

## Family Reunification Process

The safety of students and reunification of families is a top priority of our faculty and staff. Partnerships with families will be integral to providing a setting for reunification that is as orderly and safe as possible. We thank you for your continued cooperation in our safety plans. Below is the process to follow should an emergency require us to close school.

### To Do:

- If there is an incident at St. Patrick School, do not respond to the school for family reunification unless contacted by the school, the diocese, or alerted in a news broadcast.
- If notified of a student/family reunification, calmly respond to the school to pick up your child or children. If driving, do not park your car in a manner that would block traffic or emergency vehicle ingress or egress. Signs and designated staff will direct you to parking location.
- Look for signage indicating “Adult Reporting Point”. You MUST check in with school staff prior to picking up your child. Please bring photo identification with you.
- STUDENTS WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS, SO PLEASE MAKE SURE ALL SCHOOL RECORDS ARE UP TO DATE.
- After checking in with school staff, please respond to the release gate to pick up your child. A runner will retrieve your child from the student holding area and accompany them to the release gate.
- This could be a time consuming process due to crowding, so please be prepared for a possible delay in picking up your child. If you are waiting and have not been notified of a problem by school officials, rest assured that your child is well and awaiting reunification in the student holding area.
- After reunification, please leave the school site. You will be advised at a later time when school will reopen.
- Students who can't be picked up in a timely manner will be transported to a centralized location to await reunification in order to ensure safety. The location of the centralized holding area will be displayed at the school site and all efforts will be made to contact the parents of the children to advise them where to go for reunification.