

## **~ Emergency Procedure ~**

### **FAMILY REUNIFICATION PLAN**

**School Name:** Genesee Hill Elementary

**Date Revised:** August, 2026

#### **Personnel**

Stacy Pritchard, Krissy Marklund – Family Check-in

Lani Huston, Liz Dunn – Family/Student Check-out

We have identified the following as a safe area for parents and guardians to go to when picking up their children:

#### **Genesee Hill Lunchroom**

**\*In the event of school evacuation, Family Reunification will be moved to the lower parking lot**

#### **Procedures**

We have identified these steps to follow for successful student/parent reunification:

- Parents will report to the assigned **Check-In** area and give the name of their child/children.
- Picture I.D. will be required to ensure the person requesting the child / children is a match to the name on the *“Emergency Information and Student Release Form.”* (Alternate form may be used with current student information, ex: ESIS or PowerSchool printout.)
- Check-In staff will sign *“Student Release/Runner Form”* form indicating that ID has been checked and give form to Runner. (Keep *“Emergency Information and Student Release Form”* at Check-In area.
- Check-In staff will enter student name and parent/authorized adult name on *“Check in Log.”*

- A runner will go to the **Student Supervision** area and get the child/children requested by the parent/authorized adult.
- Children will be supervised in the commons and classroom areas according to their grade level.
- Student Supervision staff will sign the *“Student Release/Runner Form”* indicating student status. The runner will take the form and escort the student(s) to the **Family Reunification** area.
- Parent/authorized adult will sign *“Student Release/ Runner Form”* when they receive their child.
- The completed *“Student Release/ Runner Form”* will be returned to the Check-In area.
- Check-In area staff attach completed *“Student Release/Runner Form”* to *“Emergency Information and Student Release Form.”*

**NOTE:**

- If the child is in the **First Aid area**, the parent/authorized adult will be escorted to that area for reunification with their child/children.
- Counselors, when available, will be located close in the First Aid area in the event they are needed.

### Checklist

- Student rosters will be updated at least twice a year. If enrollment dictates, consider updating more often.
- Updated rosters will be stored in every classroom in the red Emergency Backpacks which should be easily identified by the both teachers and substitutes. Additional copies of the rosters will be distributed to the principal and placed in the back of the Site Emergency Management Plan binder which is kept in the Conference Room for Operations.
- *“Emergency Information and Student Release Form”* will be filled out at the beginning of the year. This form should include contact information on parents / guardians, as well as other adults who can be contacted if the parent / guardian is not available. The form should also indicate with whom the child is permitted to leave campus if necessary.

- **DO NOT** release students to anyone who not listed on the student emergency card or who is not able to produce identification. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the appropriate people so students' families will know where they are. The form should also include all pertinent medical information such as allergies, medications, and doctor contact information. These cards should be stored in a pre-determined area in both hard copy and electronically if possible.

### **Traffic Control**

- Traffic will be controlled by school-based staff until local law enforcement is available and on scene at the school.
- To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles.
- As the situation develops, there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident.
- When law enforcement arrives on the scene, they will take charge and do whatever is necessary, including the towing of vehicles, to manage the emergency or disaster.