

La Vernia ISD Reunification for Schools Annex



July 2026

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Section 1: Purpose and Scope

1.1 Purpose

Reunification is a bridge between response and recovery and may occur while recovery operations are still underway. The Reunification for Schools Annex establishes a safe, secure, and coordinated process for reuniting students with parents (legal guardians, authorized adults, or other individual standing in a parental role), district personnel (faculty, staff, and substitutes), and visitors with designated points of contact following an emergency incident or disaster that disrupts normal dismissal or release procedures.

This annex provides guidance for accountability, identity verification, controlled release, and coordinated communications while prioritizing life safety and security for students, staff, and families. It supports compliance with [Texas Education Code 37.108](#) and is designed to integrate with the district's Emergency Operations Plan (EOP), the Incident Command System (ICS), and the Standard Response Protocol (SRP).

The annex applies to any emergency incident or disaster occurring during instructional and non-instructional hours, on or off campus, and at primary or alternate reunification sites, and supports coordination with law enforcement, emergency responders, emergency management, behavioral health partners, and other supporting entities during an emergency or disaster.

1.2 Scope

This annex addresses reunification operations across the entire district community and all district-owned or district-controlled property, as well as at designated off-site reunification locations identified during an emergency incident or disaster. The reunification plan applies to incidents that disrupt normal dismissal or release procedures and require a controlled, coordinated transfer of care for students and staff.

Reunification operations include, but are not limited to, the following functions:

- Management of student and staff safety, accountability, and supervision, including tracking, identification, and controlled release processes.
- Management of parents, guardians, authorized adults, other individual(s) standing in a parental role, community members, and the news media who may report to the incident scene or other affected locations, to maintain safety, order, and situational control.
- Coordination with first responders, including law enforcement, fire services, emergency medical services, emergency management, and behavioral health partners operating under the Incident Command System (ICS).
- Protection and preservation of crime scenes or potential crime scenes, including access control and coordination with law enforcement to support investigative and evidentiary requirements.
- Effective and coordinated communication of expectations related to student privacy, parental rights, custody considerations, and procedures designed to ensure a safe, secure, and dignified reunification environment.

This annex is designed to work alongside the district's Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP), supporting a unified and consistent approach to reunification operations across all district campuses.

1.3 Planning Assumptions

Whenever practical, and safe to do so, reunification will occur on campus grounds. When an evacuation occurs or the incident prevents an orderly on-campus reunification, the reunification site may be relocated to a pre-identified alternate location based on recommendations from law enforcement, first responders, and/or school officials.

A reunification operation may be required following any incident that causes a need for the controlled or emergency release of students, including but not limited to active threat incidents, severe weather, fire, hazardous materials, transportation accidents, utility failures, or campus evacuations.

The district recognizes the following planning assumptions but are not limited to:

- The incident may occur during instructional or non-instructional hours, including before/after school programs, extracurricular activities, or community use of school facilities.
- The incident may involve multiple campuses, shared facilities, or off-site locations (e.g., field trips, athletic events).
- Staff and students in portable instructional buildings may require specific safety and security measures during an emergency incident or disaster requiring reunification.
- Immediate and complete accountability of students, district personnel, and visitors may not be available at the onset of the incident due to evacuations, sheltering, injuries, transportation disruptions, or communications outages.
- Student accountability may be complicated by students self-evacuating, students being transported by emergency responders and students with special needs or individualized support.
- Reunification may not begin until life safety operations are stabilized and authorization is given by the Incident Command.
- Parents may self-deploy to the campus or incident area, even if advised not to do so.
- Some parents may arrive without identification, be emotionally distressed or uncooperative, and may attempt to bypass reunification procedures.
- Misinformation and rumors may spread rapidly via social media, increasing pressure on school officials and responders.
- Not all individuals seeking reunification will be legal parents or guardians; custody restrictions may apply.
- A Unified Command may be established involving law enforcement, fire, EMS, emergency management, and school officials.

- Multiple supporting agencies may self-dispatch and arrive on scene unexpectedly, requiring coordination and accountability upon arrival.
- Law enforcement may retain control of the scene for extended periods due to ongoing threats, investigations, and evidence preservation.
- Alternate reunification sites may include other district campuses, community centers, faith-based facilities, or junior colleges.
- Transportation to reunification sites may be delayed or limited due to traffic congestion or emergency response activity.
- Normal communication systems may be degraded or unavailable, including cellular networks, internet access, and district platforms.
- Information will need to be released in a controlled, coordinated manner through the district's Public Information Officer (PIO), Joint Information System (JIS), if activated, or district personnel.
- Multilingual communication may be required to support the school community.
- Some students may require additional support during reunification, including students with disabilities, students with access and functional needs, students with medical needs, early childhood students, and students experiencing trauma or emotional distress.
- Behavioral health and crisis counseling resources may be required for students, staff, and families during and after reunification.
- Reunification operations should prioritize student safety over speed.
- Prompt reunification operations may last several hours or longer, requiring staff rotations and relief.
- Staff may be personally impacted by the incident while still expected to perform assigned roles.
- Mutual aid, district support staff, contractors, or volunteers may be required to sustain operations.
- Additional follow-up reunification efforts may be needed for hospitalized students, students in law enforcement custody, or child protective services.
- After-action reviews are necessary to identify gaps, strengths, and improvement areas.
- The district will create an improvement plan based on findings from the after-action review.

Section 2: General Information

2.1 Reunification Overview

Reunification operations may be initiated following incidents that disrupt normal dismissal procedures or require a controlled release of students, district personnel, and visitors, including but not limited to:

- Active threat incidents including active attacker, armed intruder, or credible threat situations.
- Law enforcement operations on or near a campus that impact safety or access.
- Fire or explosion, including structure fires, wildfires, gas leaks, or utility-related incidents.
- Severe weather events, such as tornadoes, hurricanes, flooding, extreme heat, or severe storms.
- Hazardous materials incidents, including chemical spills, vapor releases, or nearby industrial accidents.
- Transportation incidents, including school bus accidents or accidents involving students during school-sponsored travel.
- Train derailments or rail incidents involving hazardous materials near school grounds.
- Medical emergencies or mass casualty incidents involving multiple students or staff.
- Bomb threats or suspicious packages requiring evacuation or lockdown.
- Structural damage or building failure, including roof collapse or unsafe facilities.
- Utility failures, including extended power outages, water loss, or gas disruptions impacting campus operations.
- Cybersecurity incidents that compromise communication, access control, or student accountability systems.
- Community incidents adjacent to a campus, such as criminal activity or large-scale emergencies affecting school operations.
- Evacuation or relocation of students to alternate sites due to unsafe campus conditions.
- Incidents occurring during extracurricular activities, athletic events, field trips, or off-campus school-sponsored functions.
- Public health emergencies, including communicable disease outbreaks or environmental health hazards.
- Any incident determined by Incident Command to require a controlled, documented reunification process to ensure student and staff safety and accountability.

2.2 Standard Reunification Method (SRM)

La Vernia ISD will utilize the Standard Reunification Method developed by The “I Love U Guys” Foundation as standardized reunification procedures to ensure the safe, secure, and accountable

release of students to parents/guardians or other authorized individual(s) and the reunification of district personnel and visitors with designated points of contact following an emergency incident or disaster.

The district will coordinate reunification operations with law enforcement, emergency responders, emergency management, and behavioral health partners under the Incident Command System (ICS) to maintain scene security, protect student privacy, and support an orderly reunification environment for each campus.

The district will ensure reunification measures include student and staff accountability, identity verification, controlled release, documentation, and consistent, timely communication to promote a safe, dignified, and well-managed reunification process.

2.3 Individuals with Access and Functional Needs

In compliance with [Texas Education Code 37.108\(f\)\(4\)](#) and [37.1086\(a\)](#), the district utilizes the following measures to ensure that students and district personnel with disabilities and access and functional needs are provided equal access to safety during an emergency incident or disaster.

Planning will consider those with disabilities and access and functional needs in site assessments and transportation needs.

- Faculty and staff are trained in evacuation procedures to properly assist individuals with disabilities and access and functional needs.
- Evacuation chairs or mobility-assistive devices are pre-positioned in key areas of multi-story buildings.
- Campus maps identify accessible evacuation routes and designated safe areas.
- Designated district personnel will review and verify procedures to effectively address the needs of individuals with disabilities and access and functional needs.

2.4 District Operations and Campus Operations

The district oversees all actions in the Emergency Operations Plan (EOP), including the Basic Plan, Continuity of Operations Plan, and supporting annexes. The district communicates regularly with campuses and the community about emergency planning and coordinated emergency operation efforts.

