

# PENNCREST

## Parent - Student Reunification Procedure

### Purpose:

The purpose of the PENNCREST All Hazards & Emergency Operations Plan (EOP) is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the district and its employees. The purpose of this document is to outline general guidelines for the safe and orderly reunion of parents/guardians with their children because a school has been evacuated or closed. This document is a Functional Annex to the PENNCREST EOP.

### Scope:

The EOP provides guidelines and procedures for dealing with existing and potential school incidents. The scope of this document is to outline the process of student - parent reunification, supplies and materials needed and detail staff responsibilities.

### EMERGENCY PHONE NUMBERS

Agency	Phone Number (Dial 9 first on a school phone)
Emergency Services: Fire & Ambulance	911
State Police Meadville	332-6911
State Police Corry	663-2043
Cambridge Springs P.D.	814-398-4112
Poison Control Center	1-800-222-1222 or (412) 681-6669
Crawford Co. Office of Emergency Services	724-8110
Crisis Line (24 hours)	333-9766 or 1-888-811-0189
Crawford Co. Mental Health	337-8793
Crawford Co. Drug & Alcohol	724-4100
Childline	1-800-932-0313
Children & Youth Services (Crawford Co.)	724-8380
Children & Youth Services (Venango Co.)	432-9743
Sexual Assault/Domestic Violence Hotline (24 hrs.)	333-9766
Women's Services	724-4637
Central Office	337-1600
Blooming Valley VFD	814-724-6247
Cambridge Springs VFD	814-398 2259
East Mead VFD	814-333-9322

Hayfield VFD	814-763-6822
Randolph VFD	814-789-4165
Saeger VFD	814-763-1111
Townville VFD	814-967-2324
Venango VFD	814-398-8249

## **Process**

Whether on or off campus Parent-Student reunification is a complex process that will require assistance from the Central Office and the community. Through planning staff will reduce anxiety, increase cooperation and demonstrate effectiveness.

It is likely that Parent-Student reunification will occur away from the school of attendance after an evacuation. As such, teachers and building staff have an immediate resource available to assist in dealing with critical incidents, when directed by the administration. Each staff member must have an Emergency Response Guide or Crisis Plan that they can refer to when prompted by the office. The information over the PA system or other internal system will provide information about the current incident. The principal/assistant principal (or designee) is primarily responsible for the security of the building.

