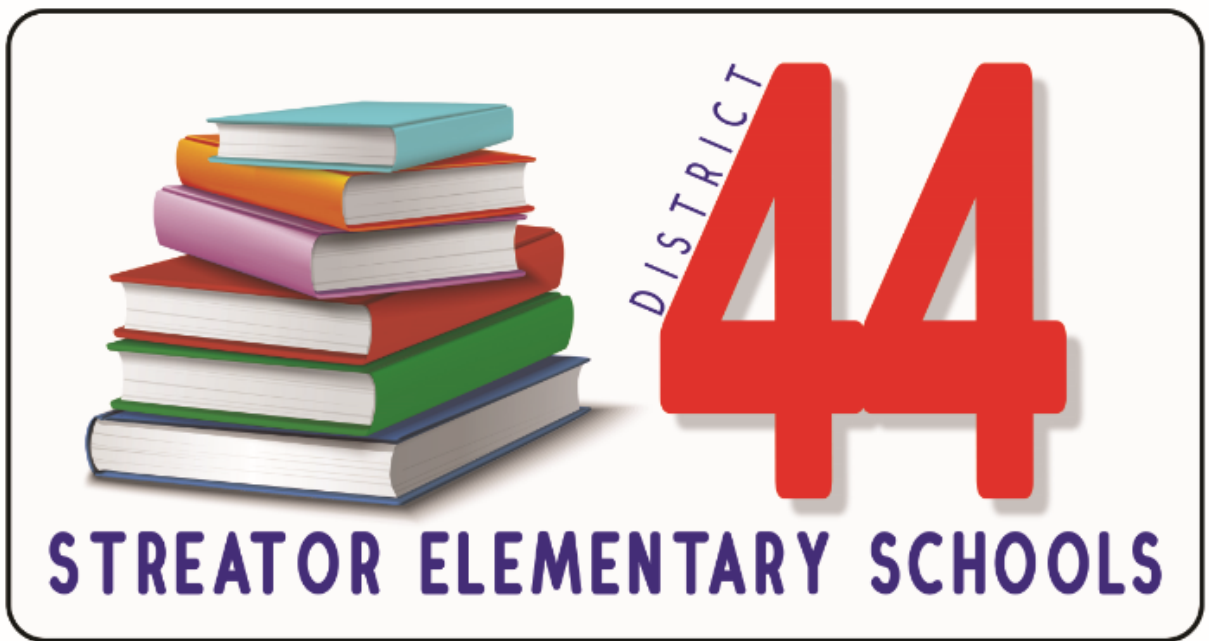




ADMINISTRATION REUNIFICATION PROCESS GUIDE

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Initial Response Process

Each District School not impacted by the crisis will send the following staff to begin site preparation:

- Assistant Principal
- Available Secretary Staff
- Nursing Staff with Medical Supplies
- Available Social Workers / Counselors and Behavior Interventionists
- Available Aides or Support Staff
- Available Custodial Staff
- Food Services Manager and available Food Services Staff

The responding ASSISTANT PRINCIPALS will assume the role of Reunification Site Commander.

The PRINCIPALS for each District School not impacted by the crisis will remain at their school to oversee safety and operations.

The following roles will need assigned:

- GREETERS (3 Staff Members Needed)
- CHECKERS (3 Staff Members Needed)
- TRANSPORTATION LIAISON (2 Staff Members Needed)
- ARRIVAL ACCOUNTANT (2 Staff Members Needed)
- STUDENT ASSEMBLY AREA (4 Staff Members Needed)
- MEDICAL / NURSING STAFF (4 Staff Members Needed)
- MENTAL HEALTH SUPPORT (4 Staff Members Needed)
- FOOD SERVICES (4 Staff Members Needed)
- FLOW MONITORS (4 Staff Members Needed)
- REUNIFIER (4 Staff Members Needed)
- EXIT ACCOUNTANTS (2 Staff Members Needed)
- FIRST RESPONDER LIAISON (1 Staff Member Needed)
- GREETER SUPERVISOR (1 Staff Member Needed)
- CHECKER SUPERVISOR (1 Staff Member Needed)
- REUNIFICATION SUPERVISOR (1 Staff Member Needed)

