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

<table>
<thead>
<tr>
<th>Type of P-CR</th>
<th>Location of P-CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
<td>Welby Elementary Gym</td>
</tr>
<tr>
<td>Off-Campus</td>
<td>The LDS church on 9376 South 4000 West</td>
</tr>
</tbody>
</table>
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.
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).
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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

**Incident Manager**
Principal

**Public Information Officer**
District Personnel

**Safety Officer**
Custodian

**Documentation Officer**
Head Secretary

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Manager</td>
<td>Defining and coordinating the objective of accountable, easy, reunification of students with parents. Point of contact for Fire, Medical, or Law Enforcement.</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Communicating with Parents and Press, if appropriate. Coordinating use of mass call or text messages.</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>General site observation and safety concern remedy.</td>
</tr>
<tr>
<td>Documentations Officer</td>
<td>Document incident. Oversee documentation of student release, first aid, mental health, and notification rooms.</td>
</tr>
<tr>
<td>Teachers/Reuniting Teachers</td>
<td>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.</td>
</tr>
<tr>
<td>Greeters</td>
<td>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.</td>
</tr>
<tr>
<td>Checkers</td>
<td>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.</td>
</tr>
<tr>
<td>Runners</td>
<td>Take Reunification Card to Classroom or Student Holding Area, recover student and bring to Reunification Area.</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>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.</td>
</tr>
<tr>
<td>First Aid Helpers</td>
<td>Stand by unless needed</td>
</tr>
<tr>
<td>Mental Health Team</td>
<td>Stand by unless needed-- District personnel will provide support as needed.</td>
</tr>
</tbody>
</table>
# 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

<table>
<thead>
<tr>
<th>Red</th>
<th>Dark Blue</th>
<th>Orange</th>
<th>Yellow</th>
<th>Dark Green</th>
<th>Gray</th>
<th>Purple</th>
<th>Light Blue</th>
<th>Light Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woolf</td>
<td>Melville</td>
<td>Pool</td>
<td>Blanchette</td>
<td>Foltz</td>
<td>Olsen</td>
<td>Evensen</td>
<td>Office Staff</td>
<td>Percival</td>
</tr>
<tr>
<td>Alt. Denison</td>
<td>Alt. Bradley</td>
<td>Alt. Laguna or Moreton</td>
<td>Alt. Nixon or Eldeen</td>
<td>Alt. Cerezo or Lund</td>
<td>Alt. Media Aide</td>
<td>Alt. custodian or admin</td>
<td></td>
<td>Atl. lunch staff</td>
</tr>
</tbody>
</table>

**Area to sweep**

- **Sweep**
  - Rm 8
  - Rm 7
  - K Bathroom

- **Sweep**
  - Rm 28
  - Rm 29
  - Rm 20
  - Rm 19

- **Sweep**
  - Rm 18
  - Rm 27

- **Sweep**
  - Rm 17
  - Rm 26

- **Sweep**
  - Rm 16
  - Rm 25

- **Sweep**
  - Rm 15
  - Rm 24

- **Sweep**
  - Rm 14
  - Rm 23

- **Sweep**
  - Rm 13
  - Rm 22

- **Sweep**
  - Rm 12
  - Rm 21

- **Sweep**
  - Rm 11
  - Rm 20

- **Sweep**
  - Rm 10
  - Rm 19

- **Sweep**
  - Rm 9
  - Rm 18

- **Sweep**
  - Rm 8
  - Rm 17

- **Sweep**
  - Rm 7
  - Rm 16

- **Sweep**
  - Rm 6
  - Rm 15

- **Sweep**
  - Rm 5
  - Rm 14

- **Sweep**
  - 1st Bathroom
  - 2nd Bathroom

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