The district administration reviews campus emergency operations procedures, provides guidance after major emergencies, and supports campuses during reunification operations. Campus administration ensures district actions are implemented, trained, and exercised at their campus, with appropriate district oversight, resources, and support.

The reunification process may take place before, during, and after an emergency incident or disaster, and the lines of communication between the district, each campus, and the whole community must be detailed, clear, and standardized to facilitate communication between law enforcement, emergency services, district employees, and the public who may become impacted.

2.5 Communication

Communication is critical during any emergency incident or disaster to ensure the safety of students, district personnel, and visitors, while enabling coordinated response actions. It provides emergency responders, campus personnel, and district administrators with timely instructions and situational awareness, informs parents of student status and reunification procedures, and supports accurate, consistent messaging to the community and media.

The district will ensure timely, accurate, and messaging notifications are sent to district personnel, campuses, students, families, and the whole community. Communication methods, responsible roles, and procedures are defined in the district's Communication Annex, which governs all internal and external messaging during emergency operations efforts.

The district is committed to routinely testing, training, and exercising its communication systems to ensure readiness and operational effectiveness. Communication systems that may be utilized to notify parents, district personnel, and students, include but are not limited to:

- Automated Notification System (Phone calls, text messages, and emails) via Thrillshare
- District Website
- District Social Media Accounts
- Local Media Outlets
- Public Information Officer (PIO) Releases
- Mobile App Notifications
- Email Distribution Lists
- On-Site Signage and Public Address Systems
- Community Partner Communication Channels, including the Wilson County Emergency Operations Center

Clear procedures will be established for internal and external communications to support coordinated information sharing and situational awareness. Established lines of communication between internal and external stakeholders ensure coordinated information sharing and situational awareness.

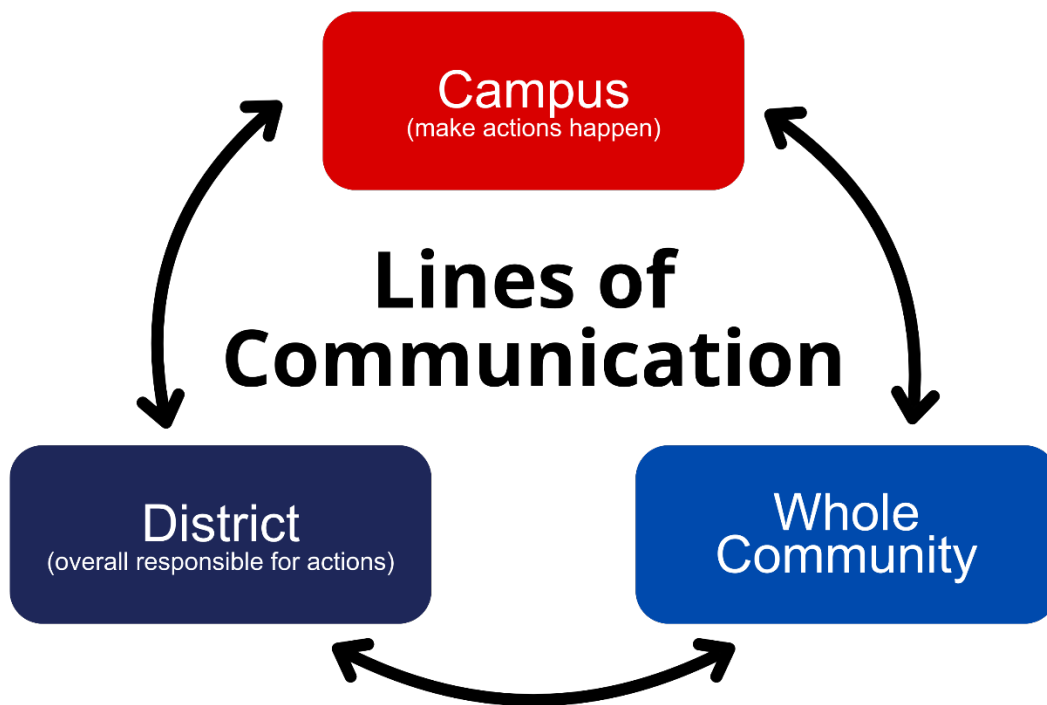
Information sharing is an intentional and timely exchange of accurate, relevant information among campuses, district administration, first responders, and partner agencies to support coordinated incident management and informed decision-making, and includes, but is not limited to, key actions such as:

- Law enforcement and other first responders providing operational and safety updates to district and campus administration.
- District administration disseminating coordination, resources, and operational status information to campuses and supporting agencies.
- The Public Information Officer issuing approved, consistent messaging to parents, district personnel, media, and the whole community.

Situational awareness is the shared understanding among district administration, campus administration, first responders, and partner agencies of what is occurring during an incident and

what is likely to occur next, enabling timely and coordinated decision-making, and includes, but is not limited to, key elements such as:

- Recognizing current incident conditions and safety threats based on verified reports and observations.
- Understanding how incident developments impact student and district personnel accountability, operations, and protective actions.
- Anticipating operational needs, resource requirements, and potential secondary effects as the incident evolves.
- Maintaining a common goal across campus, district, first responders, and partner agencies to support consistent actions and messaging.



Section 3: Incident Command System (ICS)

3.1 Incident Commander Designation

La Vernia ISD will designate an Incident Commander for Reunification that may fall within a larger incident command or unified command structure, located under the Operations Section. The Incident Commander has overall authority and responsibility for conducting incident operations. The Incident Commander is the individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources.

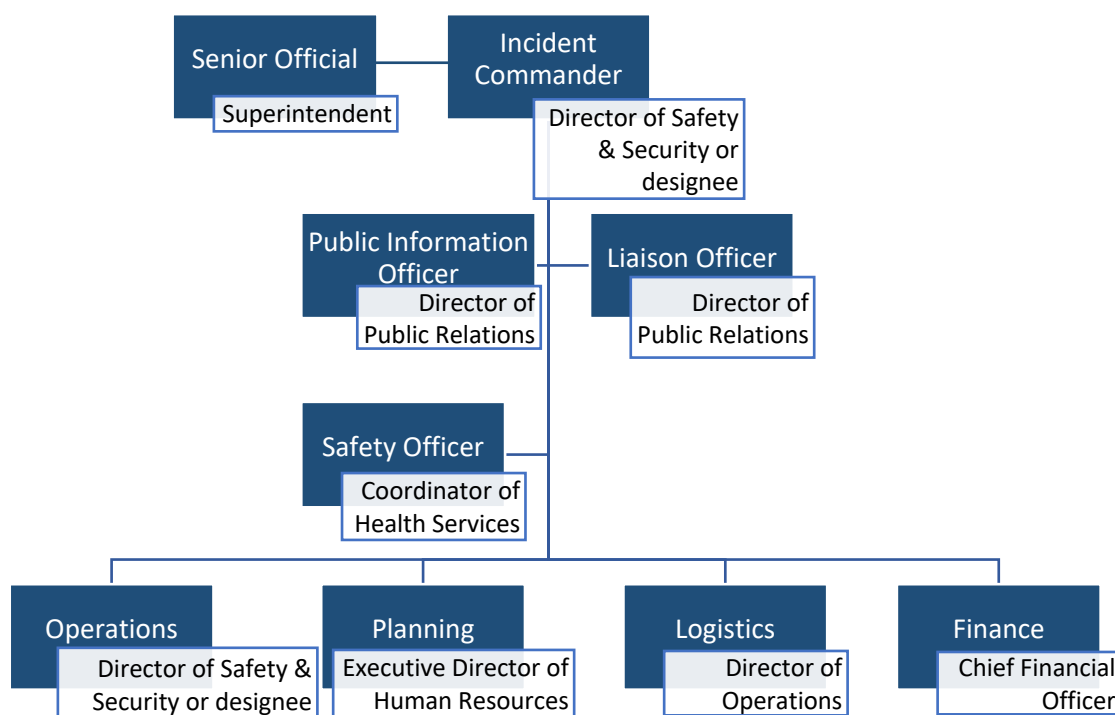
The district Incident Commander for reunification is the Director of Safety and Security or their designee.

3.2 Public Information Officer (PIO)

La Vernia ISD will designate a Public Information Officer (PIO) as the official spokesperson for the district. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

The district's Public Information Officer (PIO) for reunification is part of the Incident Command System (ICS) structure and is listed within the district's Communication Annex.

3.3 Incident Command System (ICS) Organizational Chart



3.4 Incident Command System (ICS) Responsible Roles

Liaison Officer

- Act as a point of contact for district or campus representatives.
- Monitor incident operations to identify current or potential inter-organizational issues.
- Maintain a list of assisting and cooperating agencies and their respective representatives.
- Assist in setting up and coordinating interagency contacts.
- Participate in planning meetings and provide current resource status, including limitations and capabilities of district or campus resources.
- Provide agency-specific demobilization information and needs.

