

## **PARENT INSTRUCTIONS FOR A POST-CATASTROPHE REUNIFICATION WITH THEIR STUDENT.**

1. Please do not call or go to your student's school unless you have been instructed to do so. Please be patient and keep clear of the school until students are released or the reunification procedures begin.
2. Please keep your vehicle away from the school. Emergency vehicles will need immediate and clear access to and from the school. Abandoning your vehicle will interfere with arriving and departing ambulances and emergency vehicles.
3. In some emergencies, it may be necessary to move student and staff to an alternate reunification site. Due to the unpredictable nature of any emergency, the reunification location may not be determined until that day. When the situation is safe and allows, you will be notified where you can be reunified with your student. We will need to follow our reunification plan so we can account for your child's safety and well-being.
4. Parents will be notified of the reunification site's location by multiple means (automated phone call, text, and email). Notification and instructions will be delivered using the same methods as a "snow day" notification. Parents are encouraged to keep their phone numbers and email updated with their child's school. Emergency alerts and reunification instructions will also be posted to the front page of the District's website.
5. **Bring some form of photo identification (i.e. driver's license, state issued identification, etc.).** It will be necessary to identify who your student is being released to. The people responsible for approving your child's reunification may not be from your student's school or familiar with you.

### **ONCE YOU ARRIVE AT THE REUNIFICATION LOCATION:**

1. Please complete the information on the "Reunification Information Card."
2. Prepare your identification. Our staff will need to verify that you are the appropriate person authorized to pick up the student.
3. Select the check-in line based on the student's last name.
4. Your identification will be examined and pick up authorized by an LPS employee. This is the same procedure as any other day that you are checking your child out of school.
5. Once we have confirmed that you are authorized to pick up your child, we will find them and bring them to you. Please keep in mind that the person approving the reunification may be a district employee from a different school. They may not be familiar with you or your child. **This is why we need to see your identification.**

If there has been an injury and your child has been transported by ambulance, you may be asked to meet with a counselor or emergency services so we can direct you to the appropriate facility.

**Please do not yell or shout at school staff or other parents. We are all trying to get through this as quickly as possible!**

**REUNIFICATION INFORMATION CARD**

***To be completed by person picking up the student:***

Student to be picked up: \_\_\_\_\_

Student's teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of parent/authorized person to pick up student: \_\_\_\_\_

**ONCE COMPLETED, PRESENT THIS CARD TO THE LPS CARD REVIEWER SO WE CAN BEGIN LOCATING YOUR CHILD.**

***To be completed by LPS personnel***

Form of picture identification presented:

Driver License      Picture ID      Other:

Name of employee verifying photo identification and authority to pick up: \_\_\_\_\_

Hospital: \_\_\_\_\_

Transported by: \_\_\_\_\_

(Name of ambulance company/fire department/ # on side of ambulance).

Name of person student released to: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Parent/ Authorized person's signature: \_\_\_\_\_

Employee releasing student: \_\_\_\_\_

**FILE THIS FORM WHEN COMPLETED WITH THE INFORMATION MANAGER/REUNIFICATION FORM BOX.  
(IN ALPHABETICAL ORDER)**