1. **PURPOSE:**

This policy assists school district personnel as they safely reunite students and employees with their families where a school or facility is closed or unexpectedly evacuated due to a natural or manmade disaster. The development of this reunification plan is in coordination with key public safety partners, which may include but not be limited to:

1. Department of Children & Families
2. EMS/Fire Rescue
3. Hospitals
4. Law Enforcement
5. Local/State Emergency Management
6. Regional Disaster Medical Coalitions
7. **DEFINITIONS:**

When used in this policy these terms have the following meanings:

1. Comprehensive Emergency Management Plan: The School District’s plan for responding appropriately to hazards.
2. District Family Reunification Center Operations Chief: An individual responsible for supporting the management of reunification operations at a designated off-site District facility.
3. Emergency Coordination Center: School District’s location where resource coordination, emergency public information, and planning are performed on behalf of District reunification efforts
4. Emergency Response Plan: A dedicated District-trained staff of a facility, who at times of emergencies, are called to initiate emergency response protocols, referred to in this plan as ERTs.
5. Family Reunification Center: A site, either at the facility of impact or off-site, established to facilitate the orderly and controlled reunification of students with their parents or other authorized individuals.
6. Incident Commander: The individual responsible for the initial stages of an emergency response.
7. Joint Information Center: The physical location which is established as the central point of contact for news media and relevant parties to coordinate incident information.
8. Psychological First Aid: An initial disaster response intervention to promote safety, stabilize survivors of disasters, and connect individuals to help and resources.
9. Rapid Needs Assessment: Actions at the initial stage of a crisis or emergency to enable understanding of key information that steer program plans, design, and implementation.
10. Reunification Incident Commander: The individual responsible for managing School District led emergency reunification operations.
11. Special Health and Functional Needs: Physical, intellectual, and developmental disabilities, as well as long-standing medical conditions.
12. **POLICY:**