Public Information Officer

- Determine, according to direction from the Incident Commander, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain Incident Commander approval of news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident.
- Make information about the incident available to incident personnel.

Safety Officer

- Identify and mitigate hazardous situations.
- Stop and prevent unsafe acts.
- Create and maintain site-specific safety information.
- Prepare and communicate safety messages and briefings.
- Review the Incident Action Plan (IAP) for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Identify and support individual medical needs.
- Participate in planning meetings to address anticipated hazards associated with future operations.

Operations Section Chief

- Manage tactical operations.
- Determine strategies and tactics for incident operations.

- Ensure safety of tactical operations.
- Oversee the Operations Section's central role in the incident action planning process.
- Supervise execution of the Operations Section's assignments in the Incident Action Plan (IAP).
- Request additional resources to support tactical operations.
- Approve release of resources from operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with the Incident Commander, subordinate Operations Section personnel, and other agencies involved in the incident.

Planning Section Chief

- Collect and manage incident-relevant operational data.
- Supervise or facilitate incident planning activities.
- Supervise preparation of the IAP.
- Provide resource input to the Incident Commander and Operations Section in preparing the IAP.
- Reassign out-of-service personnel within the ICS organization, as appropriate.
- Compile and display incident status information.
- Establish information needed and report schedules for units (e.g., Resources Unit, Situation Unit).
- Determine the need for specialized resources.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on potential incidents.
- Report significant changes in incident status.

Logistics Section Chief

- Manage all incident logistics.
- Provide facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel and all off-incident resources.
- Identify known or anticipated incident service and support needs.
- Request additional resources, as needed.
- Provide the Logistics Section's input to the IAP.
- Ensure and oversee development of traffic, medical, and communications plans, as needed.

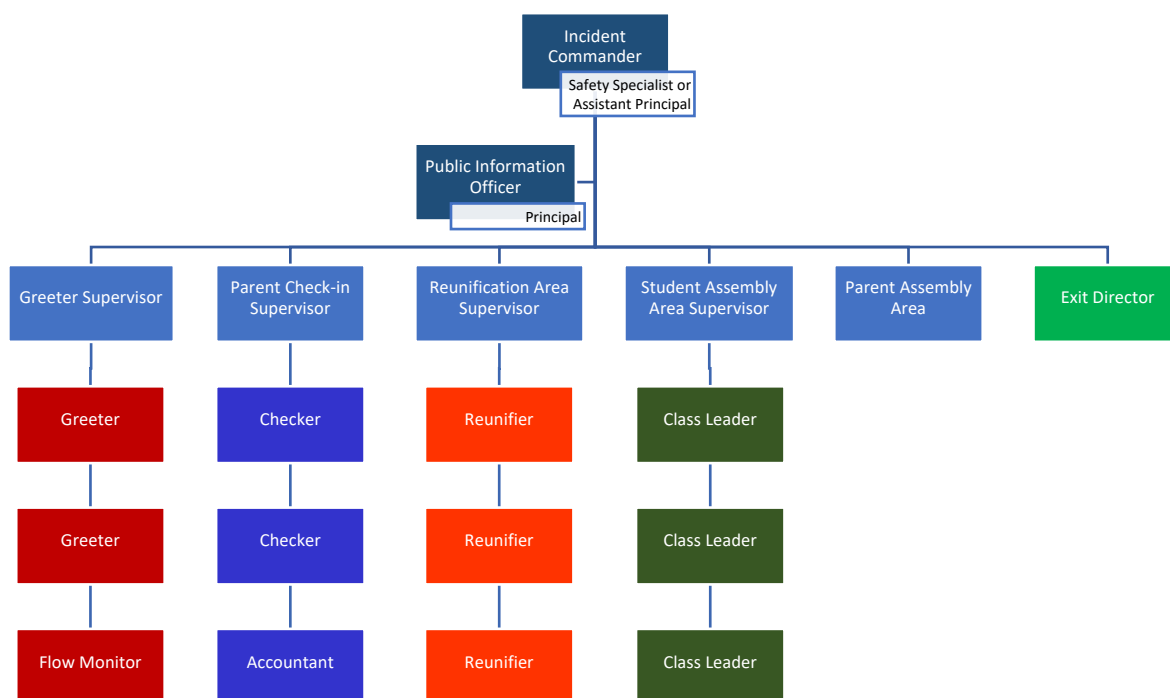
- Administer incoming donations management.
- Manage planned and unplanned volunteers that support campus or district emergency needs.
- Verify the visitor management policy is followed during emergency incidents, ensuring all visitors are tracked, in a monitored area, and safely released.
- Oversee demobilization of Logistics Section.

Finance and Administration Section Chief

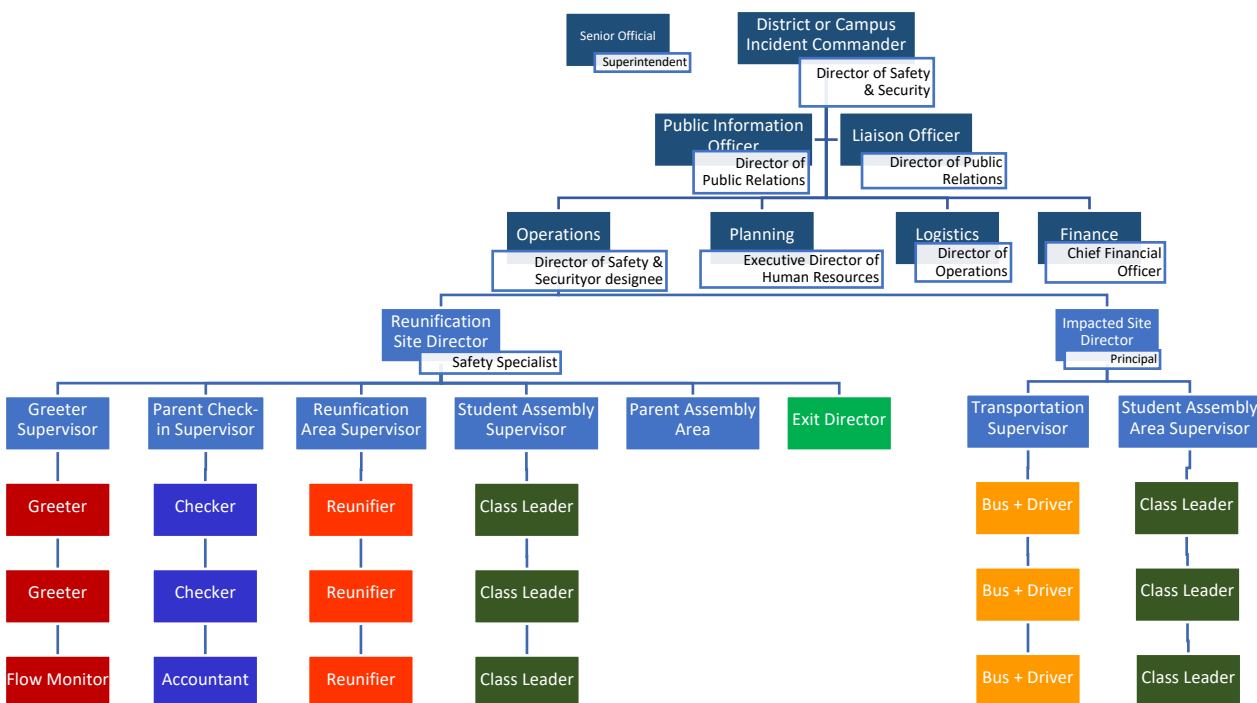
- Manage financial aspects of an incident.
- Provide financial and cost analysis information, as requested.
- Ensure compensation and claims functions are addressed relative to the incident.
- Develop an operational plan for the Finance and Administration Section and submit requests for the district's supply and support needs.
- Maintain daily contact with cooperating and assisting agencies on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to the appropriate agency/organization.
- Ensure the accuracy of all obligation documents initiated at the incident.
- Brief agency administrative personnel on incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

3.5 Impacted School Reunification Organizational Chart – Campus Level

On Campus (On-Site)



Alternate (Off-Site) Location

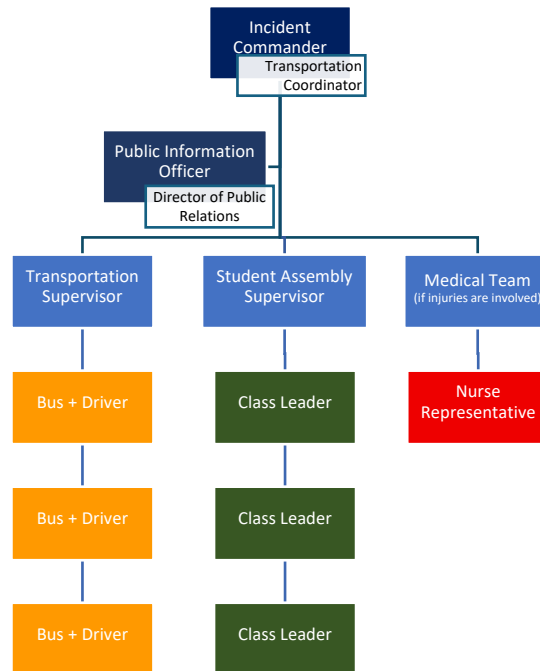


3.6 Transportation Operations

Transportation Operations encompass the coordinated planning and execution of student movement from an incident site or holding location to a designated reunification site, ensuring accountability, safety, and continuity of supervision throughout the process.

