Forms alphabetically filed
- Signs: Student Release Point, Student Request Point, alphabetical groupings example: A-D, E-K, etc.
- Clipboards
- Bullhorn
- Site map
- Barrier tape
- Vests

### **Before the Disaster**

Parent/student reunion will need to be deployed almost as fast as search and rescue and first aid. When an event occurs, parents will arrive quickly. The faster the request and release points are set up, the quicker students can be released to parents.

By determining the number of students that walk to school and have a parent at home, you can also estimate how many people will be at your school immediately following the event. Also, parents who live close to the school may be a good resource for volunteers in an emergency. If possible, recruit some of those parents (before the event) to be trained in your school plan. Register them as volunteers and provide them ID.

Create the Parent/Student Reunion Team:

- Identify the members of the Parent/Student reunion team.
- Identify the supplies necessary to effectively do your job.
- File forms alphabetically in a portable box.



- 
- Identify the locations for the “Request” and “Release” points.
  - Discuss the possibility of using students as runners with the Student/Staff Supervision Team
  - Provide training for the team members and runners (Runners may be students, extra support staff, or identified volunteer parents.
  - Create a plan for team members to practice the procedures.
  - Start small and easy!
  - Build on the drills as your team becomes confident in the procedures.

Know your student and parent population:

- How many students live within walking distance of the school?
- How many families have an adult at home during the day?
- How fast will the parents arrive?

### **About Drills:**

- Drills are an opportunity for the team to practice the procedures. They are also an opportunity to train and educate parents in the procedures.
- Be sure you don’t set your team up to fail. Talk through the procedures first.
- Have a drill where the team has an opportunity to practice the procedures. Allow the team to become proficient in the procedures.
- Move to a more realistic drill by involving parents. Train the parents in the procedures before the drill; they will understand and follow the procedures effectively if they know why the procedures are in place. By doing this you may create some advocates who can educate other parents.
- Propose an all school drill and practice procedures as other teams execute their responsibilities.

### **During the Disaster**

- Follow the school’s emergency procedures for safety and accountability.
- After students are accounted for, team members hand off their class to their “buddy teacher” and report to their assigned areas.
- When your team is activated, report to Logistics to get supplies and equipment.
- Begin releasing students according to your school plan.

### **Knowledge Can Reduce Stress**

Consider ways to inform parents that are waiting about the procedures for releasing students and about the status of the school.

- 
- Have copies of the procedures pre-printed for parents to read while waiting in line.
  - The Incident Commander may want someone (Public Information Officer) to assist the team with information dissemination to the parents.

### **Parent/Student Reunion Procedures**

- Beginning of each school year, have parents complete the Disaster Release Form (you need two copies of this form, one each for the Request and Reunion points).
- At the time of the incident, parents report to the “Request” point.
- Parent completes the top section of both copies of the Student Release Form.
- Parent submits Student Release Form and shows identification.
- Staff matches names on Disaster Release Form with Student Release Form.
- Staff completes second section of Student Release Form.
- Staff directs parent to “Reunion” point and sends form(s) with the runner.
- Staff keeps copy of Student Release Form and re-files it alphabetically with Disaster Release Form.
- Runner takes 2nd copy to the Student/Staff Supervision area.
- Staff at Student/Staff Supervision area completes Student’s Status part of the form.
- Runner escorts student to the “Release/Reunion” point.
- “Release/Reunion” point staff checks ID again.
- Parent/Guardian completes the bottom of the Student/Release Form by providing a signature, destination, date, and time.
- Reunion staff completes the bottom of the Disaster Release Form, attaches the Student Release Form and files the forms alphabetically at the reunion/release location.
- Should there be a child fatality, follow the school policy on parental notification

# Disaster/Student Release Form Instructions

**Disaster Release Form**  
(You will need 2 copies of this for every student)

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Father's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 (If different from above)

If/We are unable to pick up our child, I/we designate the following three people to whom my child may be released in case of emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_

I authorize release of my son/daughter to any adult with whom he/she feels comfortable. Circle One: Yes No

**Medical Alert:**  
 Condition: \_\_\_\_\_ Medication: \_\_\_\_\_  
 Condition: \_\_\_\_\_ Medication: \_\_\_\_\_  
 Please send to school at least three full day's dosage of each medicine and include a letter from your physician giving the principal or designee permission to administer this medicine in the time of an emergency.

If telephone service is interrupted due to a major disaster, long distance service will be the first service repaired. Please list a friend or family member, who lives out of state that we can call with information in case local telephone service is interrupted.

Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

---

For School Use Only

The Student was released to \_\_\_\_\_ by \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_ (AM) (PM) Destination \_\_\_\_\_

One copy stays at request gate One copy goes with runner to release gate

To be completed by the staff at the "Reunion" point.

To be completed by the parent at the "Request" point.

To be completed by staff at the "Request" point. (Keep one copy)

Teacher completes this section at "Student/Staff" point.

To be completed by the staff at the "Reunion" point.

To be completed by the parent at the "Reunion" point.