It is the policy of the organization to …

1. **PROCEDURE:**
2. This plan is applicable to divisions, departments, services and personnel within the Public School District structure, including but not limited to:
	1. District departments
	2. Schools and students
	3. Full-time and part-time employees
	4. Contracted employees representing Public School District
	5. Volunteers
	6. Visitors
	7. Any others
3. Reunification Sites
4. Reunification sites pre-identified locations where school districts can relocate students for the purposes of offsite relocation. These locations are large enough to facilitate the reunification of the largest schools. Selection criteria include:
5. Location - Geographic proximity of impacted school sites to reunification locations, with consideration being given to coverage across the entire school district.
6. Ease of access - Traffic control, secure perimeter, etc.
7. Site access - Access control mechanisms (access card, key fob, code locks)
8. Media Staging Area – Each location shall have a Media Staging Area that supports media access without allowing easy access to response activities.
9. Capacity - Large enough to accommodate students, staff, parents, and emergency responders for an extended length of time.
10. Site Type:
11. Cold Site - Cold sites are space that must be configured to support reunification activities. A cold site is a bare building with access to voice and data communications circuits, and sufficient available electrical power and HVAC to support the operations. All furniture and hardware must be delivered, installed, connected, and tested.
12. Warm Site - A Warm site is usually pre-wired for voice and data Communications so that telephones, PCs, and other computer hardware (e.g., servers) can be plugged-in as required.
13. Hot Site - Hot sites are turn key ready and can immediately be occupied with full functionality.
14. Sites must be evaluated by subject matter experts (e.g., Security, Information Technology, Emergency Management, etc.). Identified sites shall be reviewed a minimum of annually to confirm they still have sufficient capability to support family reunification activities.
15. Based on these criteria, the following schools within the District have been selected to serve as Family Reunification Centers, as shown below:
16. Facility 1, address, city state zip
17. Facility 2, address, city state zip
18. Facility 3, address, city state zip
19. Facility 4, address, city state zip
20. District Reunification Equipment
21. The District will augment each reunification site’s emergency evacuation kit to conform to the reunification go-kit standards determined by the District.
22. Two mobile reunification units will be available under the supervision of the District Office of Emergency Management for rapid deployment to any reunification site.
23. Plan Activation:
24. Activation of the Family Reunification Plan must occur immediately following notification of any incident affecting a Public School District facility that necessitates reunifying students, staff, and visitors.
25. Any school principal or, facility administrator, or designee can identify specific triggers that warrant the activation of their Emergency Response Plan and the implementation of reunification protocols.
26. Assess and Notify:
27. The school principal or, facility administrator, or designee will assess the situation using the District’s Rapid Needs Assessment Form (see Attachment A).
28. Where the Rapid Needs Assessment results necessitate the unscheduled movement of students or an unplanned dismissal, plan activation is the primary responsibility of the Deputy Superintendent. Where circumstances allow, the request for plan activation should include information identified in the Rapid Needs Assessment from the impacted school or administrative site.
29. When the Deputy Superintendent is unavailable, the duty of activating the plan is delegated to:
30. Chief of Schools
31. Executive Principal Leader (with direct oversight of the impacted school or based on the recommendations of the District Office of Emergency Management).
32. Site Selection And Configuration
33. The Rapid Needs Assessment supports the determination on whether reunification will take place on-site or off-site and identifies:
34. The nature of the event (violent or nonviolent).
35. Whether the event is limited to the school or administrative site.
36. If external agencies are involved.
37. Expected duration of the event.
38. Once the assessment is completed, the District will determine the facility, location, time of activation, and resource requirements based on the following factors:
39. How close and accessible the facility is geographically.
40. If there are any limitations due to critical infrastructure access.
41. Is there enough parking space for an incident staging area and safety perimeter zones?
42. Does the facility allow the configuration of critical reunification functions?
43. Does the facility have a backup generator and can withstand Wi-Fi signal disruptions?
44. The information compiled from the Rapid Needs Assessment and site identification factors will support whether reunification will be small-scale or large-scale.
45. Mobilization of family reunification activities is detailed in Attachment B.
46. Notification:
47. The Communications Division, through their District Crisis Communication Plan, holds the responsibility for emergency notifications affecting the District.
48. In circumstances demanding immediate action the Communications Division will, following guidance from the plan activator, disseminate emergency public information through all accessible means, including phone texts, emails, social media, local news, radio, or other messaging platforms used by the District.
49. The District Police Communication Center dispatcher will notify relevant District officials.
50. County Office of Emergency Management: County authorities should be notified of any scale of facility evacuation. Information sharing ensures they’re aware of the ongoing situation and, where needed, can provide additional assistance. For large scale incidents, the County Office of Emergency Management must be contacted immediately to request support in establishing an area Family Reunification Center, which is separate from the District’s on- or off-site operations.
51. District Emergency Management personnel shall request support from District Legal Services with regards to sharing information from student records. This will support patient identification at area hospitals, and subsequent reunification with families/guardians.
52. Activation of the Emergency Coordination Center (ECC):
53. The District, in coordination with the District Office of Emergency Management, will determine the need for activating the District Emergency Coordination Center (ECC).
54. The ECC activation levels are outlined in the Comprehensive Emergency Management Plan.
55. In accordance with the Crisis Communication Plan, the District may set up a call center as soon as possible upon incident notification.
56. Single Point Resource Coordination & Specialized Resources:
57. Once a reunification event prompts the activation of the ECC, the ECC will act as a single-point resource coordination hub to request and obtain resources from internal departments and external agencies.
58. The ECC will summarize the specialized capabilities needed for effective reunification operations at the initial stage of a reunification event based on the Rapid Needs Assessment.
59. District Reunification Team
60. The District will assemble a select group of staff designated as the Reunification Team members. This team will integrate employees from various departments, each possessing the skills and decision-making authority for effective Family Reunification Center operations.
61. The number of Reunification Team members must be sufficient to efficiently manage around 2,500 affected individuals, encompassing students, staff, and visitors, with the capability to process an estimated 650 individuals per hour.
62. Family/Guardian Wellbeing:
63. Family Reunification leadership shall ensure the following services are in place before allowing family/guardians access to the facility:
64. Staffing: Due to the volume of family members/legal guardians arriving and requesting information, the Greeting Area and Parent Check-In Areas will require the majority of support staff. Consideration needs to be given to the initial surge of family members, high emotions and limited availability of information.
