

The background features a grid of colored rectangles in shades of teal, light green, light orange, and pink. A purple circle is connected to the top right corner of the central text box by a thin white line that extends to the right and then down to the bottom of the text box.

Parent & Child Reunification Plan

Welby Elementary

What is Reunification?

“Reunification is a process that is enacted when a school is required to conduct a controlled release of students to parents/guardians following an emergency or another significant disruption to the normal schedule.

In this circumstance the school or District will send parents/guardians information related to Reunification by using Skylert messages, emails, etc. Parents/guardians will be given instructions on when and where the Reunification will occur. Before a student can be released, the parent/guardian must complete a Reunification Checkout Card and present a valid picture ID for verification (JSD Website, 2015).”

Reasons for Parent-Child Reunification

- Severe weather & flooding
- Power or water outages
- Earthquake
- Crisis near or at school
- Dangerous intruder

Locations of Parent-Child Reunification

Type of P-CR

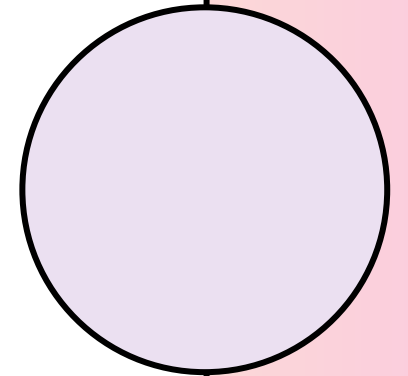
Location of P-CR

On-Campus

Welby Elementary Gym

Off-Campus

The LDS church on
9376 South 4000 West



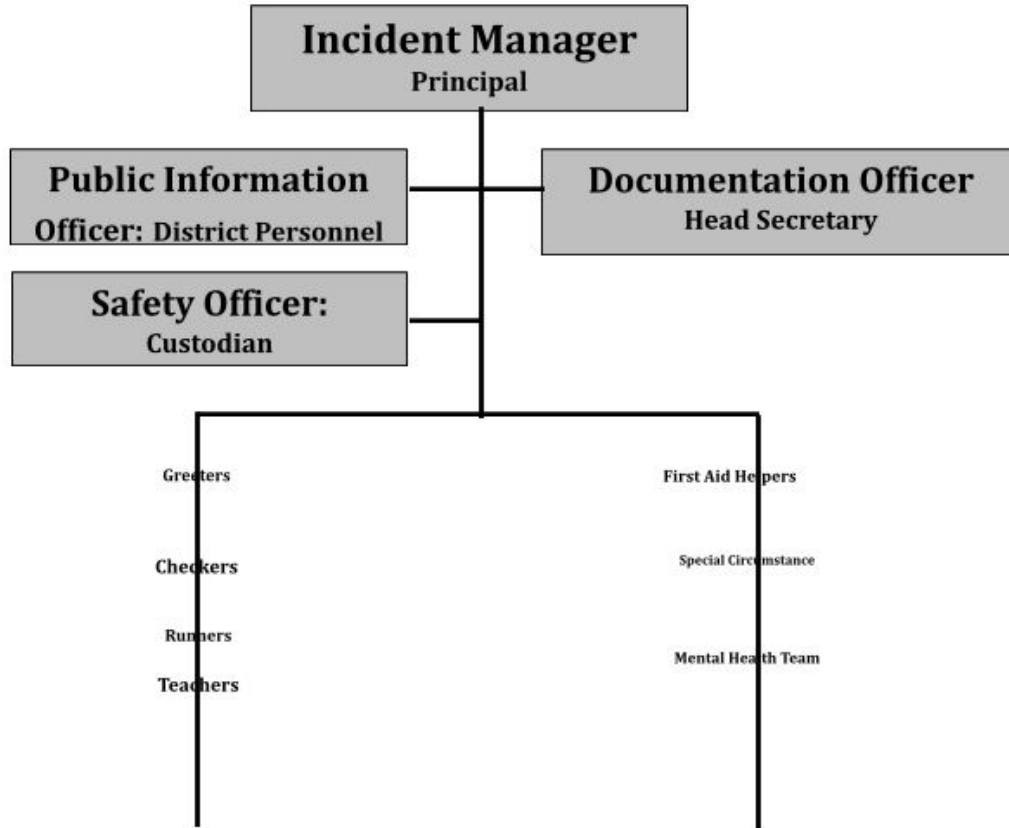
Process for OFF campus P-CR

- 1) Teachers will escort their classes to the off campus PCR meeting point. (Use reviewed path) We will meet at The LDS church on 9376 South 4000 West in West Jordan.
- 2) Student accounting documentation procedures need to be completed (mark attendance).
- 3) Checkers and Greeters will set up the Check-in and Reunification areas at this time.
- 4) Checkers/Runners will then meet at the Check-in area to begin the reunification of parents and children.
- 5) Teachers will keep students occupied until all students have been picked up.
- 6) Teachers should be aware of any students who have health concerns.

Process for ON campus P-CR

- 1) Teachers will escort their classes to the school Gym our on campus PCR meeting point.