- Identify and activate district transportation resources (buses, drivers, alternates).
- Coordinate routes, staging areas, and loading zones with law enforcement and incident command.
- Assign trained staff to supervise students on vehicles and at transfer points.
- Communicate transport status and timelines to the Reunification Command Post.
- Adjust transportation plans based on evolving incident conditions or site capacity.
- Ensure accessibility and medical considerations are addressed during transport.
- Establish secure drop-off procedures at the reunification site.

Transportation Operations Organizational Chart



Section 4: Concept of Operations

4.1 Concept of Operations

To accurately gauge campus reunification needs, the district has assessed parent and student populations to establish core expectations, including:

- Using district transportation data and student records to determine how students travel to and from campus.
- Reviewing student files and online data systems to confirm any parent, guardian, authorized adult, or other individual standing in a parental role who is authorized to take

custody of a student. This includes utilizing the Raptor Technologies platform to assist with Reunification if Internet access is available.

- Coordinating campus, district, and whole community resources to support a safe, orderly, and efficient reunification.
- Providing administrators with guidance for an emergency incident or disaster that may require a shift in normal activities and initiating reunification.

To ensure a safe, orderly, and efficient reunification process, the district may:

- Provide parents, students, and visitors with clear information on release procedures.
- Establish and communicate expectations for parent conduct during incidents.
- Plan for the access and functional needs of all students and district personnel.
- Mitigate technology, communication, and language barriers in advance.
- Include district personnel, students, parents, visitors, and whole community in required drills as appropriate.
- Include district personnel, students, parents, and whole community in exercises when appropriate.
- Keep pre-printed policies and procedures on hand for distribution to arriving parents during reunification.

4.2 Pre-identified Reunification Sites (Primary and Alternate)

When an evacuation occurs or the emergency incident or disaster prevents an orderly on-campus reunification, the reunification site may be relocated to a pre-identified alternate location based on recommendations from law enforcement, first responders, and district and campus administration.

Each campus within the district identifies a primary and alternate reunification site along with an emergency transportation plan that should be listed in a district Continuity of Operations Plan (COOP).

Reunification site maps are detailed in the campus Emergency Operation Plans. These maps may include, but are not limited to:

- On-Site Reunification
- Walking Evacuation
- Emergency Transportation Plan
- Primary Reunification Off-Site
- Secondary Reunification Off-Site

The district has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with supporting agencies and whole community organizations to ensure the district has access to necessary resources, services, and equipment during an emergency incident or disaster impacting the district.

A list of current agreements is found in Attachment 2: Formal Agreements of the District's Basic Plan. All current agreements can be obtained through the district's legal office.

4.3 Reunification Kit

The Reunification Kit is a self-contained resource that should be transported to the reunification site. The Reunification Kit may contain, but is not limited to:

- View binders with clear pages
- Written and graphic job action sheets for reunification team members
- Lanyards
- Role identification badges
- Dry erase boards and markers
- Reunification cards
- Zone markers and signage
- Caution tape
- Megaphone
- Wristbands
- Clipboards
- Safety vests
- First Aid supplies

4.4 Reunification Team Roles and Responsibilities

The following outlines the roles and responsibilities within the Reunification Team. While not all roles may be required due to size and staff capacity for each campus in every emergency incident, event, or disaster; however, each defined responsible role is designed to support effective reunification operations and efforts. Reunification roles include, but are not limited to:

- **Accountant:** Assemble rosters of who is on site and can assist in identifying missing students or staff. In a very small reunification, one person can fill the role of Accountant and Checker.
- **Checker:** Verify ID and confirm the person is on the emergency contact roster. Direct parents to the Reunification Area.
- **Check-in Area Supervisor:** Establish and manage the check-in process.
- **Class Leaders:** These are teachers and staff who arrive with students and remain in the Student Assembly Area to manage students.
- **Communications:** Facilitate communication needs. May be combined with the PIO.
- **Exit Accountant:** Collect bottom slip of reunification card and check students out once reunified. May be combined with Exit Director role.
- **Exit Director:** The final person students and parents see during the reunification process.

They are available to answer any questions.

- **Facilities:** Coordinate any physical location needs.
- **Finance/Administration Chief:** Establish and manage administrative staff.
- **Flow Monitor:** Assist with guiding traffic flow and assisting parents as needed.
- **Greeter:** Help coordinate and assist parents upon arrival.
- **Greeter Supervisor:** Establish and manage the greeting area.
- **Liaison Officer:** Communicate with fire, medical and law enforcement.
- **Logistics Chief:** Establish and manage logistical staff.
- **Medical Staff:** On-site nurses or emergency medical services personnel.
- **Mental Health Supervisor:** Oversee the coordination of mental health practitioners from a variety of agencies.
- **Nutrition Services:** Provide snacks and water.
- **Operations Chief:** Establish and manage operational staff.
- **Parent Assembly Supervisor:** Establish and manage the Parent Assembly Area.
- **Planning Chief:** Establish and manage planning staff.
- **Public Information Officer:** Communicate use of mass calls or text messages with parents and press, if appropriate.
- **Reunification Incident Commander:** Coordinate priorities, objectives, strategies, and procedures for an accountable, safe reunification of students with parents.
- **Reunifier:** Take the bottom of the Reunification Card to Student Assembly Area, locate the student and bring them to Reunification Area.
- **Reunification Area Supervisor:** Establish and manage the Reunification Area.
- **Safety Officer:** Observe site and remedy safety concerns.
- **Scribe:** Document events.
- **Student Assembly Supervisor:** Establish and manage the Student Assembly Area.
- **Supervisor:** For span of control, some groups may need supervisors.
- **Transportation Coordinator/Supervisor:** Supervise an orderly movement of people from the impacted site to the reunification site and maintain communication with the reunification site about arrivals.

4.5 Reunification Areas

During any emergency incident requiring reunification, the district will implement the following reunification areas and assign adequate personnel to manage and oversee all operational needs to ensure an efficient process.

Roles for each area should be identified and assigned prior to any emergency incident or disaster requiring reunification.

Reunification Command Post

The district establishes a centralized operational hub at the reunification site to manage and coordinate all activities involved in safely reconnecting students, district personnel, parents, and visitors. It serves as the control center for decision-making, communication, documentation, and resource allocation throughout the reunification process. Staffed by designated district and campus personnel, the Reunification Command Post maintains accountability, directs flow through each reunification stage, oversees safety and security measures, and ensures accurate verification before release. The Reunification Command Post supports efficient coordination between campus, district, and community partners while maintaining clear situational control during reunification.

- Campus personnel deliver required supplies, forms, and documentation to the Reunification Command Post to support parent and student reunification. (The district will provide any necessary forms or documentation should the campus be unable to have materials at the reunification site.)
- The campus nurse (or the individual responsible for assisting with the campus medical needs) brings relevant student health records, medications, and medical information to the Reunification Command Post.
- Logistics assists with supplying the Command Post with additional reunification materials, additional radios and computers, office supplies, and red or green status cards.
- The Public Information Officer (PIO) will provide communication updates for missing district personnel or students, casualties, medical transport, security concerns, and other essential situational information.
- A Safety Officer may be assigned to each reunification area, when possible, to maintain safety and security. The Safety Officer ensures each area is supported by district personnel who are properly trained in mental health support and safety functions, and first aid services.

Parent Greeting Area

The Parent Greeting Area is a controlled, clearly identified space where parents first enter the reunification process. It functions as the initial checkpoint for parents to gain information, receive a Reunification Card, and process procedures. The Parent Greeting Area ensures parents receive accurate information, are directed smoothly into the Assembly Area, and receive a Parent Guide to Reunification. Greeters will:

- Greet, orient parents, and provide clear instructions on the reunification process and next steps.
- Distribute required forms or digital check-in tools.
- Assist parents in completing documentation as needed.
- Verify parent identification at the initial checkpoint (if required by the district).
- Maintain orderly foot traffic and prevent crowding or entry into student areas.
- Monitor parent flow and communicate needs or issues to reunification leadership.