65. Security: There must be sufficient security support to ensure safe, effective family reunification operations. Where District Police are not sufficienly staffed to provide in-person assistance, support must be requested from area law enforcement agencies.
66. Food and Nutrition: A variety of food and beverages should be made available for family members/guardians as they wait to be reunified with their loved one. Consideration should be given to dietary factors, such as gluten-free, vegetarian and religious needs.
67. Medical Care: The Family Reunification Center must have sufficient medical support. This includes staffing to support student wellbeing, and medical personnel able to provide assistance to family members/guardians waiting to be reunited. The high stresses associated with a family reunification event may bring medical issues to the forefront, so EMS transport must also be available.
68. Shade: Consideration must be given to weather impacts on family members/guardians who are waiting to be reunifed. This may include shade awnings, pop-up shelters and/or umbrellas.
69. Vulnerable Populations:
70. Special Need Population Area
71. Special Needs Population (SNP) areas are designated as high priority within the District, particularly in the reunification processes, due to their critical role in fostering inclusivity and addressing essential needs.
72. Exceptional Student Education (ESE) Services will support this effort and ensure the appropriate personnel to help students, staff, and visitors with special needs during reunification at the ratio established by law. For optimal accessibility and convenience, SNP areas must be strategically positioned near restrooms and access ramps.
73. Foreign Language Considerations:
	1. Depending on the demographics of the District, it is reasonable to assume that there will be family members/guardians responding to the reunification site who do not speak English, or who speak English as a second language.
	2. The Emergency Coordinating Center should identify the most common languages for the region, and provide support in the form of qualified in-person translators and, where resources allow, access to telephone and/or web-based translation services.
74. Special Health Care And Functional Needs
75. To meet the access and functional needs of students, staff, and visitors at the Family Reunification Center, the following elements must be coordinated by the Student Services Team:
76. Designated Quiet Zone: A designated area must be set aside to serve individuals sensitive to noise, crowds, or interruptions in their daily routines.
77. Specialized Medical Support Area: An area should be allocated exclusively to provide exceptional medical care to students or staff requiring such attention.
78. Professional Health and Mental Health Care Staff: Each location must be adequately staffed with a diverse range of healthcare professionals, including medical personnel, mental health experts, and certified caregivers.
79. Transfer of Medications: Medications that are usually stored in the school's healthcare facility should be transferred to the FRC as feasible.
80. Designated Break Area: A designated area must be established to allow for the reunification of staff to rest and recharge.
81. Transportation Services
82. Transportation needs to be addressed in a variety of areas, as outlined below. District transportation may be able to provide support, but consideration must be given to how the reallocation of school buses may impact other schools following student discharge at the end of the day.
83. Where needed, support should be requested from the County Office of Emergency Management.
84. Medical Transport: In an incident situation where injuries and casualties are present, first responders will transport students to area medical facilities. Where time and resources allow, school personnel should gather information on which students are transported to which facilities, to include recording the agency and ambulance number (i.e., City Fire Rescue #218).
85. Student Reunification Transport: For Off-Site or Large Scale Reunifications, students will be moved from one facility to another. Transportation services must provide an accurate headcount of all student,s taff and visitors being transported.
86. Family Transportation: For Large Scale Reunification, the Emergency Coordinating Center should work with the County Office of Emergency Management to coordinate the transportation of family members/guardians to the area Family Reunification Center, as outlined elsewhere in this plan. This may include transportation from the impacted facility, the off-site reunification site and area hospitals.
87. Staff Transportation: Staff members from the evacuated facility who were transported to the FRC might require transportation services to return to their place of work to retrieve their privately owned vehicle or to their residential address.
88. Death Notifications
89. Law Enforcement authorities or the County Medical Examiner shall be responsible for officially notifying parents, family members, or legal guardians in case of a fatality involving students, staff, or visitors.
90. Where the decedent is a foreign national, consideration should be given to including representatives from the subject foreign mission (e.g., Embassy or Consulate) as they have a deeper understanding of cultural sensitivities surrounding death notifications.
91. Where circumstances permit and necessity dictates, official notifications shall not be conducted at the FRC. Instead, law enforcement will designate an alternate offsite location to carry out all activities related to the notification process.
92. District staff may provide physiological support and facilitate communication between law enforcement and the parents, family members, or legal guardians. However, it must be understood that District staff shall not undertake the task of delivering death notifications under any circumstances.
93. Communication:
94. District Family Reunification Center operations must have sufficient communications capabilities. This includes, but is not limited to:
	1. Cell phones
	2. Two-way radios
	3. Laptops
	4. Satellite Radio
	5. Department of Homeland Security GETS (Government Emergency Telecommunications Service)/WPS (Wireless Priority Service) calling cards
95. Consideration must be given to maintaining effective operations even during a communications/data outage. This may include the use of runners within the facility.
96. Impacted sites must ensure they have access to student records, as this will support reunification with next of kin/guardians. This may require physical access to student records (where safe to do so). District authorities should review remote access capabilities to ensure records can always be accessed.
97. **DOCUMENTATION:**
	1.
	2.
98. **REFERENCES:**
	1. Central Florida Disaster Medical Coalition, Family Reunifiation Plan (2024)
	2. Comprehensive Preparedness Guide (CPG) 101
	3. Department of Education Office of Safe Schools
	4. District School Comprehensive Emergency Management Plan (CEMP) & Annexes
	5. District School Emergency Procedures Manual for Administrative Sites
	6. District School Emergency Procedures Manual for Schools
	7. Emergency Management Accreditation Program Standards (EMAP)
	8. Federal Emergency Management Agency (FEMA). (2011). A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action. Version 1.0
	9. Federal Emergency Management Agency (FEMA). (2013). Post-Disaster Reunification of Children: A Nationwide Approach. Version 1.0.
	10. I Love U Guys Foundation. (2023). The Standard Reunification Method K12. Version 3.0.
	11. National Education Association. (2018). NEA’s School Crisis Guide, Help and Healing in a Time of Crisis.
	12. Orlando Health Family Reunification Plan, Policy #2222.
	13. State Statutes Chapter - Emergency Management
	14. U.S. Department of Education. (2019). The Role of Districts in Developing High- Quality School Emergency Operations Plans. Version 1.0
99. **ATTACHMENTS:**
100. Attachment A - Rapid Needs Assessment, one page.
101. Attachment B – Family Reunification Center Mobilization, eight pages.
102. Attachment C - Emergency Coordinating Center (ECC) Duties, one page.
103. Reunification Support Team (RST) Duties, one page.