**Student Release Form**  
To Be Taken By Runner

Please Print

Student's Name \_\_\_\_\_  
 Teacher \_\_\_\_\_ Grade \_\_\_\_\_  
 Requested By: \_\_\_\_\_

**To be filled in by Request Point Staff**

Proof of I.D. \_\_\_\_\_ Name on Disaster Release Form \_\_\_\_\_ (Yes) (No)

**Student's Status**  
To be filled in by teacher

Sent with Runner \_\_\_\_\_ Absent \_\_\_\_\_ First Aid \_\_\_\_\_ Missing \_\_\_\_\_ Unknown \_\_\_\_\_  
 (If student is absent, in first aid, or missing, deliver this form to the Incident Management Team)

**To be filled in by Release Point Staff**

Proof of I.D. \_\_\_\_\_ Name on Disaster Release Form \_\_\_\_\_ (Yes) (No)

**To be filled in by Requester At Release Point**

Requester Signature: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

---

## Parent/Student Reunion Process

### Directions for Parents/Guardians

1. Report to the request point.
2. Obtain two copies of the Student Release Form and complete only the top section on each.
3. Return the form to staff and show your photo identification.
4. Wait for directions before reporting to the release point.
5. Proceed to the release point.
6. A runner will locate your child.
7. At the release point, show I.D. again and complete the lower portion of Student Release Form, as directed. Return the form to staff.

Armin Jahr (Bremerton School District) Tabletop Exercise (2006)



---

This page intentionally blank

---



# FORMS



---

# Disaster Release Form

(You will need 2 copies of this form for every student)

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone \_\_\_\_\_

Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_

If I/we are unable to pick up our child, I/we designate the following three people to whom my child may be released in case of emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I authorize release of my son/daughter to any adult with whom he/she feels comfortable **Circle One: Yes/ No**

**Medical Alert:**

Condition: \_\_\_\_\_ Medication \_\_\_\_\_

Condition: \_\_\_\_\_ Medication \_\_\_\_\_

Please send to school at least three full day's dosage of each medicine and include a letter from your physician giving the principal or designee permission to administer this medicine in the time of an emergency.

If telephone service is interrupted due to a major disaster, long distance service will be the first service repaired. Please list a friend or family member, who lives out of state that we can call with information in case local telephone service is interrupted.

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

-----For

**School Use Only**

The Student was released to: \_\_\_\_\_ By \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (AM) (PM) Destination \_\_\_\_\_

**One copy stays at request gate; one copy goes with runner to release gate.**



---

## Student Release Form

**To be filled in by parent/authorized adult, verified by staff and taken by runner**  
(You also will need 2 copies of this form for every student)

Please Print

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

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

Requested By: \_\_\_\_\_

### To be filled in by Request Point Staff

Proof of I.D. \_\_\_\_\_ Name on Disaster Release Form \_\_\_\_\_  
(Yes) (No)

### Student's Status To be filled in by teacher

Sent with Runner \_\_\_\_\_ Absent \_\_\_\_\_ First Aid \_\_\_\_\_ Missing \_\_\_\_\_ Unknown \_\_\_\_\_  
(If student is absent, in first aid, or missing, deliver this form to the Incident Command Team)

### To be filled in by Release Point Staff

Proof of I.D. \_\_\_\_\_ Name on Disaster Release Form \_\_\_\_\_  
(Yes) (No)

### To be filled in by Requester At Release Point

Requester Signature: \_\_\_\_\_

Destination: \_\_\_\_\_  
\_\_\_\_\_

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

---

# Student Accounting

Room No. \_\_\_\_\_ Date \_\_\_\_\_

Enrolled per Register: \_\_\_\_\_ Reported by \_\_\_\_\_

Not in School Today: \_\_\_\_\_ Received by \_\_\_\_\_

Present Now: \_\_\_\_\_

1. Students, aides, or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Students in assembly area needing more first aid than you can handle:

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



---

## Emergency Message Form

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

Info Received From: \_\_\_\_\_

To: \_\_\_\_\_

Written By: \_\_\_\_\_

Request

Response  
(circle one)

Info Only

Route to: \_\_\_\_\_

Message: \_\_\_\_\_

---

---

---

---

---

## Emergency Message Form

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

Info Received From: \_\_\_\_\_

To: \_\_\_\_\_

Written By: \_\_\_\_\_

Request

Response  
(circle one)

Info Only

Route to: \_\_\_\_\_

Message: \_\_\_\_\_

---

---

---

---

---

**STATE OF WASHINGTON  
EMERGENCY WORKER DAILY ACTIVITY REPORT**

<b>County in which mission/incident took place:</b>	<b>Mission/Incident Number:</b>
---	---------------------------------

<b>Mission/Incident Name:</b>	<b>Date From:</b>	<b>Date To:</b>
-------------------------------	-------------------	-----------------

<b>Unit Name:</b>	
-------------------	--

<b>Unit Address:</b>	
----------------------	--

EMERGENCY WORKER NAME	CARD No.	ASSIGN. OR TEAM	DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVER)
			IN	*OUT	IN	*OUT		
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								

\* The time a person could reasonably have expected to reach home without stopping enroute.

<b>TOTAL PERSONNEL:</b>	<b>TOTAL HOURS:</b>	<b>TOTAL MILEAGE:</b>
-------------------------	---------------------	-----------------------

**THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR OR SHERIFF'S DEPUTY.**

*By my signature below, I certify that these persons did participate in this mission/incident:*

Print Name and Title	Signature
----------------------	-----------

EMD - 078 (02/00)