Parent Check-In Area

The Parent Check-In Area is a secure, controlled space where parents formally enter the reunification process. The Parent Check-In Area is used to verify identity and legal release authority, initiate documentation, and ensure only approved individuals proceed into restricted reunification zones, maintaining student safety, accountability, and orderly operations. This area will:

- Require parents to present valid photo identification to confirm release eligibility and restrict access to student areas to authorized individuals only.
- Provide an overview of the reunification process and issue reunification documentation or digital check-in tools upon arrival.
- Assist parents in completing required reunification forms and organizing them into designated lines or queues based on established sorting criteria (e.g., student last name).
- Verify identity, custody status (e.g., court orders, custody orders, divorce decrees), and release authorization using student records, reunification release forms, and district data systems.
- Process reunification documentation by separating verification and claim portions in accordance with district procedures.
- Direct parents who have completed verification to the designated parent assembly or waiting area to continue the reunification process.
- Transfer reunification documentation to student recovery staff to initiate retrieval from the student assembly area.
- Record student release information, including time and staff verification, to maintain accurate accountability.
- Provide private support and status notification through a Victim Advocate or Crisis Counselor if a student cannot be immediately located or is not present in the student assembly area.
- Utilize district or campus visitor management and data systems (e.g., student information or emergency management platforms) to track and document student release actions.

Parent Assembly Area

The Parent Assembly Area is a controlled waiting space where parents remain after check-in and verification while reunification staff retrieve students. This area supports orderly flow, accountability, and communication while maintaining separation from students until release is authorized. This area will:

- Receive parents who have completed check-in and verification.
- Verify and re-verify parent identification as needed to prevent unauthorized access or release discrepancies.
- Maintain situational awareness of parent emotions and behaviors and immediately notify reunification leadership or security if agitation, distress, or safety concerns arise.
- Coordinate with security or law enforcement personnel assigned to the Parent Assembly Area to ensure perimeter integrity and rapid response if needed.
- Ensure accessibility accommodations are available for parents or guardians with disabilities, language barriers, or mobility limitations.

- Provide trauma-informed support and calming strategies for parents experiencing heightened stress, anxiety, or grief while awaiting reunification.
- Protect student and family privacy by preventing the public sharing of student status, injury information, or sensitive details within the waiting area.
- Document parent movement, time of arrival, and status changes to support accountability, auditing, and after-action review.
- Support orderly release of parents once reunification is complete or if an alternate reunification site is activated.
- Coordinate with Public Information Officer (PIO) staff to ensure consistent messaging and reduce misinformation within the waiting area.
- Identify parents requiring translation services and coordinate interpreters as needed to ensure clear communication.
- Maintain an organized waiting environment that supports efficient student retrieval and controlled movement.
- Collect and manage reunification documentation from parents to initiate student recovery.
- Coordinate with the Reunification Command Post and Student Assembly Area regarding pending release requests.
- Provide clear updates and instructions to parents as the reunification process progresses.
- Ensure parents remain within designated boundaries and do not enter restricted student areas.
- Monitor parent flow and identify individuals requiring additional assistance or support.
- Refer concerns, escalations, or special circumstances to reunification leadership or support staff.
- Facilitate private relocation of parents when a student cannot be immediately located, in coordination with a Victim Advocate or Crisis Counselor.

Student Assembly Area

The Student Assembly Area is a secure, supervised location where students are gathered, monitored, and accounted for during the reunification process. This area maintains controlled separation from parents and the public until identity verification and release authorization are complete, ensuring student safety, accountability, and an orderly transfer to authorized adults.

The Student Assembly Area is where student care and accountability needs are addressed, including first aid, injury assessment, custodial issues, and security matters. Access to this area is restricted to authorized personnel only; parents, are not permitted to enter. This area will:

- Receive students from the incident site and maintain supervision at all times.
- Conduct and maintain student accountability using class rosters, attendance records, and reunification documentation.
- Group and organize students in a manner that supports efficient retrieval and controlled release.

- Restrict access to authorized personnel only; and prohibit parent or public entry into the area.
- Provide age-appropriate supervision and emotional support, including access to mental health personnel as needed.
- Coordinate with the Reunification Command Post regarding student status, accountability updates, and release requests.
- Release students only upon receipt of verified reunification documentation from authorized reunification staff.
- Transfer students to designated Reunifiers for escort to the reunification area.
- Document student movement, release time, and receiving adult to maintain accurate records.
- Identify students requiring medical attention, counseling support, or special accommodations and coordinate services accordingly.

Parent and Student Reunification Area

The Parent and Student Reunification Area is a controlled, supervised space where verified parents are reunited with their students after all identification, authorization, and accountability requirements have been met. The Parent and Student Reunification Area support a safe, dignified reunion while ensuring accurate documentation and maintaining operational control. This area will:

- Receive parents and students who have completed verification and release approval.
- Facilitate the physical reunion of students with verified parents.
- Confirm final reunification documentation prior to escort to the exit area.
- Document the successful reunification, including time and staff verification.
- Provide privacy and emotional support during reunification, as appropriate.
- Coordinate with mental health or support staff for families requiring additional assistance.
- Maintain controlled access to ensure only authorized individuals are present.
- Monitor flow and prevent congestion within the reunification space.
- Communicate reunification completion to the Reunification Command Post.
- Prepare families for transition to the designated exit area following reunification.
- Teachers remain with their students in the designated Student Assembly Area, organized by grade level, take attendance, track students relocated for medical or investigative purposes, and supervise until each student is reunified.
- Document unresolved reunifications and coordinate next steps for students not immediately released.
- Prevent photography, video recording, or media access within the reunification area to protect student privacy and preserve scene integrity.

- Maintain separation from media and non-authorized individuals until families have exited the reunification site.
- Coordinate with security or law enforcement personnel assigned to the reunification area to ensure safety and rapid response if needed.
- Ensure culturally and linguistically appropriate support for families requiring interpretation or accommodation services.
- Support reunification exceptions (e.g., custody restrictions, protective orders, foster care situations) in coordination with district legal counsel or reunification leadership.

Parent and Student Exit Area

The Parent and Student Exit Area is a clearly designated departure zone where parents and students safely leave the reunification site after the release process is complete. This area supports controlled egress, final accountability checks, and coordination with security and transportation resources to ensure an orderly and secure departure. This area will:

- Receive parents and students who have completed the formal release process.
- Confirm that reunification documentation has been finalized before exit.
- Direct families along designated exit routes to prevent congestion and re-entry into restricted areas.
- Provide final instructions or informational materials as appropriate.
- Coordinate with security personnel to monitor safe and orderly departure.
- Support traffic flow and pedestrian safety outside the reunification site.
- Identify and assist families requiring additional support or accommodations during exit.
- Prevent unauthorized access back into reunification or student areas.
- Communicate completion of reunification actions to the Command Post as needed.

4.6 Parent Reunification Process

The Reunification Process details the step-by-step flow of parents and students through designated reunification areas. The process is designed to ensure student safety, maintain accountability, and support a safe, orderly, and efficient reunion with parents.

Each step defines key areas, responsibilities, and staff roles, providing personnel with a clear operational framework to guide reunification activities during an emergency incident.

1. **Parent Greeting Area:** Parents enter a controlled, clearly identified space where they receive initial instructions, a Parent Guide to Reunification, and any required forms or digital check-in tools. Staff greet, orient, and direct parents toward the check-in process.
2. **Parent Check-In Area:** Parents' identities and legal release authority are verified. Documentation is completed, organized, and transferred to reunification staff. Only authorized individuals are allowed to proceed.

3. **Parent Assembly Area:** Verified parents wait in a secure, organized space while students are retrieved. Staff provide updates, maintain accountability, and ensure parents remain separated from student areas until release is authorized.
4. **Parent and Student Reunification Area:** Verified parents and students are reunited in a controlled, supervised area. Final documentation is confirmed, privacy and support are provided, and reunification is documented.
5. **Parent and Student Exit Area:** Families exit the reunification site via designated routes. Staff ensure safe, orderly departure, maintain accountability, provide final instructions, and communicate completion to the Command Post.

4.7 Accountability Procedures

The district shall maintain continuous accountability for all students, district personnel, and visitors throughout the reunification process, beginning at incident identification and continuing through final release. Accountability measures will track student location, movement, supervision, verification, and release to authorized parents. Documentation will be completed at each stage to ensure accuracy, safety, and transparency, and records will be retained in accordance with district procedures and applicable requirements.