YOUR INFORMATION

GOES HERE

Family Reunification Center Mobilization

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### Coordinating Structures

1. Internal: The decision for reunification and site selection will dictate the tactic used. Typically, small-scale reunification will be handled internally, with departments that directly support the need for reunification and minimal external or District support.
2. External: In large-scale reunification efforts, the ECC will handle all requests for support from external agencies and activation of District Reunification Teams, departments, divisions, or services.

### School Principals, Facility Administrators or Designee

1. During small-scale reunification, the school’s principal or, facility administrator, or designee will assume command as the Incident Commander (IC), as the IC will lead the evacuation efforts of students, staff, and visitors from the site of impact to the determined reunification site. They will also lead an on-site reunification in the event it is determined to be the more appropriate approach.
2. If off-site reunification is prompted, the DoL will designate a principal leader as Reunification Incident Commander.
3. The Reunification Incident Commander will lead the reunification efforts at the identified FRC. Once evacuation is initiated, the site of impact IC will connect with the District Reunification Incident Commander to provide essential data. This data is to include, but not limited to:
4. Number of individuals being evacuated.
5. Student and staff rosters (master roster)
6. Visitor records
7. Absentee records
8. Sign-out sheets
9. Information pertaining to students with special needs, including mobility and health requirements.
10. Once information relating to the evacuation of individuals is conveyed, the Reunification Incident Commander will set up procedures at the selected FRC.
11. The District will collaborate with the Communications Division and the ECC to ensure that pertinent information is appropriately conveyed to parents, the media, the public and area hospitals.

