STANDARD™
REUNIFICATION METHOD

THE PROCESS

SRM Staging the

ASSEMBLY AREA

STUDENTS ENTER OUT OF PARENTAL VIEW

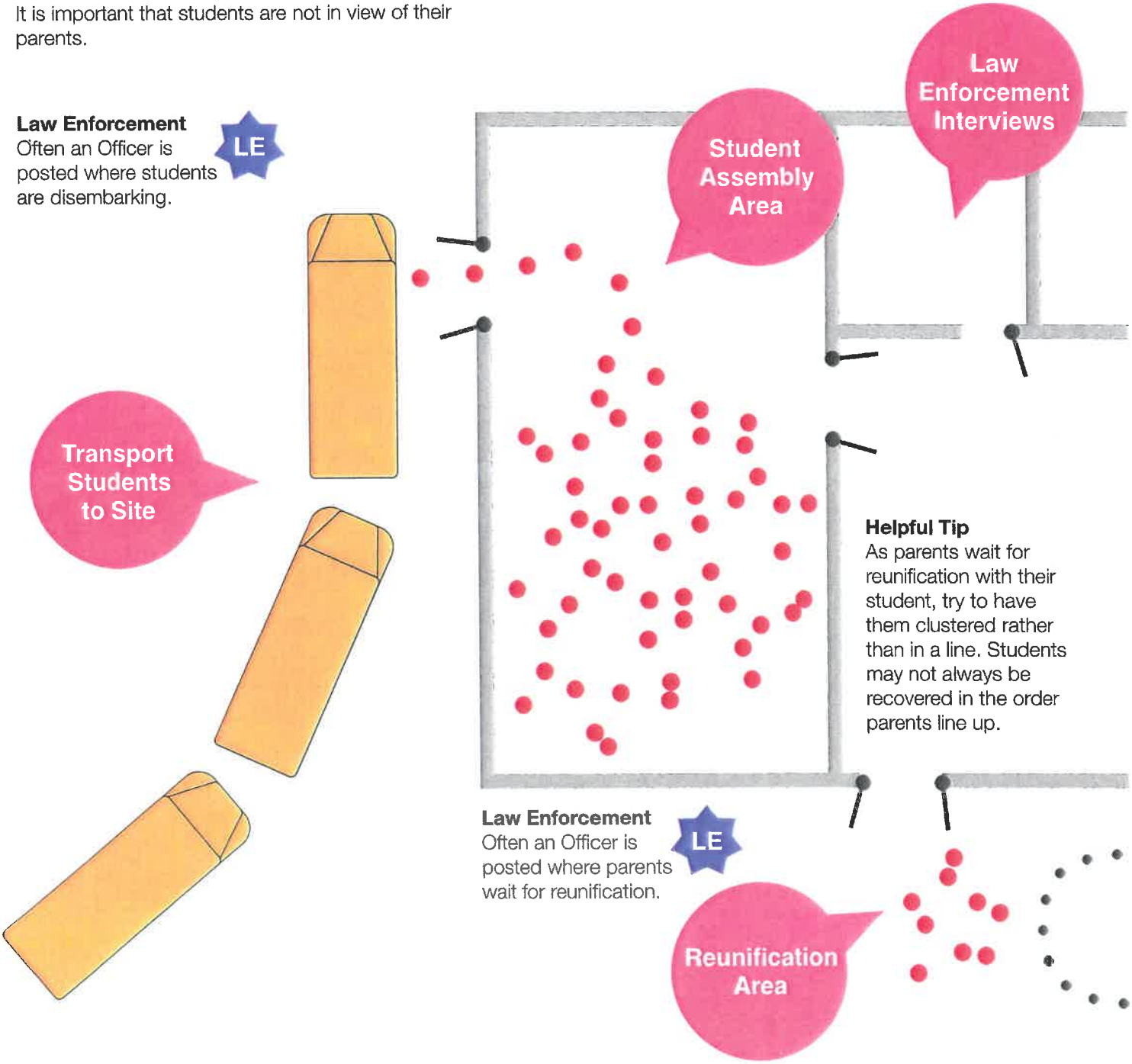
Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium.

It is important that students are not in view of their parents.

GREETING AREA

PARENTS ARE MET HERE

As parents arrive, signage directs them to general check-in area. Greeters begin the process by asking parents to complete the Reunification Card



