

22. Family Reunification Plans, both Off-Site and On-Site

Students will be held in their evacuation location until the crisis is determined to be over. Following the crisis, if possible, students will be kept by their classroom teacher in the classroom to await dismissal.

Parents will be contacted and informed of the crisis situation once it has been deemed under control.

In the event of evacuation, parents will be notified via Connect Ed as to when and where they may pick up their children.

Parents or their designee must present identification. Teachers will have attendance rolls and will have documents noting who has been given the consent to pick up each student.

Parents or their designee will be held in a staging area (auditorium for K-2, cafeteria for 3-5, or gym for overflow) and will not be allowed to retrieve their children until all students are accounted for. Only the parent or those persons designated on the approved pickup form by the parent, which is housed in the main office, will be allowed to sign out a student. Dismissal and sign out procedures will be conducted by the staff members who are assigned these duties during the school year (secretaries, staff with dismissal duties, administrators). A Student Locator is in each Crisis Kit and will be used for this procedure. Teachers will not release students unless directed by a staff member responsible for dismissal.

Once the crisis is determined to be over and all staff, students, and visitors have been accounted for, students will be prepared for dismissal:

Locations:

- If at Tuckahoe Middle School, students will be dismissed from the gym.**
- If at Freeman High School, students will be dismissed from the gym.**
- If at Kroger, students will be dismissed from the loading dock.**
- If at Richmond Association of Realtors, students will be dismissed from front main entrance.**
- Pre- K, Kg, and 1st grade students will be dismissed first.**
- 2nd and 3rd grade students will be dismissed second.**
- 4th and 5th grade students will be dismissed last.**