### Small vs. Large scale Reunification: There are two general strategies for conducting a reunification.

1. Small Scale Reunification:
	1. Individuals will remain at their current location until reunification is safe to conduct onsite. Small-scale reunifications typically need the involvement of a school or facility ERT and a limited amount of external emergency resources.
	2. These incidents are generally localized, affecting only the specific facility in question. Examples include:
2. Technological mishaps, such as chemical or gas leaks that do not result in mass casualties or the need to move people off campus.
3. Natural occurrences related to weather, without significantly impacting the infrastructure or resulting in casualties.
4. Any external man-made incidents, as determined by the principal, facility administrator, or designee, that impact the safety and operations of the school or administrative site.
5. Large Scale Reunification:
	1. All individuals will be evacuated from the site of impact to a safe and secure off-site location. Large-scale reunification relates to incidents requiring the evacuation of a significant portion of a school or administrative site, thus activating the Response Team. Large-scale reunification is mainly conducted off-site and will require significant coordination from the entire District, the County Office of Emergency Management, area hospitals and others. Off-site reunification is typically implemented when an incident poses a direct threat to the safety and integrity of a school or facility and its occupants, necessitating relocation. These incidents require collaboration with external agencies and extend beyond the impacted facility. Examples include:

Catastrophic man-made events like terrorism, violent protests, or active assailants.

Any external incidents, including but not limited to hazardous materials, violence-related events, or transportation disruptions, that pose a threat to the continuity of District facilities.

Technological or weather-related emergencies with significant evacuation or casualty consequences.

* 1. The County Emergency Operations Center (EOC) must be contacted quickly to help manage family reunification operations for large-scale reunification situations. The County EOC should be asked to, as a matter of urgency, set up a second family reunification center away from the District’s reunification area.
	2. The District will coordinate the reunification of ambulatory students as outlined in the SRM, but the reunification of families of students/teachers who were injured and transported to area hospitals must also be considered as this requires two operations to be managed simultaneously:
1. This approach purposefully separates families who are being reunited with their loved ones from those who are still waiting for information, and will help serve as a centralized location for family members to travel to.
2. The County EOC can activate their Citizen Information Line and a Joint Information Center (JIC) to support information sharing with the community.
3. All area hospital/healthcare systems should be asked to send a patient registration representative who can access the electronic health record remotely; this real-time access will:
4. Help remove the need for families to travel to multiple locations looking for loved ones.
5. Reduce the volume of enquiries from families as all enquiries will be managed in one central location.
	1. In large-scale emergency reunification operations, authority is typically transferred from the on-site Incident Commander to the appointed District Reunification Incident Commander.

### Public-Facing Reunification Roles:

1. The reunification site is managed initially by the impacted site command structure from the incident's initial notification.
2. The following functional areas are considered operational elements managed by the Incident Commander during a small-scale reunification:

Staging Areas

Collaboration with external communities and agencies becomes imperative during on-site and off-site reunification operations.

Staging Areas function as buffer zones wherein the District reunification personnel and first responders register their presence and obtain their identification badges, vests, or wristbands before participating in the reunification activities. For this component, two options are available:

On-Site Staging Area:

1. During a Small-Scale reunification, the school principal or, facility administrator or designee will designate parking zones for external agencies, District response team personnel and first responders.
2. On-site SA is supervised by an ERT member, along with two additional ERT members, in coordination with LE and District Police at the initial stage of an event until it is transitioned to an off-site location.

Offsite -Site Staging Area:

1. When off-site reunification and evacuation are prompted, the school principal or, facility administrator or designee will designate an ERT leader to notify select site locations to external agencies interested in supporting District off-site reunification.
2. Off-site SA is managed by a Staging Area Manager from Facilities Services. SA manager will lead the efforts with the support of the school or facility ERT, DRT and District Police. Support will also be solicited from established community partners of the select reunification site. This staging area is configured by no less than four staff and one SA manager, with three ERT members of the reunification site and supported by law enforcement officers or District Police.

Bus Pick-Up Zone: This area, in proximity to the designated rally point, serves as the on-site congregation point for students, staff, and visitors as they await transport.