Designated Facility Locations

The following areas for the Reunification Site will need developed:

PARENT LINE-UP AREA

PARENT CHECK - IN AREA

PARENT RESOLUTION AREA

BUS DROP - OFF AREA

STUDENT ASSEMBLY AREA

REUNIFICATION AREA

EXIT / CHECK-OUT AREA

Refer to the map on PAGE 10 and PAGE 11 for the designated locations of these areas at the Reunification Site.

Reunification Supplies Kit

The following supplies are recommended to be used during the Reunification Process

SHARED ELECTRONIC DOCUMENT:

An electronic document should be created that can be updated by roles as:

- 1) Student attendance is being completed as they arrive at the Renunciation Site
- 2) Parent check-in is completed
- 3) Parent and Child Reunification is completed

LAPTOP COMPUTERS WITH INTERNET ACCESS

PORTABLE RADIOS

TABLES FOR THE FOLLOWING AREAS:

- 1) Check-In Area
- 2) Student Entry Accountant / Transportation Liaison
- 3) Food Services - Located in the Student Assembly Area
- 4) Medical / Nurse - Located in the Student Assembly Area
- 5) Mental Health Support - Located in the Student Assembly Area
- 6) Reunification Area
- 7) Exit Accountant

MEDICAL SUPPLIES

CLIPBOARDS and PENS

REUNIFICATION CARDS (Print one for each student)

DAILY ATTENDANCE

CLASS ROSTERS

SIGNAGE:

The following signage should be posted:

- | | |
|--------------------------|--------------------------|
| 1) PARENT PARKING | 4) REUNIFICATION AREA |
| 2) PARENT LINE - UP AREA | 5) CHECK-OUT / EXIT AREA |
| 3) CHECK - IN AREA | |

Assigned Roles and Duties

The Reunification Site Commanders will assign the following roles to staff:

GREETERS (3 STAFF NEEDED):

Helps direct parents where to line up and where to check-in. Greeters will supply parents with Reunification Cards. REUNIFICATION CARDS are on Page 12.

GREETER SUPERVISOR (1 STAFF NEEDED):

Helps GREETERS with any needs and helps with any parent complications they may encounter.

Staff Members that can be used for this role:

Aides / Social Workers / Counselors / Behavior Interventionist / Facility Staff

CHECKERS (3 STAFF NEEDED):

Parents will meet with CHECKERS and provide their Reunification Cards. CHECKERS will verify parent identification and confirm the parent is an Emergency Contact.

CHECKER SUPERVISOR (1 STAFF NEEDED):

Manages the Check-In Process and provides CHECKERS with supplies or help needed. Assists CHECKERS with parent complications they may encounter. Will relocate any parent complications to the PARENT RESOLUTION AREA, to discuss any complications they are having.

Staff Members that can be used for this role:

Building Secretaries / District Office Staff / Anyone familiar with District Families

Assigned Roles and Duties

TRANSPORTATION LIAISON (2 STAFF NEEDED):

Oversees logging as buses with Student/Staff arrive at the Reunification Site. Oversees maintaining communication with Transportation Services and Administration as incoming busing or other transportation is enroute.

ARRIVAL ACCOUNTANT (2 STAFF NEEDED):

Will be located in the Student Assembly Area, completing attendance as Students and Staff are arriving on school buses.

Staff Members that can be used for this role:

Building Secretaries / District Office Staff / Aides

STUDENT ASSEMBLY SUPERVISORS (4 STAFF NEEDED):

Two (2) Supervisors will oversee organizing classes in the Student Assembly Area. Classes should be organized by Grade Level. After completing attendance with the ACCOUNTANT, the Students/Teachers will be seated in their Grade Level location with the class they were with when the incident occurred.