Reunification Site

CHECK-IN TABLE

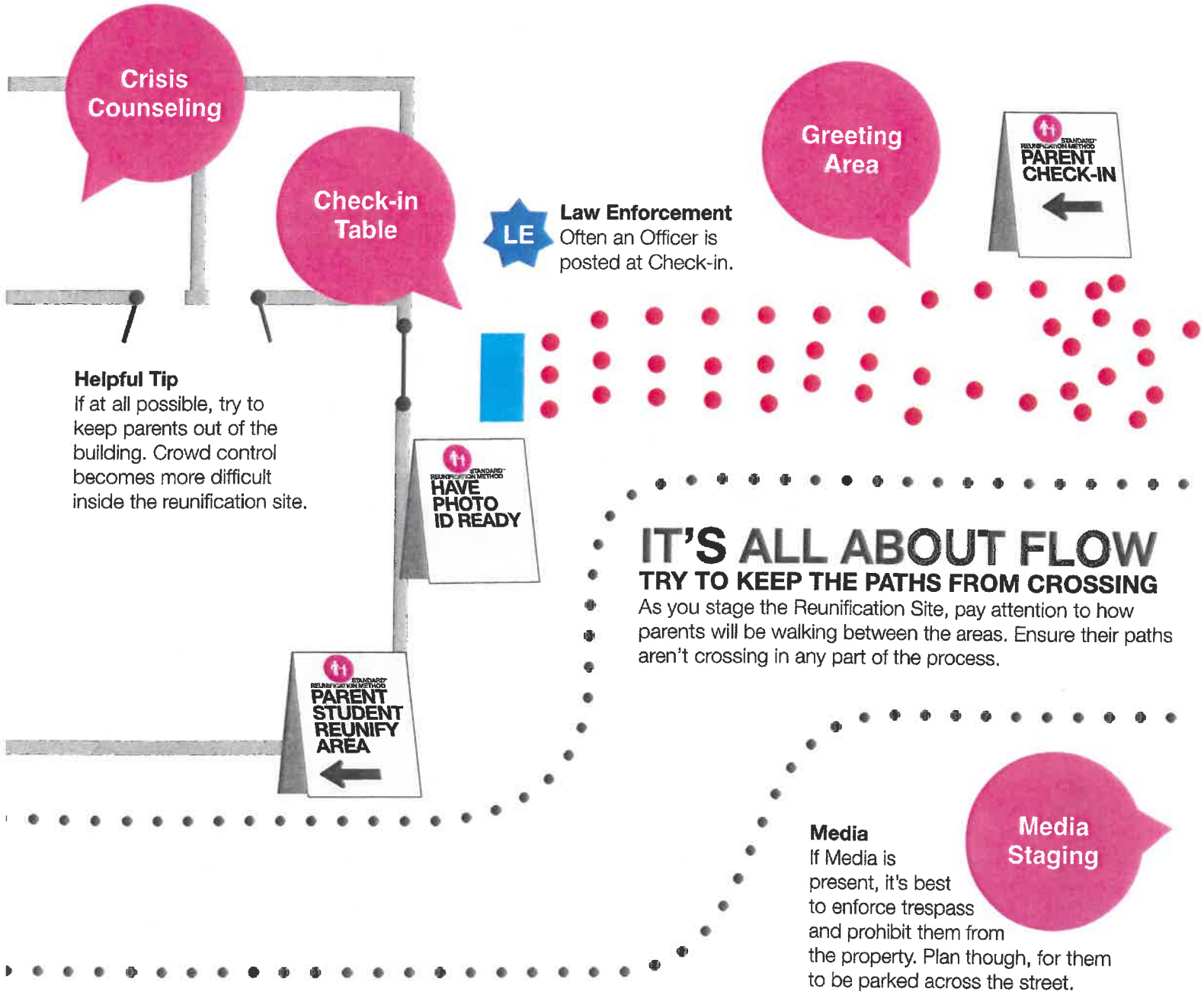
SET UP MULTIPLE LINES

Establish parallel check-in lines based on first initial of last name.

REUNIFICATION AREA

PARENT STUDENT REUNIFICATION

As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.



IT'S ALL ABOUT FLOW

TRY TO KEEP THE PATHS FROM CROSSING

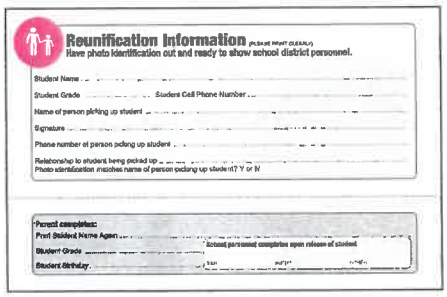
As you stage the Reunification Site, pay attention to how parents will be walking between the areas. Ensure their paths aren't crossing in any part of the process.

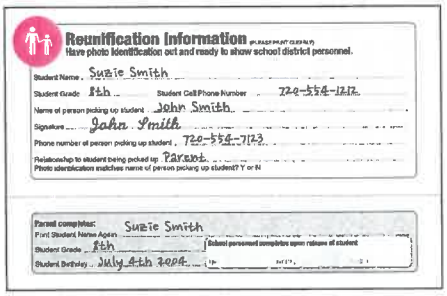
SRM The Process

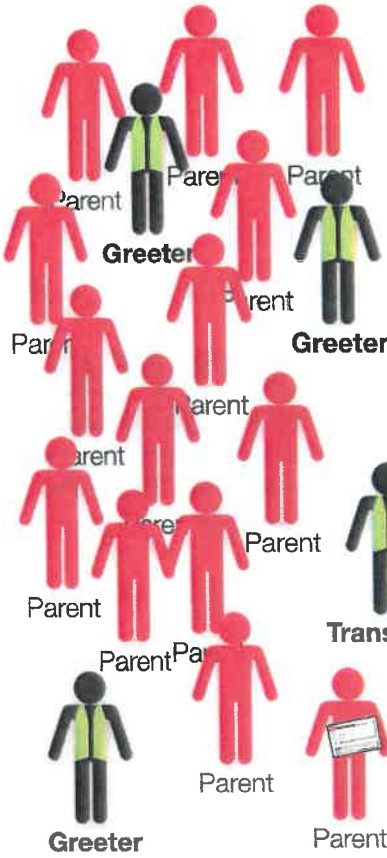
STEP 1
GREETINGS
As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