### Site Security, Credentialing, And Check-In

1. Site Security
2. District Police will staff officers to manage security operations in coordination with the impacted site security and external law enforcement officers. District Police shall ensure adequate security, crowd management, and traffic control at an FRC.
3. The well-being of students, staff, and visitors is the primary concern. District school safety procedures, such as entry access and perimeter control, are examples of site security. Other examples include actions commonly performed by a School Resource Officer (SRO) or a District Security Officer.
4. At the initial stage of any emergency, the SRO or school security officer, in coordination with school or facility ERTs, enforces site security, including positioning physical barriers at designated parking lot areas to organize and control parents, guardians, or other authorized individuals' entry to check-in areas.
5. The responsibility of establishing additional access protocols will shift to the District Police. They will appoint additional personnel or coordinate with partner agencies to handle safety and security at the site of impact and the off-site reunification site.
6. Credentialing
7. Established credentialing procedures are to be consistently adhered to on a day-to-day basis.
8. In the event of an incident that prompts the need for reunification, the following credentialing and access control procedures are to be utilized.
	* + - 1. District Authorized Identification Cards**:** The primary method for recognizing District staff and students will be through their officially issued District identification cards.
				2. External Agency or Community Partner: Similarly, external agencies and community partners involved in the response will be authenticated and granted access through their respective agency's official identification cards.
9. Greeting Area
	* + - 1. Greeting Areas are specific locations within a reunification facility that are managed by the Greeting Area Lead from the school or facility ERT or members of the DRT. These areas are designated to facilitate check-in for parents, guardians, or authorized individuals and to distribute reunification cards at the reunification facility.
				2. Greeting Areas are usually located near the designated parking lot or entrance of the reunification facility. A single team, which consists of appointed schools or facility ERTs, DRT and supported by law enforcement officers or District Police, is responsible for managing the Greeting Area.
10. Check-In
11. To ensure the highest security standards during reunification efforts, community partners and government organizations must check in at the designated Staging Area and present their organization's official identification card for verification.
12. The Parent Check-in Area is where the reunification process begins; a registration form is complete, identification is verified, and a wristband is issued to parents, guardians, or other authorized individuals. This area is led by a Parent Check-in and supported by members of the DRT or ERT.
13. Usually, parents are lined up by the student's last name and checked alphabetically using the following configuration:
14. Group 1: A-E
15. Group 2: F-J
16. Group 3: K-O
17. Group 4: P-T
18. Group 5: U-Z
19. Check-in and registration will use a wristband color code to identify the roles of individuals within the reunification site:
20. Blue: Parent or Guardian
21. Green: Visitor
22. Red: Witness
23. Orange: School District Staff
24. The check-in area is configured to task:
25. Fifteen staff members (three per alphabetical group)
26. One supervisor
27. One law enforcement officer or District Police.
28. Parents, guardians, or authorized individuals arriving at a reunification site will be required to register. They must provide appropriate identification that matches the emergency contact information. Once verified, they will be issued a color-coded wristband to identify their purpose at a reunification site.
29. Check-in is a two-step process. Reunification check-in applies to staff and first responders. During check-in, two main actions are conducted: incident check-in (using an ICS 211 form) and receiving a wristband.
30. Reunification registration applies to Parents, guardians, and other authorized individuals who will register using a reunification sign-out record and receiving a wristband.
31. Using wristbands during registration helps ensure everyone's identity is verified and appropriately tracked for safety and organization.
32. In the event of a reunification, a simplified breakdown of the procedures to be followed are:
33. Roles and Reporting: Staff members assigned to help with reunification must report to the designated place, depending on the scale of the event.
34. For large-scale reunification, they should go to the Staging Area.
35. For smaller events, they need to report directly to their assigned supervisor.
36. Staging Area and Check-in: During large-scale reunifications, a Staging Area Manager will oversee the check-in process for outside agencies coming to help. The Staging Area Manager keeps track of all the resources and people coming into the incident area by recording their details using an ICS 211 form. These records are then sent to the ECC to ensure everyone is properly accounted for.
37. Identification Process for Parents, Guardians, or authorized individuals. This process involves the parent or individual showing a Government-issued photo ID. After their identity is confirmed to match the emergency contact information on file, they will be issued a wristband.
38. Identity Verification
39. FRC personnel shall authenticate the identity of individuals attempting to retrieve students for reunification purposes.
40. The student emergency contact record will validate this verification to ensure the individual is authorized for such actions. Without completing the reunification card, per SRM, no student will be entrusted to any individual.
41. Should there be any disagreements or conflicts concerning student pick-up during reunification, the CST is responsible for resolving such issues and may require the involvement of District Legal Services and law enforcement.
42. Prohibited Persons
43. Parents or individuals with court-ordered restrictions or those banned from District property will not be allowed at the designated reunification center.
44. District Police, in collaboration with Legal Services, will lead and enforce the protocols to be followed during such circumstances.
45. Parent Waiting Area
46. The Parent Waiting area is located within an inner building or perimeter-determined space. Here, family members will be sorted into groups while waiting to be called for reunification and pick-up. The Parent Waiting Area is managed by the Parent Waiting Area Lead from the school or administrative site ERT.
47. In situations where a school or facility has limited personnel, the Parent Check-in Team can transition to manage the Parent Waiting Area once Parent Check-in operations are complete.
48. Student Assembly Area
49. The Student Assembly areas are set within the larger space of the identified on-site or off-site reunification site. Student Assembly Area is where check-in of students being transported from the impacted site to an off-site reunification location.
50. Student Assembly is usually handled by the Student Assembly Area Lead, who is mainly composed of personnel (teachers, etc.) of the impacted school or facility. Student Assembly areas are assisted by staff from the school or facility who assist in accounting for each student or staff member being reunified.
51. As facility configuration allows, District personnel will maintain visitors separately from the students while waiting for reunification.
52. Students or staff within an assembly area must be organized by grade and class groups in the same alphabetical order used by the Parent Check-In area under the supervision of the class teacher.
53. Parent Reunification Area
54. Managed by a Parent Support Lead (Exit Director) from the roster of Assistant Principals.
55. Adjacent to the Parent Waiting Area, the Parent Reunification Area is designed to be out of sight from the location where students, staff, or visitors will be reunited.
56. To make the reunification process smooth and efficient, a Reunification Sign-out Record Form is used by the accountant at the Reunification Area table to record those being reunified.