Two (2) Supervisors will oversee seeking any assistance for seated Students/Staff (Example: Needing a Nurse / Social Worker / Restroom Usage)

Staff Members that can be used for this role:

Aides / Facility Staff

Assigned Roles and Duties

MEDICAL STAFF (4 STAFF NEEDED):

This role is filled by District Nursing Staff or EMS Personnel on site

MENTAL HEALTH SUPPORT (4 STAFF NEEDED):

Oversees Student and Staff experiencing a need for immediate mental health support.

Staff Members that can be used for this role:

Aides / Social Workers / Counselors / Behavior Interventionist / Facility Staff

FOODS SERVICES (4 STAFF NEEDED):

Oversees providing simple snacks and water to Staff / Students

Staff Members that can be used for this role:

District Food Services Managers and Food Services Staff

FLOW MONITORS (4 STAFF NEEDED):

Will oversee escorting parents to the Reunification Area after Check-in is completed. Will oversee escorting parents to the Check-out Area after the family is completed in the Reunification area.

Staff Members that can be used for this role:

Aides / Facility Staff

Assigned Roles and Duties

REUNIFICATION SUPERVISOR (1 STAFF NEEDED):

Manages the Renunciation Area, providing assistance to REUNIFIERS and overseeing parent complications in this area.

REUNIFIERS (4 STAFF NEEDED):

Will assume roles of meeting with parents in the Reunification Area. The REUNIFIER will retrieve the student and bring the student to the Reunification area to meet their parents/guardian.

Staff Members that can be used for this role:

Secretaries / Aides / Facility Staff

EXIT ACCOUNTANT / SUPERVISOR (2 STAFF NEEDED):

Completes a final account that the student and parent are reunified. Oversees answering any questions and gives a final peace of mind to the family

Staff Members that can be used for this role:

Administration and Secretary / Office Staff Personnel

FIRST RESPONDER LIAISON (1 STAFF NEEDED)

Oversees communicating with Police / Fire / EMS to request needed Emergency Personnel.

*** Emergency Personnel may not be readily available until mutual aid assistance has responded ***

Staff Members that can be used for this role:

Administration and Secretary / Office Staff Personnel

Reunification Process

SITE PREPARATION AND READINESS:

The Reunification Process with parents will not begin until the site is fully established and each role is prepared.

Attendance for all Students and Staff arriving prior to the Reunification Process beginning should still be completed. All Students and Staff will be contained to the Student Assembly Area for support and services, after their attendance is completed.

Prior to the Reunification Process with parents beginning, the Site Commander will communicate readiness with the District Superintendent.

The District Superintendent will grant the final authorization for the Reunification Process to begin.

The District Superintendent will release public communications on the location of the Reunification Site. The District Superintendent will release instructions to Parent/Guardians.

STUDENT ARRIVAL:

Students and Staff will be transported to the designated Drop-Off Area entry doors by bus. Students and Staff will remain in the Student Assembly Area.

Teachers will conduct attendance and report any student needs to the ACCOUNTANT or STUDENT ASSEMBLY SUPERVISORS .

District Social Workers, Nursing Staff and Food Services will be available for student needs.

Reunification Process

PARENT CHECK - IN:

Parents will report to the front entrance of the Reunification Site.

GREETERS will supply Parents with Reunification Cards to be completed.

Parents will report to the Check-in Location and be verified by Checkers.

Checkers will confirm information on Reunification Card, verify Parent ID and confirm parent is an Emergency Contact.

- 1) Once a parent is confirmed, they will be escorted to the REUNIFICATION AREA by a FLOW MONITOR.
- 2) If an issue arises with the parent or with a student belonging to the parent, the CHECKER SUPERVISOR will direct the parent to the PARENT RESOLUTION AREA to determine a resolution.

REUNIFICATION AREA:

The FLOW MONITOR will turn over the parent to a REUNIFIER.

The REUNIFIER will go to the Student Assembly Area to retrieve the student.