Accountability is required throughout the entire reunification process. The district may use, but is not limited to using, the following accountability processes during reunification:

Immediately Upon Emergency Incident Identification

- Account for all students, district personnel, and visitors at the incident site or campus.
- Establish an initial student status baseline.
- Identify students, personnel, or visitors not present at the time of the incident and document known absences.
- Establish accountability for contractors and volunteers present on campus.

Accountability During Reunification

- Assign a dedicated Student Accountability Lead or Group Supervisor responsible for oversight, verification, and reconciliation of all accountability records.
- Ensure accountability records are maintained in both operational and backup formats (paper and/or electronic) to mitigate system failures.
- Protect the confidentiality of accountability records in accordance with student privacy requirements and district policy.

Student Assembly Area

- Track student movement to assembly or staging areas.
- Attendance is verified using class rosters or enrollment records.
- Student status (present, injured, transported, missing) is reported to the Reunification Command Post.

- Document staff supervision assignments for each student group.
- Immediately flag discrepancies or unknown student locations and elevate to the Reunification Command Post.

During Transportation Operations

- Document district personnel and visitors loaded, transported, and unloaded at each location.
- Document students loaded, transported, and unloaded at each location.
- Maintain supervision and logs throughout transport.
- Assign a transportation accountability lead for each vehicle or convoy.
- Document custody transfer points when students are handed off between district personnel or agencies.
- Immediately report transport delays, route changes, or incidents to the Reunification Command Post.

Arrival at the Reunification Site

- Reconfirm district personnel and visitor presence and update status at the site.
- Reconfirm student presence and update status at the site.
- Report totals to the Reunification Command Post.
- Reconcile transport logs with assembly area rosters to ensure continuity of accountability.
- Document any students transferred directly to medical, investigative, or protective custody and coordinate tracking with appropriate agencies.

Parent and Student Reunification Area

- Ensure students are matched only with authorized release individuals.
- Prevent premature or unauthorized contact.
- Reconfirm student identity immediately prior to release to prevent misidentification.
- Document exceptions to standard release procedures (e.g., court orders, foster care, emergency authorizations).

Parent and Student Exit Area (Point of Student Release)

- Complete final identity verification and release documentation.
- Each student release is documented with date, time, releasing staff, and parent signature or acknowledgment.
- Ensure accountability documentation is finalized and secured before families depart the site.
- Record method of release and departure (e.g., walking, vehicle, district transportation).

After Reunification Operations Conclude

- Verify all students have been released.
- Identify and resolve any outstanding discrepancies.
- Conduct a final reconciliation of all accountability records to confirm no unresolved cases remain.
- Prepare accountability documentation for after-action review and corrective action planning.
- Ensure records are retained in accordance with district records retention schedules and applicable requirements.

4.8 Physical and Psychological Safety

During reunification operations, the physical safety of students, district personnel, families, visitors, and the whole community shall be a primary consideration. Reunification procedures incorporate measures to support the psychological safety and well-being of students, district personnel, families, and visitors who may be experiencing stress, trauma, or grief following an emergency incident or disaster. These measures are aligned with district programs and research-based practices in accordance with [Texas Education Code 37.108](#) and [38.351](#).

In compliance with [Texas Education Code 37.108\(f\)\(2\)](#) and [37.108\(f\)\(6\)](#), the district includes strategies to ensure that appropriate personnel involved in reunification operations receive required professional development in suicide prevention and grief-informed and trauma-informed care. For additional district guidance on physical and psychological safety, refer to the district's Psychological Resilience Annex.

4.9 Continuity of Operations Plan (COOP)

Coordination between the Emergency Operations Plan (EOP) and the Continuity of Operations Plan (COOP) establishes a comprehensive framework for institutional resilience and preparedness. This integration ensures the protection of life while enabling the institution to sustain, rapidly restore, and adapt essential functions in the face of emergencies or disruptions. As emergency responders and designated personnel conduct incident response and recovery operations, district personnel will activate and implement COOP strategies as appropriate to maintain or promptly resume critical operations in a manner that is responsive to and respectful of the campus community and its needs. Detailed continuity procedures, essential function prioritization, and recovery strategies are outlined within the district's Continuity of Operations Plan.

Section 5: District Actions and Responsibilities

Actions and Responsibilities

Actions during the Standard Reunification Method

Preparedness Phase

District Actions	Responsible Role
Complete all required emergency drills for students, staff, and substitute personnel on an established schedule and incorporate district-level consideration for reunification operations when appropriate. The district accommodates and includes individuals with disabilities, access and functional needs, and students and staff in portable buildings.	Director of Safety & Security
Train all district personnel, including substitute teachers, on the district's standardized response protocols to ensure consistent and effective implementation.	Director of Safety & Security; Executive Director of Human Resources
Train all district personnel, including substitute teachers, on the district's standard reunification method or the applicable reunification plan to ensure consistent and effective implementation.	Director of Safety & Security; Executive Director of Human Resources
Train appropriate school personnel in trauma- and grief-informed care practices to support students, staff, and families following an emergency or critical incident.	Executive Director of Student Services
Conduct regular testing of internal (staff and students) and external (parents and community) communication systems and develop, review, and update pre-scripted messages to support timely, accurate, and consistent communications.	Director of Safety & Security; Director of Public Relations
Create, maintain, and periodically review formal agreements for resources and services needed or provided during emergencies, including mutual aid agreements, transportation support, interlocal agreements for alternate instructional or reunification sites, and contracts for essential resources such as potable water.	Director of Safety & Security
Identify and establish offsite or alternate reunification locations. Develop a site map that shows primary and alternate sites, personnel assignments, and flow.	Director of Safety & Security

Preparedness Phase

District Actions	Responsible Role
If established, verify the Reunification Kit is current and fully stocked in accordance with the standard reunification method, including job action sheets, role identification materials, lanyards, and other required operational items.	Director of Safety & Security

Response Phase

District Actions	Responsible Role
Initiate pre-established standardized response protocols and communicate activation internally and externally through pre-approved messaging to students, district personnel, and parents of students at the affected campuses and facilities, using designated communication methods, including mass notification systems, email, phone, and district websites.	Director of Safety & Security; Director of Public Relations; Campus Principals
Initiate pre-established standard reunification method and communicate activation internally and externally through pre-approved messaging to students, district personnel, parents, and the whole community using designated communication channels, including mass notification systems, email, phone, and district websites.	Director of Safety & Security; Director of Public Relations
Account for students, district personnel, and visitors at affected campuses using attendance rosters, visitor logs, and approved attendance or accountability applications.	Director of Safety & Security; Campus Principals
Activate the Continuity of Operations Plan (COOP) as appropriate in response to a reunification event to ensure the continuation of essential functions and services.	Superintendent
Track hazard-related expenses by documenting and measuring damage to property, equipment, and supplies to support recovery operations, reimbursement, and reporting requirements.	Chief Financial Officer; Director of Operations

Recovery Phase	
District Actions	Responsible Role
Conduct a formal After-Action Review following an incident, exercise, or significant event to evaluate response actions, coordination, communications, and overall effectiveness.	Superintendent; Director of Safety & Security
Develop, maintain, and track an Improvement Plan (IP) that identifies corrective actions, assigns priorities, and establishes timelines to address gaps and needs identified during the After-Action Review.	Director of Safety & Security
Maintain psychological support following an incident by ensuring access to counseling services, mental health resources, staff support, and coordination with community and behavioral health partners to support recovery for students, district personnel, and families.	Executive Director of Student Services

Section 6: Resources

6.1 Acronyms

AAR	After-Action Review
EOP	Multi-hazard Emergency Operations Plan
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIS	Joint Information System (JIS),
NIMS	National Incident Management System
PIO	Public Information Officer
SRM	Standard Reunification Method
SRP	Standard Response Protocol
TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TxDPS	Texas Department of Public Safety
TxSSC	Texas School Safety Center
UC	Unified Command

6.2 Definitions

Actions: Critical activities that need to be accomplished during all phases of emergency management.

After-Action Review: Structured process used to evaluate response actions by identifying what occurred, what worked well, what did not, and what corrective actions are needed to improve future operations.

Campus: School property or group of buildings and grounds under district control where students, staff, and authorized visitors are present for educational and related activities.

Drill: A preparedness activity designed to train individuals on responding effectively during an emergency incident when loss of life or property is at risk.

District: An independent school district or an open-enrollment charter school.

District Personnel: Faculty, staff, and substitute personnel authorized to carry out official duties in support of campus and district operations.

Exercise: A preparedness activity designed to practice and assess, in a more realistic setting than a drill, the actions of individuals responding to an emergency incident when loss of life or property are at risk.

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Emergency Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System: The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

Joint Information System (JIS): A coordinated framework established during an emergency incident to ensure the timely, accurate, and consistent dissemination of information to the public, media, and other stakeholders.

