



# Gordon Head Middle School

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## RE-UNIFICATION PROCEDURES

In the event of a major emergency where students will be need to be re-unified with their families, the following will take place:

At Gordon Head Middle School, we will set up the school grounds with the **Double-Gate System for Re-unification** to establish a safe area for staff to release students to parents/guardians and/or authorized emergency contacts/neighbours/friends.

The following steps will be followed:

1. **Staff Greeters** will be positioned around the school grounds to direct arriving parents and other authorized persons to the **Check-In Gate (1)**.
2. Arriving parents and other authorized persons will be divided in alphabetical lines corresponding to the first letter of the family name of the student(s) being picked up.
3. A staff member will ask for **government issued picture ID** (driver's license, passport, etc.) to confirm the parent/guardian is listed as authorized on the Student Information Verification (SIV) form to receive the student(s).
4. If parents consider having friends or neighbours, not listed on the SIV form, pick up their student, they would need to provide those individuals with an **authorization note along with a copy of a parent photo ID issued by the government**.
5. Upon verification of authorization, ID, etc., staff will take note of destination (where the student will be taken to) and pick-up time; then **Staff Runners** will connect parents/guardians with their student(s) at **Release Gate (2)**.

## DURING AN ACTUAL EMERGENCY:

- ❖ Please keep in mind that during an actual event, staff at the school will be very busy accounting for all the students and establishing a safe area for them to be reunited with their parents and/or guardians.

- ❖ Please DO NOT phone the school following a disaster. We must keep the lines open for outgoing emergency calls.
- ❖ Listen and watch for updates. Both the school and the District will use a variety of communication tools, including phone trees, email, traditional and social media to alert parents of the current situation and next steps.
- ❖ If possible, DO NOT drive up to the school. Streets may be damaged and access to the school must remain clear for emergency vehicles.
- ❖ This can be an incredibly stressful time for everyone and having a pre-determined and practiced plan will provide physical and psychological safety for all students in the aftermaths of a disaster.
- ❖ Re-unification can be a slow process. Please do not expect to arrive at the school and be able to pick up your child(ren) immediately. In these situations, there are typically line-ups of parents/guardians waiting to sign out their students.
- ❖ While you and your child(ren) will be anxious to be reunited, PLEASE be patient – we must follow our protocols to ensure staff and student safety.

**Parents/Guardians are responsible to provide the school with accurate and updated information about a child’s emergency contacts, family phone numbers, etc.**