The student will be brought to the Reunification Area by the REUNIFIER

The REUNIFIER will escort the Parent and Student to the EXIT ACCOUNTANTS

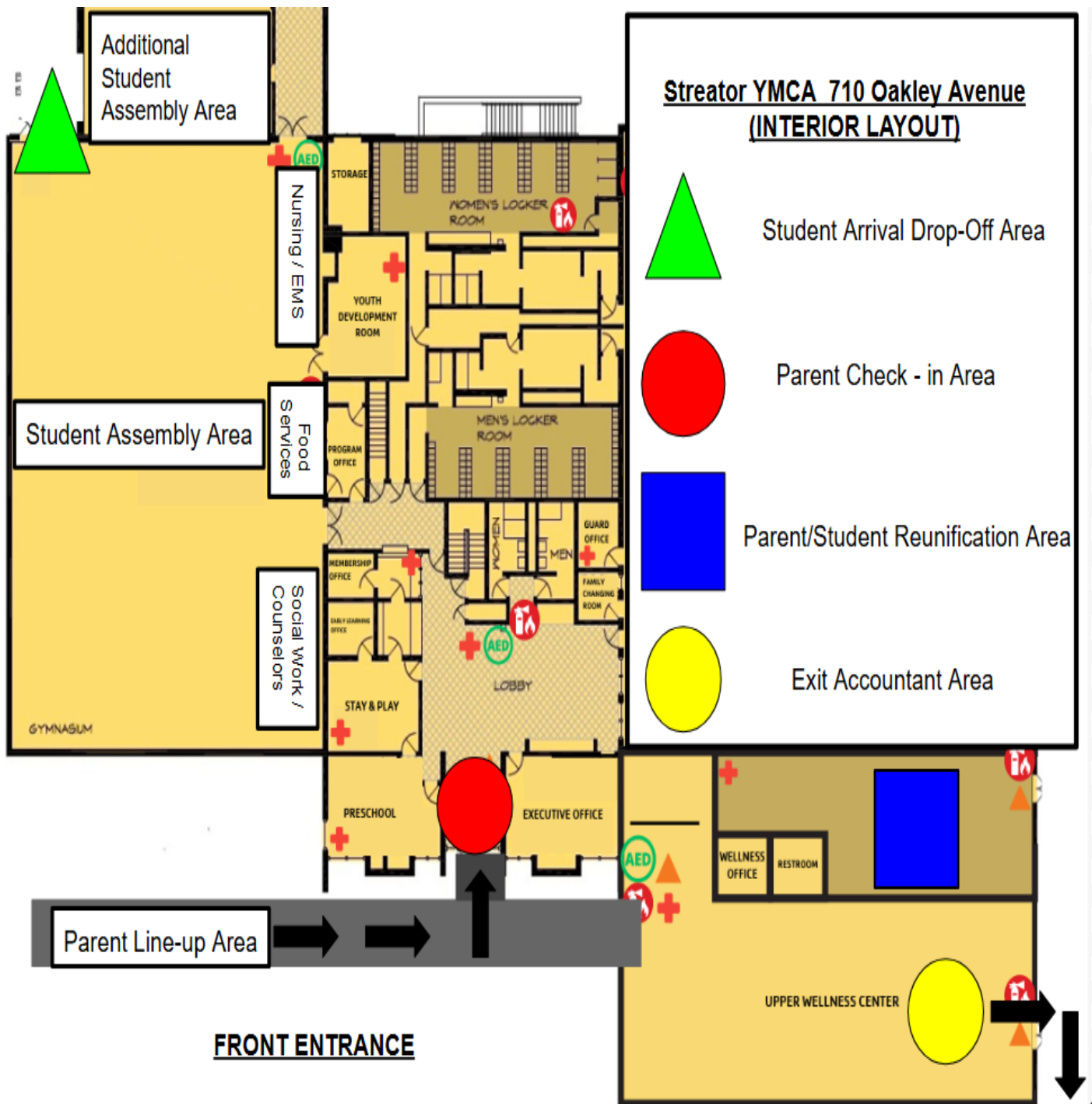
EXIT ACCOUNTANT / SUPERVISOR:

The EXIT ACCOUNTANT will review the Reunification Card and make a final confirmation that the parent is permitted to leave with the student.