- 2) Student accounting documentation procedures need to be completed (mark attendance).
- 3) Checkers and Greeters will set up the Check-in and Reunification areas at this time.
- 4) Checkers/Runners will then meet at the Check-in area to begin the reunification of parents and children.
- 5) Teachers will keep students occupied until all students have been picked up.
- 6) Teachers should be aware of any students who have health concerns.

P-CR Responsibilities



Role	Responsibilities
Incident Manager	Defining and coordinating the objective of accountable, easy, reunification of students with parents. Point of contact for Fire, Medical, or Law Enforcement.
Public Information Officer	Communicating with Parents and Press, if appropriate. Coordinating use of mass call or text messages.
Safety Officer	General site observation and safety concern remedy.
Documentations Officer	Document incident. Oversee documentation of student release, first aid, mental health, and notification rooms.
Teachers/ Reuniting Teachers	Teachers or Staff in Classrooms or Student Holding Areas. Teachers should continue teaching or keeping students occupied. They will also help identify students for runners. Teachers may be given another assignment if necessary.
Greeters	Initial setup of the Check-In Area, Student Holding Areas, Student Release Point, and signs. Help coordinate the Parent Lines. Tell parents about the process. Help verify identity of parents without ID.
Checkers	Initial setup of the Check-In Area, Student Holding Areas, Student Release Point, and signs. Verify ID and custody rights of parents/guardians. Direct Parents to Reunification Location.
Runners	Take Reunification Card to Classroom or Student Holding Area, recover student and bring to Reunification Area.
Special Circumstances	Assist in resolving issues for parents/guardian without proper identification or for students that are in the first aid, mental health rooms. This will include parents of students that are unaccounted for. Assistance will take place in the Notification Room.
First Aid Helpers	Stand by unless needed
Mental Health Team	Stand by unless needed-- District personnel will provide support as needed.

