

Hayden Peak Reunification Plan

Set-Up of Stations

Portables - The portable teachers will come into the school and gather in their grade level classrooms.

Car Greeter Stations -

- Supplies - Pop-up tent, Tub for holding clipboards, pens, Student Reunification Checkout Card, and parent number cards . Assign 2 greeters for each flow of traffic coming in.
- Red car zone is located on the Northeast side of the school. They will have the odd numbers of parent number cards.
- Blue car zone is located on the Southwest side of the school. They will have the even numbers of parent number cards.

Walker Greeter Station -

- Supplies - Pop-up tent, Tub for holding clipboards, pens, Student Reunification Checkout Card and parent number cards. Assign 2 greeters at the front of the school as walkers come onto property.
- Walker zone is located in the grass area on the Northeast side of the school.

Check-in Station -

- Supplies - 2-3 Tables, 6 chairs, 2 boxes to store the completed Checkout Cards and hold the Parent Numbers. 3 sets of 2 (A-J; K-L) Binders with emergency contact printed for each student, Grab 1 Binder with New Enrollment Emergency Contacts in Main Office. 6 Ipads or Computers to access Skyward to check Emergency contacts. Assign 6 Check-in individuals.
- The Check-in station is located through the main doors on the Northeast side of the school. The check-in tables will be located to the left of the gymnasium doors.

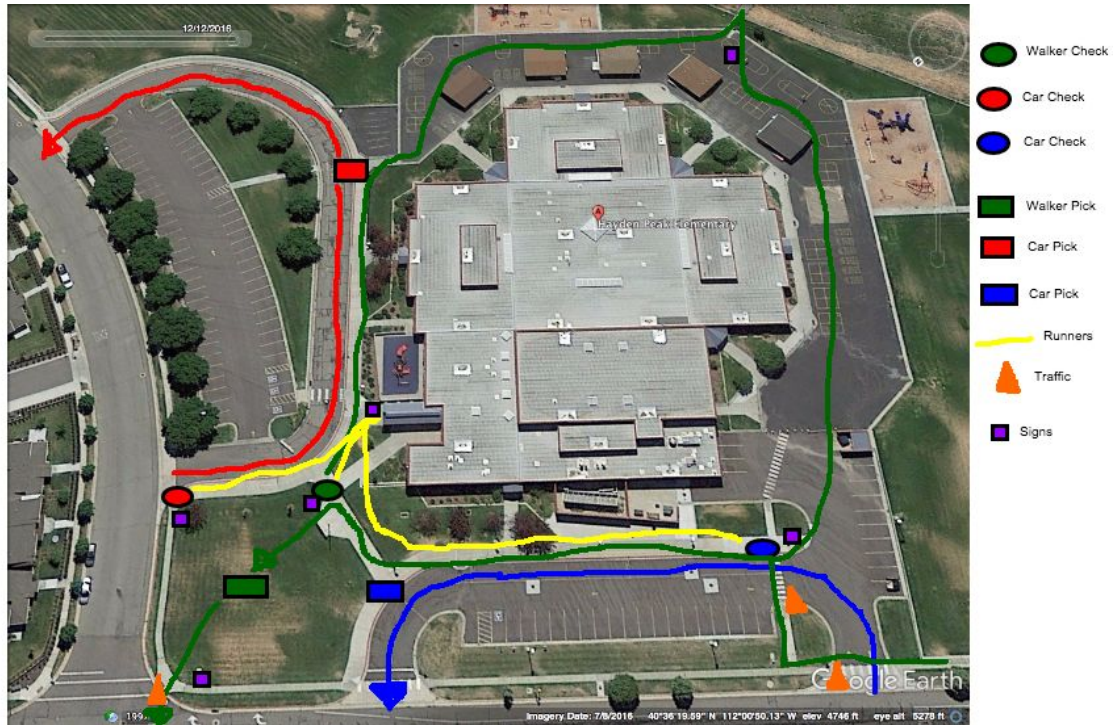
Reunification Stations -

- Supplies - Stop sign. No one is assigned to these stations. As Runners get the students they will meet the respective car/walker matching up Parent Number.

Traffic Stations - (Staff this last)

- Supplies - Three cones. Four hand stop signs. Assign four traffic; two will direct walking traffic on the North and two will direct walking traffic in the Southwest side.
- Traffic stations are located at the crosswalks on the Southwest side and the North side of the school.

Outside Traffic Flow Pattern Overview



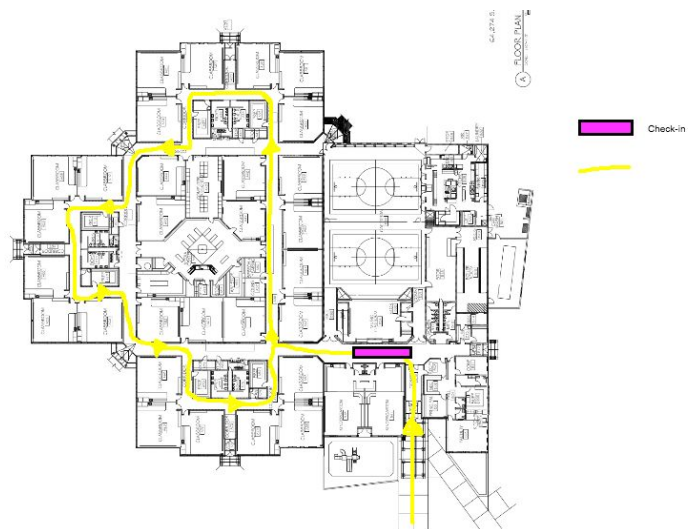
Red line represents the Northeast traffic flow.

