



Student Attendance & Reunification Strike Team Checklist

Student Attendance:

Student Attendance & Supervision Team plays an essential role at the onset of an emergency in knowing the status of all individuals on campus. This team needs to be aware of the entire campus community and account for guests, substitute teachers, parent volunteers, or outside vendors who may be on campus.

- Responsibilities:** Ensure the care and safety of all individuals on campus except those who are in the medical treatment area.
- Start-Up Actions:**
- Arrive with students at evacuation point, take attendance, and oversee students.
 - Team Leader reports attendance information to Incident Command.
 - Team Leader makes personnel assignments as needed.
- Operational Duties:**
- Monitor the safety and well-being of the students and staff in the assembly area.
 - Support the Reunification process by releasing students only upon request.
 - When necessary, provide water and food to students and staff.
 - Direct to portable toilets if necessary, ensuring that students and staff wash their hands thoroughly.
 - Arrange activities and keep students calm.
 - Take attendance again as directed by the Team Leader.
- Closing Down:**
- Return equipment and reusable supplies to Emergency Supply Shed or Classrooms.
 - Provide logs and all other relevant documents to Incident Command.



- Equipment/Supplies**
- Clipboard
 - Attendance Lists
 - Campus two-way radio
 - Student Allergy/Medical Information
 - Bull Horn (if available)
 - Ground cover, tarps (if available)
 - Pop up tents for shelter (if available)
 - Pens/Pencils/Markers
 - Water, food, sanitation supplies (when needed)

Reunification:

Responsibility: Assure the reunification of students with their parents or authorized adult at the reunification area, and make sure students are properly signed out before leaving campus.

- Start-Up Actions:**
- When Incident Command activates Reunification, personnel will be selected to oversee the process.
 - Begin set up of the Parent Check-in area and Final Check out station.
 - Obtain necessary equipment and release forms.
 - Mark tables with signs so parents know where to check-in, if possible.

- Operational Duties:**
- Team members should greet parents/guardians and remind them to take out Driver's License/ID
 - Direct parents/guardians to check in and then wait until their student is brought to them.
 - Radio the Assembly area to let them know which students can be brought out for reunification.
 - Designated staff from assembly area walks with students to reunification area
 - Document the intended destination of students / family, if possible.
 - Reunification should provide Incident Command with frequent updates (approx. every 15 minutes)



Procedures: Follow the procedures outlined below to ensure the safe reunification of students with their parents/guardians:

- The requesting adult checks in with the Reunification Staff and gives the name of the student(s) to be picked up.
- Staff member asks for adult's identification to check against student(s) Emergency Card of individuals authorized to pick up.
- The staff member instructs the parent/guardian to standby while waiting.
- When student(s) arrive at the reunification point, staff connect student(s) with parent/guardian.

Note: If a parent refuses to wait in line, don't argue. Note the time with appropriate comments on the student release form to have as much information taken down as possible.

If a student is not in the assembly area or is missing:

- Communicate with the First Aid Team to determine if the student is in the Medical Treatment area.
- Determine if a student is able to be moved for reunification, if not: parent/guardian should be escorted to the Medical Treatment Area.
- Determine if a student has been taken off campus by emergency medical personnel. If so, parent/guardian should be given the information of where the student was transferred to.
- If the student is "missing" - Communicate with Incident Command immediately
 - The parent/guardian should be notified of the missing student's status and updated regularly.

- Closing Procedure**
- Return equipment and unused supplies to the emergency supply shed.
 - Return all student emergency cards and student release forms to the Command Center.



- Equipment** Clipboards
- t** Two-way Radios
- Supplies** Pens
- Markers
- Paper
- Signs to direct parents, if possible
- Student Release Forms for each check-in/sign-out procedure

Student Release Process

Instructions: No students may leave campus until they have been signed out. When an adult arrives, check ID and match against student emergency card. Only initial the form once the student has physically reunited with parent/guardian. Upon release, the student and adult should immediately leave campus.

Student Name	Grade	Parent/Guardian Name	Intended Destination	Time Out	Employee Name