Welby Incident Management 2023-2024

Incident Commander
Aaron Ichimura or Janae Young

Operations Officer
Janae Young or Traci Fox

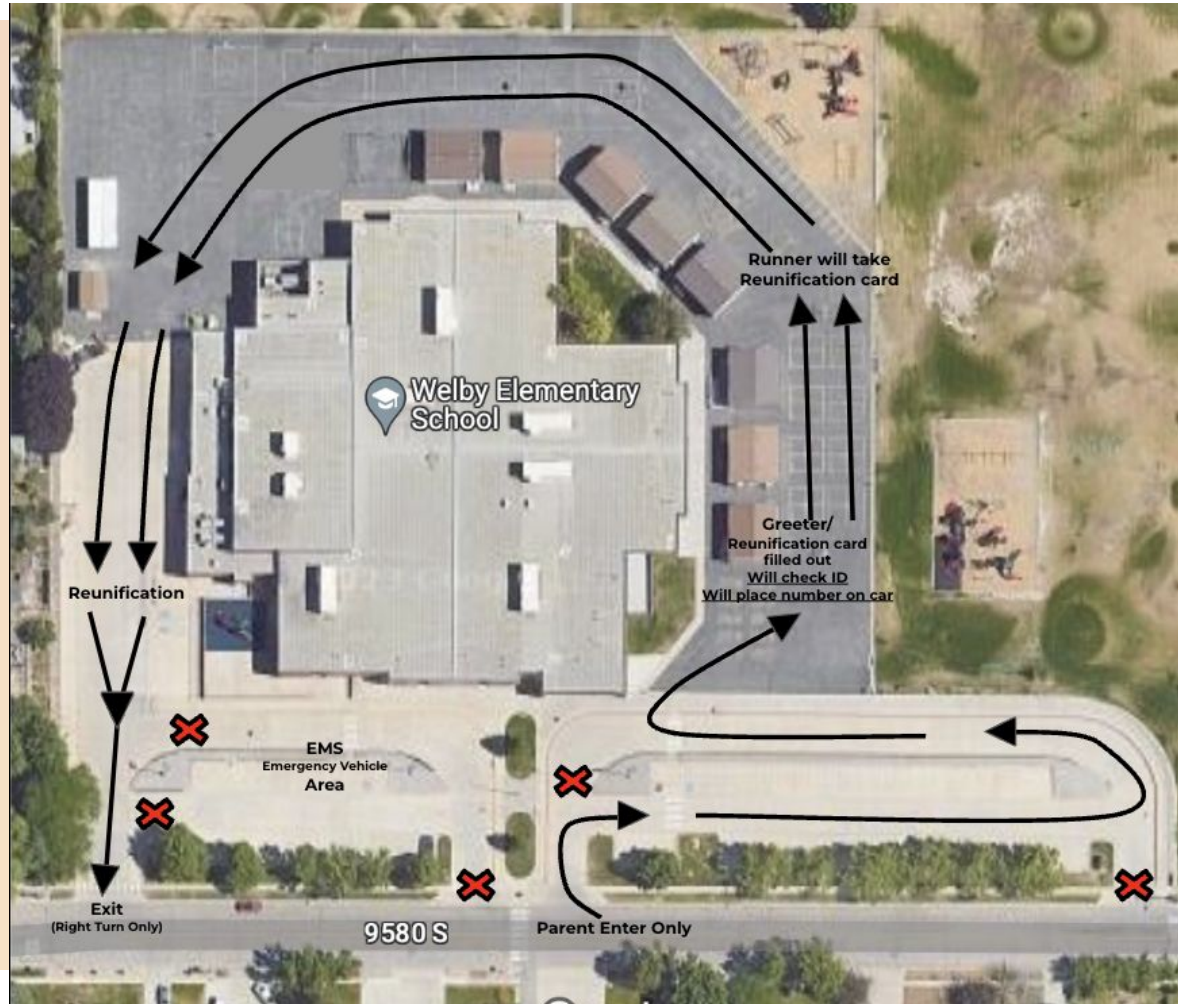
Documentation Officer
Traci Fox or Secretary

Public Information Officer
Sandy Riesgraf or Doug Flagler

	Red	Dark Blue	Orange	Yellow	Dark Green	Gray	Purple	Light Blue	Light Green
L e a d e r	Woolf Alt. Denison	Melville Alt. Bradley	Pool Alt. Laguna or Moreton	Blanchette Alt. Nixon or Eldeen	Foltz Alt. Cerezo or Lund	Olsen Alt. Media Aide	Evensen Alt. custodian or admin	Office Staff	Percival Atl. lunch staff
A r e a t o s w e e p	<u>Sweep</u> Rm 8 Rm 7 K Bathroom	<u>Sweep</u> Rm 28 Rm 29 Rm 9 Rm 10 Rm 6 Rm 5 1st Bathroom	<u>Sweep</u> Rm 11 Rm 12 Rm 2 Rm 1 Rm 3 Rm 4 Workroom 2nd Bathroom	<u>Sweep</u> Rm 18 Rm 17 4th Bathroom Workroom Rm 16 Rm 15 3rd Bathroom Rm 13 Rm 14	<u>Sweep</u> Rm 26 Rm 25 Rm 24 6th Bathroom Workroom Rm 23 Rm 22 5th Bathroom Rm 21 Rm 20	<u>Sweep</u> SpEd Rm Psych Rm Library Workroom Speech Rm 1 Speech Rm 2 Collab Rm Rm 19 Rm 19A	<u>Sweep</u> Cafeteria Gym Gym Storage Rm 27 Chiller/Boiler	<u>Sweep</u> Office Sick Rm Faculty Rm	<u>Sweep</u> Kitchen Kitchen- Storage

Team Leaders will report their grade's student accountability.