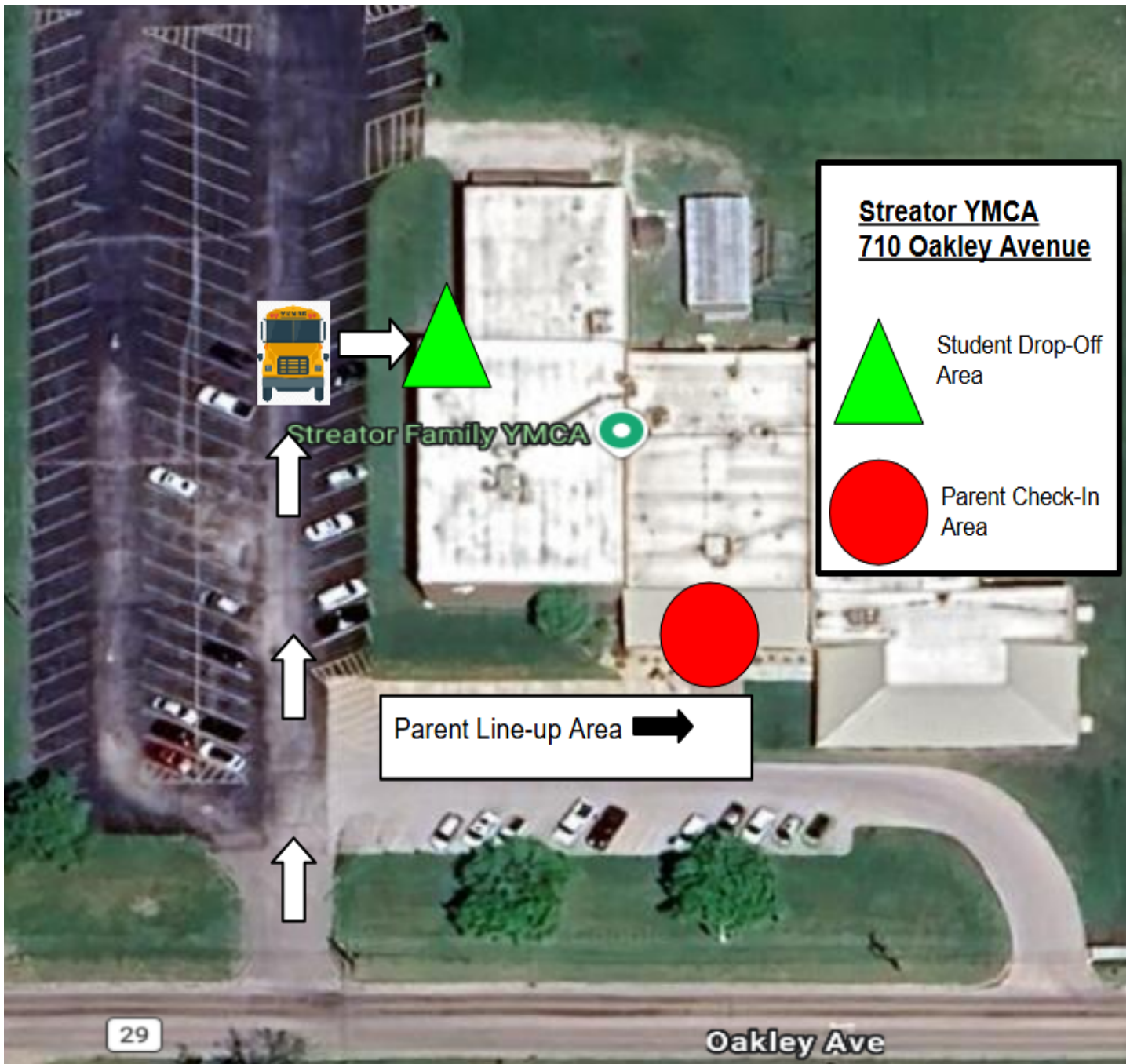
The EXIT ACCOUNTANT will appropriately answer any final questions the family has and provide a final sense of assurance to the family.