National Incident Management System: A set of principles used by agencies across the nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Off-Incident: Refers to the facilities and resources needed to support the incident response, but not directly at the incident location.

Parent: Any parent, guardian, authorized adult, or other individual standing in a parental role who is authorized to take custody of a student during reunification.

Portable Buildings: Temporary or relocatable structure located on school property and used for instructional, administrative, or support purposes, subject to the same safety, accountability, and emergency procedures as permanent facilities.

Resources: Personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Responsible Role: Individual or position assigned authority and accountability for carrying out a specific function, ensuring required actions are completed, documented, and coordinated in accordance with established procedures.

Unified Command: Similar to the Incident Commander; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident or disaster.

Whole Community: Also known as whole community approach, to include students, staff, families, first responders, community partners, volunteers, and local agencies in planning,

preparing for, responding to, reunify, and recovering from emergency incidents and disasters together.

6.3 Resources

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<https://txssc.txstate.edu/tools/srm-toolkit/>

U.S. Department of Education. (n.d.). *Family reunification: A fictional example for before, during, and After a School Emergency*.

https://rems.ed.gov/docs/FamilyReunificationSampleAnnex_508c%20.pdf

The following pages are
included as removable
reference examples
(examples are **not required**,
use as appropriate).

Attachment 1: Campus Reunification Operations

Example Campus Reunification Operations Table	
At Least Two Weeks Prior to the New School Year	
Campus Principal	
• With the Assistant Principal, School Resource Officer (SRO), and members of the school Safety Team, review reunification logistics. • Reunification locations may be on campus (interior), on campus (exterior), off campus (interior), or off campus (exterior). • Reunification locations are divided into separate areas to maintain separation between students, families, and grieving families: • Identify a designated area where family members can receive emotional health support should they receive difficult information, such as a missing or injured child, a child detained by police, etc. • Plan with transportation for the use of school buses to transport students to off-campus or secondary reunification location. • Develop an alternative if campus bus transportation is not accessible. • Ensure signs are pre-made to identify these areas if the reunification process is needed. • In consultation with the superintendent and general counsel, review and update any memoranda of understanding that are in place with off-campus reunification partners.	
Campus Assistant Principal	
• Verify the location of the campus Reunification Kit. • Verify that the reunification kit (duffle bag or container) includes all items in the Campus Reunification Supplies inventory. • Assign two designated laptop computers (plugged in so that it remains charged), and a USB drive that contains administration information, such as the list of current students. • Make staffing assignments for: • Set-up. • Supervision for evacuation (student transportation, student assembly, and accounting for all students). • Reunification Areas. • Support for individuals with disabilities and access and functional need.	

- Make staffing assignments to campus specific Incident Command System (ICS) positions.
- Review corresponding job descriptions, roles, and responsibilities with campus staff.
- Create a *Reunification Newsletter* for families. Provide:
 - In registration packets before school starts in the fall.
 - In mailings at the beginning of the second semester.
 - During orientation for family registering children throughout the school year.
- Ensure Student Emergency Information forms (see Appendix A) are sent to families in their student registration packets, filled out, and collected on student registration days.
- Obtain permission to include medical health conditions, allergies, and medicines on Student Emergency Information forms at an Individual Education Program or other applicable meeting. Families will be reassured that the information will remain private, secured, and accessed only by authorized individuals.

At Least One Week Prior to the New School Year

Campus Assistant Principal

- With law enforcement, train staff on crowd management and de-escalation.
- With the Lead Counselor, review procedures for de-escalation and Psychological First Aid for any staff members who may be assigned to supervise students or assist families.
- Orient new staff on reunification roles and responsibilities, including substitutes or any temporary staff.
- Orient new families on reunification roles and responsibilities as part of their school orientation.
- Include information on reunification in campus handouts and send reminders during each semester.
- With the Campus Safety Team, plan and review reunification procedures and share with staff prior to the first academic day.

Two Days Prior to the Opening of School

Campus Registrar

- Update the Student Emergency Information binder containing student names, emergency contact information for family members, including cell phone numbers and at least two additional emergency contacts, and information on any unique needs a student may have (e.g., specific medical needs).
- Add the names of any new students as they become enrolled throughout the year.
- Check and update the emergency contact and list of students with disabilities or those with access and functional needs every semester.

During an All-Faculty Meeting Prior to the School Opening

Campus Principal

- Review designated locations with staff and community partners, including any afterschool programs and organizations which regularly use the building for activities out of regular school hours during the school year.

Upon Notification of Reunification

Incident Commander

- Establish Incident Command Post and assign incident management personnel, as needed, according to ICS structure.
- Coordinate and account for supporting agencies that may self-dispatch and arrive on scene unexpectedly.
- Activate the Communications Annex
 - Notify families and other stakeholders, and to remind families to bring government-issued identification to reunification site.
 - The Public Information Officer (PIO) will address any media requests.
- Communicate with the superintendent and local law enforcement to determine whether to stage the reunification on or off campus.
- Activate Reunification Team and instruct them to prepare the reunification areas.
- Give clear instructions to campus staff about the reunification location, how to move students, and release procedures.
- Arrange for supervision and extended care of students with disabilities and access and functional needs and any students not reunified in a timely manner.
- Arrange for the logistics of caring for injured students and staff members, including evacuation to a hospital as needed.

Campus Teachers

- Account for all students.
- Prepare students to move to the reunification location.
- Keep students calm by providing them with information as to what is being done and why.
- Assess needs.
- Assist students needing special accommodations for evacuation and support in the Student Assembly Area; communicate medical needs to the First Aid/Medical Team.
- Provide assistance for students with language barriers.
- Escort students under care to the Student Assembly Area at the reunification location.
- Continue supervising and caring for students until they are released to their families. (This action may take several hours, depending on the nature of the emergency and the level of disruption in the surrounding community.)
- Provide Psychological First Aid and lead activities to keep students occupied while awaiting reunification with their families.

Reunification Team

- Bring reunification supplies to reunification location. Wear identifying incident command vests and identification badges.
- Bring two-way radios.
- Set up tables, hang signs, and distribute reunification materials to each area.
- Make sure that Team Leaders are in place at each area.
- Identify, register, and verify all self-deployed agencies reporting to assist with reunification.
- Incorporate community partners who may be present to assist into the ICS structure (such as law enforcement).
- Conduct reunification process and repeat for each student until all students have been released.
- Ensure personnel assigned to the Parent Check-In Area verify that the family member is on the list of individuals authorized to pick up the child. Only release a student to an authorized individual listed on their paperwork. The family member must show government-issued identification.
- Individually escort the family to the Reunification Area where they will show their reunification card and identification again. Make sure that every line of the sign-out record is filled in, including the time the student was released, who they were released to, and where their next destination is.
- Individually escort the student from the Student Assembly Area to the Parent and Student Reunification Area and officially release the student to parents.
- Ensure the First Aid/Medical Team Leader (Nurse) oversees support for students, staff, and family members with disabilities and access and functional needs.
- If a parent cannot produce required identification, escort them to a designated area, where a team member will verify their identity.
- If a parent becomes aggressive or potentially violent, contact Security.
- Coordinate with the Psychological First Aid Team should students, staff or family members display any sign of emotional distress.
- Utilize emergency medical services to transport students or staff to the hospital. Students taken to a hospital will be assigned a staff member to ensure they are kept safe and cared for throughout the transport and hospital care until their parents take custody.

Within Four Hours After the Event

Incident Commander

- Transfer operational control from ICS positions to positions used on a daily basis.
- In conjunction with the Superintendent's Office, follow emergency communications protocols to reassure stakeholders and provide information about the status of the event, instructions for families in special circumstances, and notification of availability of additional resources.
- Update the Principal and Superintendent's Office on the status of family reunification.
- Oversee support to the few remaining students whose families have been delayed, providing continued care; and students and staff members at the hospital (as applicable).

Head Facilities Manager

- Oversee the Clean-up Team to remove all school equipment, gather all unused supplies, and clean up the reunification location.

Campus Secretary

- Gather all forms, complete notes, summarize paperwork, and submit to Principal.

Within 24 Hours After the Event

Campus Counselor

- With community mental health partners, implement plan to support mental health needs of students and staff, following Critical Incident Team response protocols. Refer to the district's Psychological Resilience Annex.

Within 48 Hours After the Event

Campus Principal, Assistant Principal, and Counselor

- Debrief in small groups with staff and community partners, including providers of off-campus reunification locations.
- Assign at least one member of the guidance staff to co-facilitate each debriefing group and transcribe notes from any key findings.
- Include information in each debriefing about follow-up support resources.
- Have mental health staff members trained in Post-Traumatic Stress Management facilitate Coping Groups for students. Refer to the district's Psychological Resilience Annex.

