

Hayden Peak Secondary Location Reunification Plan

This plan will be used if the school is uninhabitable.

Set-Up of Stations

Classes - All teachers will relocate their students in the LDS Church on the South side of the school, off Amethyst Drive and 5140 West, and gather in their assigned grade level rooms.

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 church, inside lane. They will have the odd numbers of parent number cards.
- Blue car zone is located on the Northeast side of the church, outside lane. 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 two greeters on the East side of the church on 5140 West.
- Walker reunification zone is located in the grass area on the Southeast side of the church.

Check-in Station -

- Supplies - 2-3 Tables, 6 chairs, 2 boxes to store the completed Checkout Cards and hold the Parent Numbers. Binder with emergency contact printed for each student, 6 Ipads or Computers to access Skyward to check Emergency contacts. Assign 6 Check-in individuals.
- The Check-in station is located in through the main doors on the Northeast side of the church. The check-in tables will be located in the foyer.

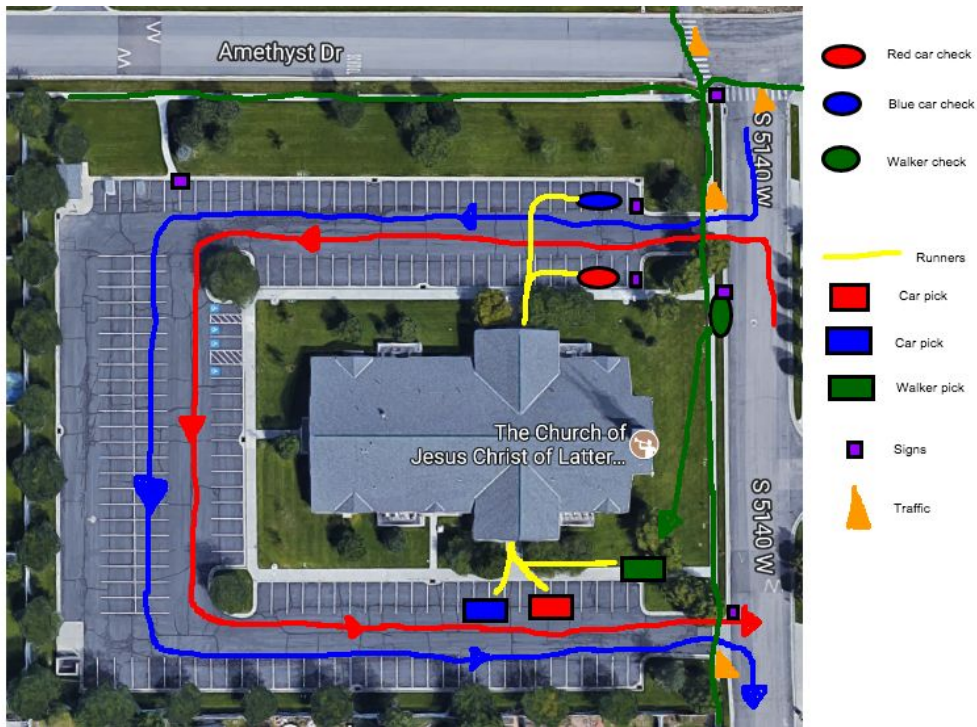
Traffic Stations -

- Supplies - 4 cones. 4 hand stop signs.
- Assign 4 Traffic, one will be a crossing guard on the North crosswalk on Amethyst Dr., one will be a crossing guard on the Northeast crosswalk on 5140 West, and two will be a crossing guards at each of the entrance and exit points of the church on the East crosswalks.

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.

Outside Traffic Flow Pattern Overview



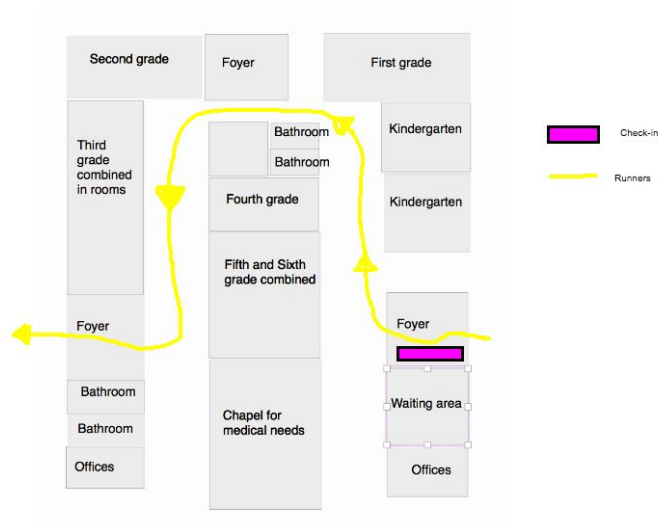
Red line represents the inside traffic flow.

Green line represents the Walking traffic flow.

Blue line represents the outside 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) - One will be a crossing guard on the North crosswalk on Amethyst Dr., one will be a crossing guard on the Northeast crosswalk on 5140 West, and two will be a crossing guards at each of the entrance and exit points of the church on the East crosswalks. Direct Walkers to the North entrance of the Church building.

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 Grade-level rooms. Once all students are collected, exit through the South 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)- Take students to relocation. Release students from their grade-level rooms 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
- 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
- The Group Leader will contact you to determine your class accountability and direct you to walk your class to the LDS Church building on Amethyst. The Group Leader will determine class accountability status throughout the Reunification process.
- Have students remain in the assigned grade-level room (See map). Incident Command may direct you to move students to a specific location.
- 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 south 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 (2 east entrances to church parking lot, 1 across 5140 W, 1 across Amethyst) and Direct them to the Greeter area near the corner on the Northeast side of the church.

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.
4. Initial that the parent/guardian ID and authorization of checkout/pick up have been verified on the Student Reunification Checkout Card.
5. Checkers give the verified Student Reunification Checkout Cards to Runners for retrieval of the student(s).
6. 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.