The EXIT ACCOUNTANT will make a final update to the Shared Electronic Document that the student has been released to the parent.

Reunification Site Map



Reunification Site Map





Reunification Information Card

Have your photo ID ready to show Reunification Staff

Instructions:

- 1) Please be patient and respectful with staff at the Reunification Site.
- 2) This Reunification Process may be time consuming, but please understand we are taking careful measures to safely reunite you with your child.
- 3) Please complete the information on the section below.
- 4) Please have your Photo ID ready.
- 5) Please follow all directions given by Staff, so you are in the correct locations to be reunited with your child.



Reunification Information (Completed by Parent) (PLEASE PRINT CLEARLY)

Student Name _____

Student Grade _____ Student Birthday _____

Name of person picking up student _____

Relationship to student _____ Phone Number _____

Signature _____

TO BE COMPLETED BY SCHOOL STAFF (CHECKERS):

Photo ID matches name of person picking up student: _____ YES _____ NO

Person is a Parent or Emergency Contact: _____ YES _____ NO

(PARENT WILL KEEP FORM UNTIL STUDENT IS RELEASED TO THEM)



Release Information (PLEASE PRINT CLEARLY)

1) Name of person picking up student _____

2) Signature of person picking up student _____

3) Time student was released _____ Staff Members Initials _____

(EXIT ACCOUNTANT COLLECTS COMPLETED FORM)

Parent Communications

Below are examples of communications that can be released to Parents prior to beginning the Reunification Process:

The District asks that parents do not go to the school, as this will interfere with First Responders. Students have been relocated to another facility for their safety. **Please do not respond to the school.**

Please remain calm and patient. We will communicate the location of the Parent/Student Reunification Site when the Reunification Process begins.

We will do everything we can to reunite you with your student as quickly and safely as possible.

Please expect the following steps when picking up your student from the Reunification Site

- Upon arrival, please report to the area designated as “Check-In.” Reunification Staff will greet you and provide you with a Reunification Card.
- You will be required to present a photo identification. This step is required to protect your child from any unauthorized individuals attempting to pick up your child.
- Students will only be released to you or an individual designated on the student's Emergency Information Card. Please do not take your child from the Reunification Center without signing for their release.
- Once the Exit Director has confirmed your reunification with your student, you are free to leave.
- When a parent can't immediately go to the Reunification Site, we will confirm with the parent that their child is accounted for and safe. The student will remain in the care of school staff until parents can pick up their student.

Important Contact Information

Agency Contact Numbers

Streator Police Department.....	815 - 672 - 3111 Option 2
Streator Police Dispatch.....	815 - 844 - 0911 or 911
Streator Fire Department.....	815 - 672 - 2266 or 911
Lasalle County Sheriff's Office.....	815 - 433 - 2161 or 911
Illinois State Police.....	815 - 224 - 1150
Streator Public Works.....	815 - 844 - 0911
Streator - Woodland Bus Company.....	815 - 672 - 5974 Option 4
ComEd Electric Provider.....	800 - 334 - 7661
Nicor Gas Company.....	888 - 642 - 6748
Illinois American Water	800 - 422 - 2782
Illinois Poison Control.....	800 - 942 - 5969
Streator Elem. District Office.....	815 - 672 - 2926
Kimes Elem. School.....	815 - 672 - 2496
Centennial Elem. School.....	815 - 672 - 2747
Northlawn Junior High School.....	815 - 672 - 4558

Statement

The events which may develop in a critical incident are not routine and are difficult to anticipate. Unexpected events may occur that present challenges to our School Staff, Administrative Staff and First Responders.

This manual has been generated to provide guidance for staff in the event a Reunification Process is needed. The intention of this manual is to be proactive.

Streator Elementary District 44 is committed to identifying new and better ways to be prepared.

This guide and general safety aspects will be reviewed annually. If appropriate, updates will be made.

If revised, the updated guide will be provided to Administrators and/or partnering agencies to the District's Reunification Process.