Head Facility Manager

- Oversee the restocking of reunification supplies as listed by the school.

Campus Finance Secretary and Registrar

- Review and maintain records indicating that all students have been released to their lawful family members.
- Assess and document any financial obligations related to the reunification process (e.g., transportation or custodial overtime).

Within Two Weeks After the Event

Campus Principal

- Convene the Campus Safety Team to conduct an after-action review (AAR) of the event and adjust protocols and communicate with and retrain staff and stakeholders as needed.

Attachment 2: Example On-Site Reunification Assignments (Impacted Campus)

Reunification Assignment	Campus Title/Position
Incident Command/Exit Coordinator	
Operations Section Chief	
Planning Section Chief	
Logistics Section Chief	
Finance Section Chief	
Public Information Officer	
Safety Officer	
Liaison Officer	
Greeter Supervisor	
Greeter(s)	
Flow Monitor(s)	
Parent Check-In Supervisor	
Checker(s)	
Accountant(s)	
Reunification Area Supervisor	
Reunifier(s)	
Parent Assembly Supervisor	
Student Assembly Supervisor	
Class Leader(s)	
Add district specific reunification assignments	

Attachment 3: Example Off-Site Reunification Assignments (Impacted Campus)

Reunification Assignment	Campus Title/Position
Incident Command/Exit Coordinator	
Operations Section Chief	
Planning Section Chief	
Logistics Section Chief	
Finance Section Chief	
Public Information Officer	
Safety Officer	
Liaison Officer	
Impacted Site Director	
Transportation Supervisor	
Bus Driver(s)	
Student Assembly Area Supervisor (Impacted Site)	
Class Leader(s) (Impacted Site)	
Reunification Site Director	
Greeter Supervisor	
Greeter(s)	
Flow Monitor(s)	
Parent Check-in Supervisor	
Checker(s)	
Accountant(s)	
Reunification Area Supervisor	

Reunifier(s)	
Parent Assembly Area Supervisor	
Student Assembly Area Supervisor (Reunification Site)	
Class Leader(s) (Reunification Site)	
Victim Service/Victim Advocate	
Add district specific reunification assignments	

Attachment 4: Student Emergency Information Form

Example Student Emergency Information Form

Use this form to collect emergency contact information of families and at least two additional contacts before an emergency. Please provide a valid phone number for each contact.

Student's Name:

Last Name:

First Name:

MI:

DOB:

Grade:

Address:

City:

Home Language:

Medical Health Conditions:

Allergies:

Medications:

Parent/Guardian Name (1st Contact):

Last Name:

First Name:

Relationship to the
Student:

Email Address:

Home
Phone:

Work
Phone:

Cell:

Address (if different from student's address):

Parent/Guardian Name (2nd Contact):

Last Name:

First Name:

Relationship to the
Student:

Email Address:

Home
Phone:

Work
Phone:

Cell:

Address (if different from student's address):

Continued on next page

List two emergency contacts who would have permission to pick your child up and assume temporary care of your child if you cannot be reached during an emergency. These contacts cannot be the same as parents or legal guardians, but may include grandparents, aunts, uncles, childcare providers, friends, and neighbors who live in the local area.

Emergency Contact Name (1st Contact):

Last Name: First Name:

Relationship to the Student: Cell Phone:

Address:

Emergency Contact Name (2nd Contact):

Last Name: First Name:

Relationship to the Student: Cell Phone:

Address:

By signing this form, you give permission for any of the emergency contacts listed to pick up your child in case of an emergency school closure, illness, or missed bus. Should any of your emergency contact information change during the school year, please remember to inform the school as soon as possible. You are also providing consent for the school to share the information on this form with authorized individuals.

Parent or Legal Guardian's Signature:

Date: / /

Print Last Name: Print First Name:

The information contained in this form is private and should be secured and accessed only by authorized individuals. This is needed to ensure compliance with the Health Insurance Portability and Accountability Act, the Family Educational Rights and Privacy Act, and individual rights to privacy.

Attachment 5: Reunification Sign-Out Records Form

For an additional example, refer to the ["I Love U Guys"](#) Foundation website.

Example Reunification Sign-Out Records Form

Time of Release	Name of Student (Print)	Released To: (Print Name) <i>Show Picture ID</i>	Released To: (Signature)	Next Destination	Released By: (Print Name)
___ : ___					
___ : ___					
___ : ___					
___ : ___					
___ : ___					
___ : ___					
___ : ___					

Attachment 6: A Parent's Guide to Student Reunification

A Parent's Guide to Student Reunification

In the event a campus closes prematurely, parents will be notified of the reason for the closure (severe weather, fire, power failure, chemical spill, etc.). To ensure the efficient reunification of students with parents, guardians or authorized adults, the following procedures will be utilized:

- Parents, guardians, or authorized adults **must** complete a Reunification Card upon arriving at the reunification location. The reunification location is subject to change depending on the situation, please monitor all district messaging.
- Students **will not** be allowed to leave with a non-custodial person (babysitter, relative or neighbor), unless the campus has prior written authorization on file. Please ensure your child's emergency contact information is accurate and current.
- Students **will only** be released to a parent, guardian or authorized adult who presents photo identification at the Parent Check-In Area. Please remain calm and cooperative.
- Students **will not** be transported to the location of the parent, guardian, or authorized adult.
- Roads near the campus may be closed except for emergency vehicles. If you normally drive to campus, park near campus, or if you live within walking distance, leave your car at home. Always follow the instructions of law enforcement.
- The campus will care for students until they are picked up. If necessary, the district will relocate remaining students to another facility for continued care. Should relocation be necessary, all information will be conveyed to parents through individual contact and official messaging.
- As a reminder, the information posted on unofficial social media sites may be inaccurate. Please follow official district messaging before attempting to locate your child.
- Please **do not** call the campus, this includes calling teachers, secretaries, principals, or other campus staff, as the reunification process requires their full attention.
- Each teacher or staff member is assigned a specific role to ensure the efficient reunification of students occurs quickly. In some instances, your child's teacher may have a much larger responsibility than monitoring his/her classroom. In such cases, an authorized staff member will be assigned responsibility for the class.
- Please follow the Student/Parent Reunification Expectations to ensure we can effectively and efficiently reunite every family.

Parent/Student Reunification Expectations

- Student will be released to the Parent, Guardian or Authorized Adult **only**.
- Parent, Guardian or Authorized Adult must wait for their student(s) to be brought to the release area
- Parent, Guardian or Authorized Adult are **not** allowed into staging areas, classrooms, command post or other secure areas.

Arrive at the
Reunification Site



Greeting Area

Greeters will provide you a Reunification Card to complete for your student(s).



Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name			
Student Grade		Student Cell Phone Number	
Name of person picking up student			
Signature			
Phone number of person picking up student			
Relationship to student being picked up			
Photo identification matches name of person picking up student? Y or N			



Parent Assembly Area

Provide the bottom portion of your Reunification Card to staff and wait patiently for your student(s).



Parent Check-in Area

Be prepared to show a valid ID.

You will receive the bottom portion of your Reunification Card.

Parent completes:			
Print Student Name Again		School personnel completes upon release of student	
Student Grade		TIME	INITIALS
Student Birthday			OTHER



Parent/Student Reunification Area

Reunite with your student(s) then following the designated path to exit the Reunification Site.



Exit the
Reunification Site

Note: Law Enforcement reserves the right to check all vehicles and individuals entering and exiting the reunification area.

Attachment 7: Example Reunification Supplies and Equipment

Reunification Supplies and Equipment	
1.	Signage: • Alphabet Signs • Directional Arrows • Zone Markers
2.	Pre-printed Forms: • Reunification Cards • Check-out Log
3.	Student Documentation: • Updated Student Rosters • Emergency Contact Information • Equivalent Student Records
4.	Medical Forms: • Medical Authorization • Student Medical Assistance • Psychological First Aid • Special Needs Information
5.	Wrist Bands in Green (plus two alternate colors)
6.	Maps: • Site Maps • Surrounding Area • Reunification Site
7.	Portable: • Laptop(s) • Radio(s) • Bullhorn(s) • First-Aid Kit • AED
8.	Electrical Supplies: • Extension Cords (locate power-supply prior to event) • Generator • Power Banks
9.	Vests for Reunification Staff

10.	Duct or Gaffe Tape
11.	Office Supplies: • Clipboards • Lanyards • Markers • Nametags • Paper • Pencils • Pens • Scissors • Stapler
12.	Crowd Control: • Barricades • Caution Tape • Cones • Dividers • Gates • Stanchions
13.	Event Supplies: • Tables • Folding Chairs • Tents
14.	Hydration Station: • Ice • Water • Cups

Attachment 8: Reunification Process Flow

Reunification Process Flow