Green line represents the Walking traffic flow.

Blue line represents the Southwest traffic flow.

Yellow line represents the runners.

Inside Traffic Flow Pattern Overview



Role Descriptions

Group Leader - Individuals will check in with group leader. The group leader makes assignments and hands out the vests, quick sheet and supplies for their assigned station.

6 Greeters (blue vests) - greet parents/guardians as they come onto property by foot or car. Ask if they have their picture ID and filled out Student Reunification Checkout Card. If they don't have the Checkout Card, give them a card on a clipboard with a pen to fill out as they move through the line. Assign a parent number and record it on the Checkout Card then take the card to the Check-in table.

4 Traffic (red vests) - stand at the two crosswalks by the Southwest parking lot or at the crosswalk at the North of the school. Traffic individuals will direct/stop traffic for safe walking to and from the school by walkers. They will also stop traffic for safe walking to and from the school by walkers.

6 Check-in (green vests) - Verify that the person picking up the student(s) has authorization according to the student's emergency contact list. The checkers need to have Skyward access so they can look up the information. Once the person has been cleared they will give the Checkout Card to a runner.

12 Runners (purple vests) - Collect the students on the Checkout Card. Check in with each teacher that you are taking a student from their class. Once all students are collected, exit through the main doors to the Reunification Stations. Match up the Parent number with the one on the Checkout Card. Sign off when the student was united with parent/guardian. Collect the Parent Number and keep the Checkout Card and place in their designated boxes. Return to the Check-in station to collect your next Checkout Card.

Teachers (yellow vests)- release students from their classroom when the runner comes. Make a note on their roster who and when each student was picked up. Keep the students calm and find something to keep them entertained/occupied.

Needed Supplies

- 30 9x6 clipboards (amazon, \$11.95/6)
- Tubs for storing supplies
- 30 pens
- 2-3 tables
- 6 chairs
- 5-10 cones
- 4 hand-held stop signs
- 3 A-frame sign with arrows to direct walkers from the back to the front of the school and to the start locations
- 3 A-frame signs with “Start Here” located to show where walkers and cars start
- 2 stop signs
- 6 iPads/Computers for Skyward access
- 6 binders with Emergency Contact info on each student
- Two sets of #1-400 Parent Numbers (even numbers in blue, odd numbers in red, and full set in green)
- 2 boxes to hold the completed Checkout Cards and Parent Numbers
- Copies of the Student Reunification Checkout Card
- Caution tape
- Colored Vests (amazon, \$3.59 each) vest allow you to write and wipe off
 - 12 purple vests
 - 4 red vests
 - 6 blue vests
 - 6 green vests



Reunification

Yellow

Quick Guidelines

- Gather your daily class roster and accountability packet
- Verify student accountability
- Have students remain in the classroom. If outside or in another part of the facility/grounds, move students to a secure area and account. Incident Command may direct you to move students to a specific location or staging area.
- The Group Leader will contact you to determine your class accountability status throughout the Reunification process.
- As Runners arrive to retrieve specific students for reunification, account for those students being checked out/picked up and those that remain in your area.

Greeters

(Blue Vest)

1. Help set up the Staging and Reunification areas.
2. Greet parents/guardians when they arrive.
3. Give parents/guardians Student Reunification Checkout Cards to fill out while waiting in line to check in. Some parents/guardians may arrive with a Student Reunification Checkout Card that has been printed from the District Web site and is already filled out. This will expedite their check in process.
4. Retrieve completed Student Reunification Checkout Card, check parent ID, and assign a parent number. Write the number on the Checkout Card, direct the parent to pull forward (in cars) or wait on grass in the north corner (walkers), then take the Checkout card to the Check-in area.

Traffic Control

(Red Vest)

1. Help set up the Check-in, Staging and Reunification areas.
2. Assist Walking Parents in the crosswalks and Direct them to the Greeter area near the main doors on the Northeast side of the school.

Checkers

(Light Green Vest)

1. Help set up the Check-in, Staging and Reunification areas.
2. Collect each Student Reunification Checkout Cards after being completed from the greeters.
3. Verify that the parent/guardian has checkout/pick up rights by using the school's information on each student as indicated on Skyward. Utilize computers or hard copy records that were prepared in advance.
5. Initial that the parent/guardian ID and authorization of checkout/pick up have been verified on the Student Reunification Checkout Card.
6. Checkers give the verified Student Reunification Checkout Cards to Runners for retrieval of the student(s).
9. Account for all students. Note: Parents/guardians should not be instructed to come to the Reunification site before the school is adequately set up and prepared to receive them.

Runners

(Purple Vest)

1. Help set up the Check-in, Staging and Reunification areas.
2. The Runner will retrieve the student(s) indicated on the Student Reunification Checkout Card from the Staging area, or from the applicable classroom(s). For Accountability, **MAKE SURE THE TEACHER IS AWARE** before taking student(s) to the Reunification area.
3. The Runner will escort each student to the verified parent/guardian according to assigned parent number waiting in the Reunification area.
4. The Runner will initial on the Student Reunification Checkout Card that the student has been reunified with the verified parent/guardian and collect the parent number card.
5. The Runner will give the completed Student Reunification Checkout Card to the Checker for final accountability.