STEP 2
PARENTS FILL OUT CARD
Parents complete the information requested on the card, and begin to self sort into lines

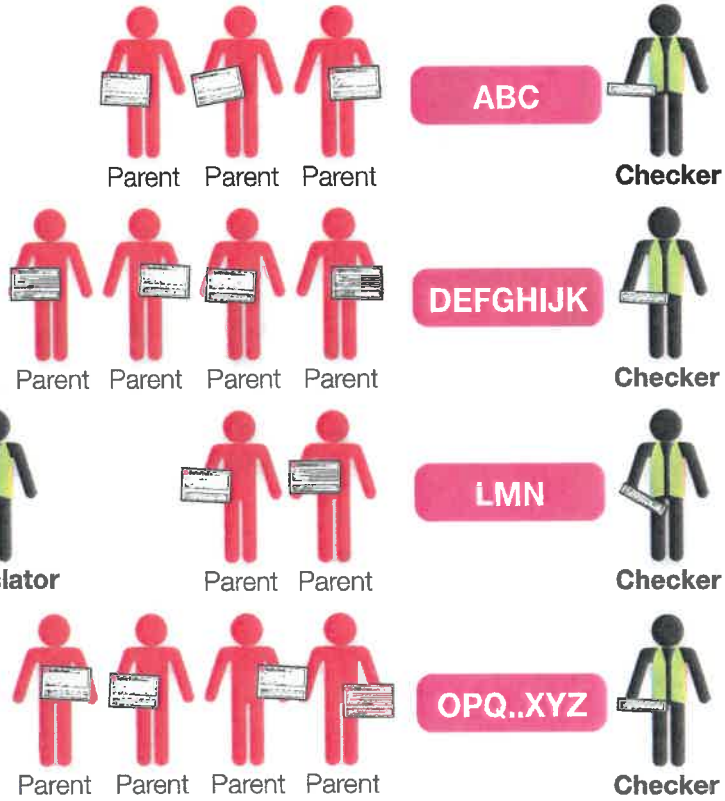
STEP 3
CHECKERS VERIFY ID
Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.







Greeters manage the initial intake of parents. Explaining the process and answering questions that may arise.



Accountant
The Accountant verifies cards against a master roster and may start sorting cards.

Law Enforcement
A uniformed officer can help with crowd control and identity verification.

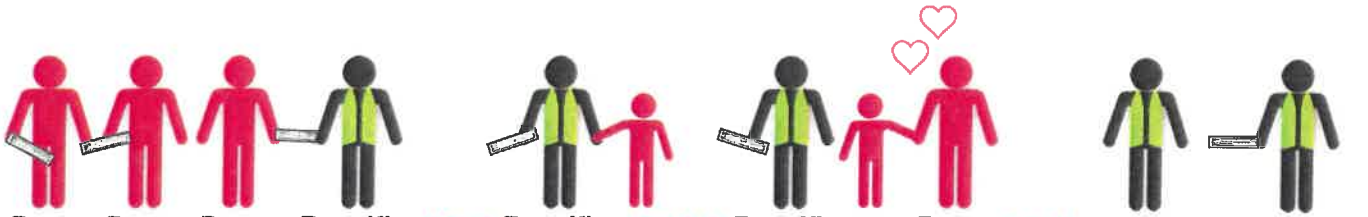
Checker
Checkers verify identification. In some cases custodial authority may need verification as well.

in 6 easy steps

STEP 4
REUNIFICATION AREA
At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

STEP 5
STUDENT REUNIFICATION
The Reunifier returns the student to their parents. They then note the time and initial the bottom of the card.

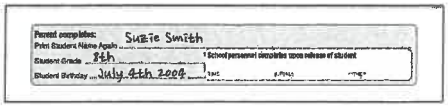
STEP 6
ACCOUNTABILITY
The Reunifier delivers the bottom of the card to the Accountant. The Accountant may start sorting the cards.



Parent Parent Parent **Reunifier** • • • **Reunifier** • • • • **Reunifier** Parent • • • **Reunifier** **Accountant**

Principal
It may be beneficial to have the school principal in the area where students and parents are reunified.

WHAT IF?
THE STUDENT ISN'T THERE
If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.



SEPARATE
PARENT FROM THE LINE
The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.

Law Enforcement
A uniformed officer can help with crowd control and keep the peace.

Reunifier • • • **Counselor** • • • **Counselor**

Parent Parent Parent Parent