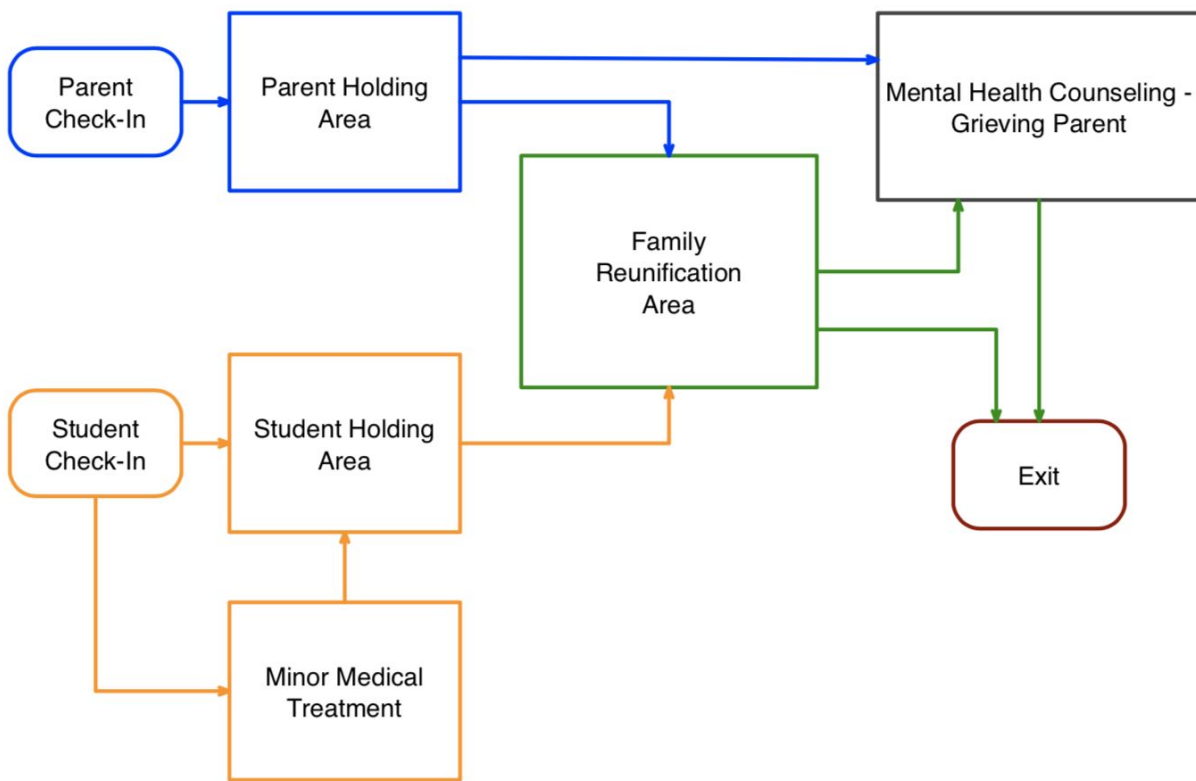
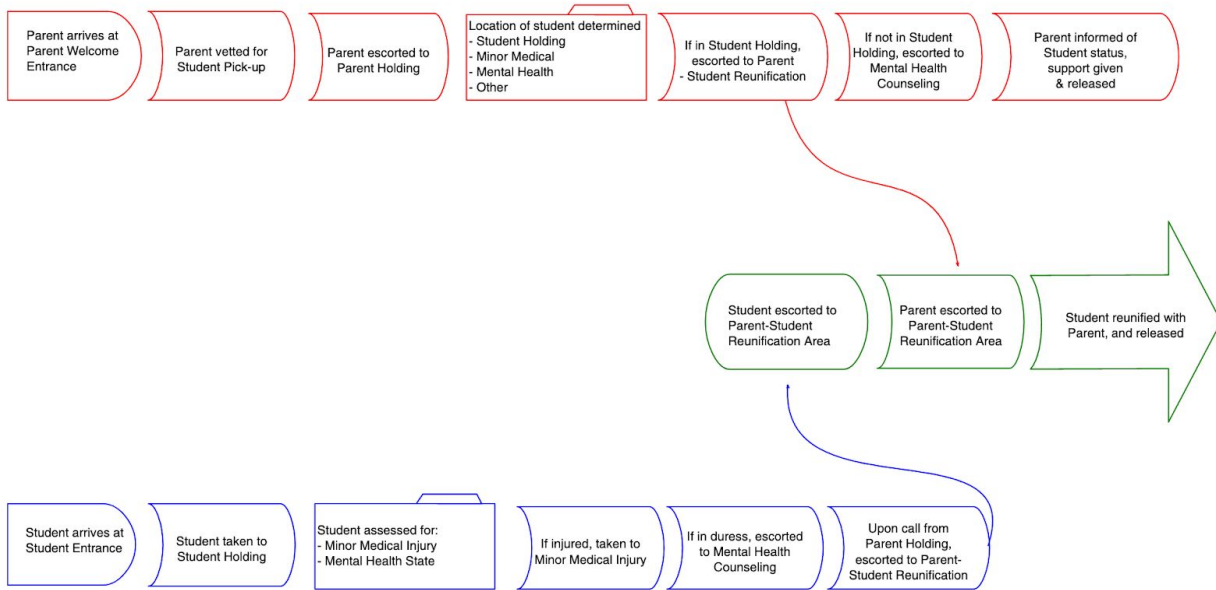
### **Parent Notification**

Parents will be informed that reunification involves 3 basic steps:

1. Parents enters site
2. Presents ID & ID Verified
3. Reunited with student(s), exit the premises

Parents Responsibilities:

1. Listen to staff and follow directions, report where they are directed
2. Producing photo ID
3. Signing students out



## Communication

	<b>Internal</b>	<b>External</b>
A	PA System	School Messenger
B	VOIP	Social Media
C	Text/Email	Media Outlets
D	Bullhorn	Call Parents

## Evacuation & Reunification Sites

### Cambridge Springs

A	CSES - CSHS
B	SHS
C	General McLane HS

### Maplewood

A	MES - MHS
B	SHS
C	Lyona Church

### Saegertown

A	SES - SHS
B	CSHS
C	Crawford County Correctional Center or Crawford County Care Center

# Staff Roles

## Central Office Staff

Staff will respond in numbers to support building staff.  
Provide support outside of the building to ensure safety.

- **Parking Lot Supervision/Direction:**  
District office staff and maintenance will set up traffic patterns, flow, parking and the like. They will be responsible for directing parents/guardians to the right areas and then off of the premises.
- **Primary Information Officer (PIO):**  
The PIO and another CO staff member will remain at the District office to convey information to parents, first responders, the community and media and send out updates.
- **Support:**  
District office staff will arrive on the scene with supplies and materials to ensure a safe reunification.

## Building Staff Roles (take care of the students)

- **Command and Control (inside the building):**  
Building Administration
- **Parent Welcome and Vetting:**  
Notify parents upon their arrival of the procedure that will take place in order to start the reunification process. Notifiers will inform the parent/guardians where to go to begin the process and what identify action will be needed in order to pick up their children.
- **Parent Holding Area:**  
Staff will position themselves outside or just inside the doors of the area. The staff members will ensure that parents are kept in the designated area until the reunification process is complete.
- **Student Holding Area:**  
Staff will position themselves outside or just inside the doors of the area. These staff members will ensure that students are kept in the designated area until the reunification process is complete.
- **Check in Clerks:**  
Staff will confirm identification. The ID and SIS system will be used to identify parent/guardians. If the identification does not match the emergency contacts on the SIS, the individuals will not have access to the student(s). If parents/guardians can be identified by school staff they may be permitted to take their student(s). Only individuals listed as emergency contacts can access a student.

- **Runners:**  
Staff will access the student(s) and bring them to the Parent/Student Reunification Area.
- **Parent/Student Reunification Staff:**  
Staff will direct parent/students who have been reunified towards the exit.
- **Mental Health Counseling Area:**  
School psychologists, counselors, religious leaders, and community health members will assist in helping students and parents for a variety of reasons (eg. trauma, anxiety).
- **Minor-Medical Treatment Area:**  
Nurses, Health Tech and anybody with certifications to assist. Staff will treat minor medical injuries. The head nurse from the campus will act as a medical liaison. The medical liaison will be designated to document any student seen and minor description of what was completed. They will also document any person sent to the hospital by ambulance and immediately contact the parents of the person notifying them which hospital to go to.
- **Quarantine Staff:**  
Staff will remain at the school site to keep all witnesses and victims for medical treatment and police investigation.

## Supplies & Materials

### School Office Supplies

Flash lights
Portable cell phone chargers
Wall phone chargers
Walkie-talkies/radios
Batteries
Student roster with contacts
Daily attendance
Medical information/medications
Bullhorn

### Central Office Medical

Portable AED
Stop the bleed kits
Large medical kit
Rescue inhaler
Epi pen
Glucose tabs
Water
Snack bars

### Central Office Supplies

Tripod
Video cameras
Laptops (medical, mental health, parent holding 2)
Printer
Ream of printer paper
Clip boards
Blue pens

50 foot extension cords
Power strip
Traffic cones
Portable traffic barriers
Folding chairs
Staff Safety Vests
Bullhorn
Poster Board
Sharpie Marker Pack
Duct Tape
Comply Emergency Staff Contact List
Walkie-talkies/radios
Batteries
Garbage Bags
Caution Tape
Name tags