### Property Custody and Collection Areas

1. When evacuating individuals from a District facility due to an unsafe event resulting in off-site reunification, the safety of individuals takes precedence over the movement of personal belongings.
2. As such, each District facility should select:

A pre-determined area for allocating personal items.

Pre-determine staff who, when authorized to do so, will return to the impacted facility to account for and initiate the process of the return of personal items to staff, students, or visitors.

1. Mortuary Evidence Collection and Retention Area
2. Mortuary and evidence collection areas are expected to be managed by the Medical Examiner or State Coroner’s Office and supported by local law enforcement agencies. These areas are temporary and away from the site when the situation dictates and resources allow.
3. The Incident Commander or Unified Command will work with law enforcement and choose a discreet and culturally sensitive area within the facility to serve as a temporary place for fatalities if it's impossible to have an off-site mortuary.
4. This decision is based on recommendations from the school's principal, facility administrator or designee, and District mental health subject matter experts. The chosen area will be off-limits to all school staff and concealed from students and staff. This area shall not allow visitors or unauthorized access.

### Sensitive Areas

1. Crisis Counseling Area
2. Crisis counseling will be needed at times of a violent or traumatic event.
3. The Crisis Intervention Team (CIT) from Student Services will manage and guide the operation of all crisis counseling areas related to the reunification process.
4. In consultation with the IC and the ECC, the District will decide on the appropriate time to deploy the CIT to the FRC.
5. The CIT will ensure that special considerations are observed, discussed, and agreed upon when informing the public concerning the crisis intervention efforts performed by the District.
6. Law Enforcement Interview Area
7. Law Enforcement Interview Areas are incident-dependent and allocated when prompted. They are led or supported by District Police.
8. Law enforcement interviews are conducted at a pre-designated location within the reunification site as designated by the Incident Commander or Unified Command for law enforcement officials to interview students, staff, or visitors who may have witnessed or have potential criminal investigation information.
9. District Legal Services and Mental Health Services will provide personnel to support and protect the interests of the District and students.
10. Media Staging Area
11. Media representatives must be located outside the school's perimeter and away from students being reunified.
12. The Media Staging for each reunification site has been pre-identified. Where circumstances mean that media cannot use the assigned media staging area, the Incident Commander and/or Communications Division must be contacted.
13. During a large-scale reunification, the Communication Division will determine the off-site media location and provide such information to the Reunification Incident Commander after initiating reunification operations so that the Media is informed and diverted to the specific selected media location.
14. The Communications Division must coordinate all messaging through the Incident Commander, with consideration being given to unity of messaging through the Joint Information Center (JIC).
15. Emergency Coordinating Center (ECC)\ The ECC supports the management of emergencies, particularly in coordinating responses across different agencies and ensuring efficient communication and resource allocation by employing the following:

Coordination: The ECC ensures all agencies involved work together and avoid overlapping tasks.

Communication: The ECC is a central point for sharing information between the incident site, other safety entities, and sometimes the public.

Resource Management: The ECC manages resource identification, allocation, and deployment as a one-stop shop for requesting and distributing resources.

Strategic Planning: The ECC helps develop and adjust long-term response plans as the situation changes.

1. Structure
2. Location: The ECC should be located offsite and away from the impacted facility.
3. Staffing: The ECC is staffed by a trained District Incident Management Team, with additional support from local, state, and even federal agencies if needed.
4. ECC Operations During Reunification

Incident Assessment: Assesses ongoing threats and their impact on the reunification process.

Public Information: Supports the Joint Information Center (JIC) in providing accurate and timely information to the public and media.

Family Assistance: Helps coordinate services for affected families, possibly setting up an FAC alongside reunification efforts.

Resource Coordination: Support Reunification Incident Command/Unified Command in identifying, acquiring, deploying and demobilizing incident resources.

1. Reunification Support Team (RST)
2. The RST is responsible for maintaining a record of all arriving students, staff, and visitors to ensure full accountability during reunification.
3. Document instances where students aged 18 or older or emancipated minors sign themselves out without requiring parental consent.
4. Compile a preliminary list of unaccounted students, staff, and visitors.
5. Reconciliation of evacuating school’s student attendance roster, early sign-out sheets, absentee records, and visitor registration for cross- verification.
6. Communicate all lists have been consolidated to the On-Site Command Liaison.
7. Forward the names of missing students, staff, and visitors to the DoL for subsequent action, including potential referral to law enforcement agencies.
8. Reconciliation Reports
	* + - 1. Accountability is one of many critical tasks at reunification. As such, constant accountability is essential for efficient reunification.
				2. During reunification, accountability reports will be generated in the following sequence:
				3. At the initial assembly and check-in areas of the affected facility.
				4. Upon the arrival of transported evacuees at a reunification site.
				5. At the deactivation of a reunification operation.
				6. The final report will be completed by the On-Site Command Liaison and transferred to the ECC to aid in demobilization decision-making and to provide additional support.
9. Parent Support Team
10. The Parent Support Team (PST) supports and manages the Parent Waiting Areas within the reunification facility. The PST's primary responsibility is to assist in addressing concerns and providing support to parents and guardians awaiting reunification. The PST ensures that only authorized personnel are granted student access.
11. This team is composed of a leader from Muti-Lingual Services, supported by the following District departments and services: Student Enrollment, Student Services, Access and Opportunity, and District Police.
12. Customer Service Team
13. The Customer Service Team (CST) operates with a dual structure. It comprised one team of District staff from Student Enrollment and one team of District staff from Multilingual Services dedicated to assisting parents, guardians, or authorized individuals facing challenges during the check-in process.
14. The primary role of the CSTs is to greet parents, guardians, or authorized individuals and ensure they register alphabetically and complete the Family Reunification Cards. CSTs also handle inquiries related to pick-up authorization, particularly in cases where individuals are unaccounted for or have been directed to local medical facilities.
15. Student Support Teams
16. The Student Support Team (SST) manages the Student Assembly Area. It is responsible for ensuring the primary accountability and welfare of students transitioning from the site of the incident to an external FRC (see Annex E-10).
17. Initially, this role is occupied by teachers of the impacted site working under the guidance of the principal or facility administrator as they transition to the reunification location. Student Services lead the SST with support from Student Enrollment, Curriculum and Digital Learning and District Police.