Map for P-CR plan @ Welby



Path to the Reunification Off-Campus Location



Map for P-CR plan @ LDS Church



9376 South 4000 West in West Jordan

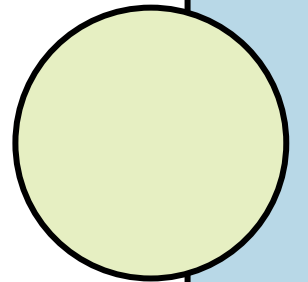
Procedure for P-CR

- 1) Greeters will pass out JSD Reunification Checkout Cards to parents and direct them to the appropriate car/walking line **according to the last name of the youngest student.** (Car stop #1)
- 2) Checkers will inspect the Reunification Checkout Card for completeness and initial the card after verifying parent/guardian ID.
 - a. Parents/Guardians in vehicles will remain in their vehicles and given a number to place in their front-door window. The vehicles with reunification numbers will be asked to drive to the west side of the school and remain in their vehicles for reunification.
 - b. Parents/Guardians on foot will be given a number and directed to stand in line on the west side of the school, where they will wait for reunification.
 - c. If a parent/guardian does *not* have the proper identification, they will be referred to the Special Circumstances staff.
- 3) Checkers will then give the Reunification Checkout Card to a Runner to retrieve the student(s) from their classroom or holding area. Parents will be directed to wait at the Reunification Area for their child(ren) (Car stop #2)
- 4) Runners will escort students directly to the Reunification Area. Runners will ensure reuniting teachers locate them through the use of the cards.
- 5) Reuniting teachers identify the runner's student(s) and corresponding vehicle number, document the time of reunification, and initial the card. The card will then be given to the Documentation Officer.
- 6) Students will be reunited with their guardians.(Car stop #3)

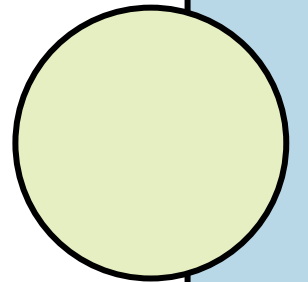
There is nothing more precious to a parent than a child, and nothing more important to our future than the safety of all our children.

-President Bill Clinton

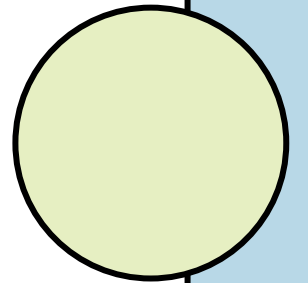
Kindergarten Zone



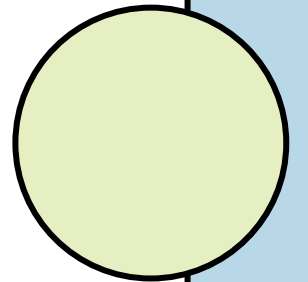
1st Grade Zone



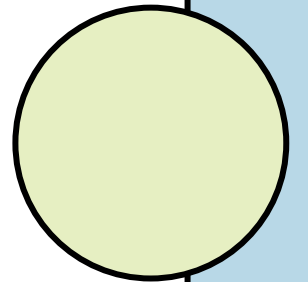
2nd Grade Zone



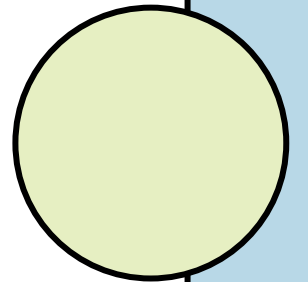
3rd Grade Zone



4th Grade Zone



5th Grade Zone



6th Grade Zone

