



Canyon View Middle School

Reunification Plan | 2019-2020

Definition, Location, and Procedures

Student / parent reunification is the means for safely and orderly reunifying students and families in the event of an emergency evacuation or school closure. *Reunification would occur after law enforcement has secured the building and the grounds and neutralized any threat.* In planning for reunification, the characteristics of the hazard (magnitude, intensity, speed of onset, and anticipated duration) play a significant role in our level of response and the extent of reunification.

Canyon View Middle School must be ready to conduct both small-scale and large-scale reunification at all times of the day from both known areas and unexpected incident locations. Whenever possible, students will be reunited with their parents from the school bus loading zone on the northeast side of the school between the school building and the football field. Our secondary location will be the Castle Country Cowboy Church (110 W. 400 N. in Huntington). Other locations may include the LDS Stake Center on Main Street. Parents / guardians will be notified through Parent Link. Please make sure that your contact information is always up to date.

In the event of an emergency requiring evacuation, the following procedures will be followed:

1. Law enforcement and school administration will ensure that the building and grounds are secure, and it is safe to begin moving students.
2. Parents will be notified via Parent Link to come to the school (or a secondary location) to pick up their student(s).
3. Students will be moved to the gym (or gathered centrally in a secondary location) to prepare for reunification.
4. Law enforcement will direct traffic to the reunification area on the northeast side of the school. Parents will enter the school grounds from the south on 500 North, pick up their student(s) at the reunification area, and exit the school grounds on the west on 400 W.
5. The school principal and secretary will greet parents at the reunification area and facilitate reuniting them with their student(s).

Holding Area Operations

At the school, students will be gathered in the gym. Faculty and staff will help with student management, and the designated leader will use the PA system for communication. The school principal or secretary will provide the leader with a list of students who are absent that day.

In case of an evacuation to an alternate site, the same procedures will be followed as described above. Students will be gathered in a central location, where faculty and staff will help with management. The faculty leader will take control of communication and receive the attendance list for the day.

Report / Release Point

Our primary reunification area will be the bus loading zone on the northeast side of the school building. Parents will be informed that they should enter the parking lot by the south entrance by the basketball courts, where a police officer will split them into two rows of cars to pass through the reunification process. If we are at a secondary location, a similar check-in area will be established with parents staying in their cars for the entire process.

When parents arrive at the east entrance, the school secretary and principal will greet them and announce them by radio to the runners, who will have them sign the profile sheet for the student(s) they are picking up and check their identification. Once the sheet has been signed and identification confirmed, another runner will go to the gym and escort the student to the west entrance, which will serve as the release point. The faculty member at the release point will walk the student out to their parent / guardian's vehicle, initial the profile sheet, and release the student to their parent / guardian.

If the parent / guardian must be notified that their child has been injured or for some reason is not available for release to them, the police officer directing traffic will have them park in the southeast parking lot outside of the cafeteria, where a runner will escort them to the band room, which will be manned by a crisis response team or counselors.

Notification Room Operations

The crisis response team in the band room will be responsible for notifying parents / guardians if their child is not available for pickup for any of the following reasons: injury, death, arrest, witness, etc. This team will also provide any necessary support for those parents / guardians after notification.

At the end of the day, the principal and their designee will call all families who have not yet picked up their children. If the parents can't be reached or are unable to pick up their children, the school will make arrangements to care for the student(s) until a parent, guardian, or designee can pick them up.

Responsibilities

The Principal / Designee will

- Approve the release of instructions and other public information,
- Help maintain a log of students and direct the reunification process, and
- Work closely with law enforcement throughout the process.

Law Enforcement will

- Identify risk areas within the vicinity of the incident site and determine protective actions.
- If evacuation is required, plan, organize, and conduct the evacuation.
- Assist with the reunification process and traffic control.

The Faculty and Staff will

- Assist with supervision at the reunification site whether at the school or a secondary site.
- Supervise the release of students to their parents / guardians.
- Communicate with the supervisor regarding the number of students remaining in the holding area.
- Make arrangements to shelter the students whose parents or guardians are unavailable to pick them up.