

The Center for Creativity, Innovation and Discovery

EMERGENCY PROCEDURES STUDENT / PARENT REUNIFICATION PLAN

Purpose

Student release is a crucial part of our emergency planning. During an emergency or disaster, the traditional student release procedure may be unsafe and not operable. Accordingly, The Center for Creativity, Innovation and Discovery, “CCID” has an emergency plan that includes the reunification of students with parents according to certain procedures. These procedures give priority to ensuring the safety of students to every extent possible during a local or natural disaster and guide the actions of CCID staff and parents in order to reunite parents and students safely.

A wide variety of emergency situations may require student/parent reunification. Student/parent reunification may be needed if the school is evacuated or closed as a result of an internal hazardous materials accident, fire, natural gas leak, flooding, earthquake, school violence, bomb threat, terrorist attack, or other local hazard or natural disaster. In the case of a weather emergency, wherein the building is safe to occupy, or an external hazardous material spill, wherein it is not safe to leave the building, students will be held at the school until parent pick-up procedures can be accomplished safely.

Procedures

In an emergency wherein the school may or may not be evacuated, CCID will establish a safe “Student Check Out Area” where parents can pick up their children. This area will be away from any damaged or unsafe area, and it will also be a location different from the Student Assembly Area. In the case of evacuation, CCID has established the following locations as student assembly areas:

1. Indoor Student Assembly Area
2. Outdoor Student Assembly Area
3. Another location as advised by emergency services personnel and communicated to parents by CCID’s message notification system.

In all circumstances related to this plan, CCID will activate the parent text message notification system and, if appropriate, CCID will include in any media announcements any relevant parent reunification information. In a typical release, CCID will follow the steps listed below:

1. Parents will report to the parameters of the “Student Check Out Area” to CCID staff and give the name of their child/children. **Under no circumstance will**

parents be allowed to enter the student assembly area. Entry into this area by anyone other than school personnel is a serious security and safety breach.

2. Picture ID will be required by the personnel at the "Student Check Out Area" to ensure that the person requesting the child/children matches the name on the student's emergency release card.
3. A runner will go to the Student Assembly Area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.
4. Parents will be required to sign a form indicating that they have picked up their child/children from CCID, and indicating the date and time of pick-up and where they are going.
5. If a child is in the first aid area when a parent arrives to pick up a child under the conditions of this plan, the parent will be escorted to the first aid area for reunification with that child.

Emergency Plan Records

1. Student rosters are updated for staff at least twice a year.
2. Parents are responsible to advise the school of any changes to emergency contacts, carpool, or medical information.
3. Rosters are stored in every classroom where they may be easily identified by both teachers and substitutes.
4. Additional copies of the rosters will be maintained by the Executive Director and kept in CCID's emergency plan binder and evacuation go-kit.
3. Parents will update Emergency Cards each year at registration. This Emergency Card should include contact information of parents/guardians and of adults who can be contacted if the parent/guardian is not available. The card should also indicate with whom the child is permitted to leave campus (e.g. carpooling parents). The card should also include all pertinent medical information such as allergies, medications, and doctor contact information. These cards will be stored in the front office as digital and hard copies.

NOTE: CCID WILL ONLY RELEASE STUDENTS TO PEOPLE LISTED ON THE STUDENT EMERGENCY CARD.

Traffic Control

1. Traffic will be controlled by school-based traffic control until local law enforcement is available and on site.
2. To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles.
3. As the situation develops, there may be need for barricades and other traffic control devices to be delivered and set up. It should be understood that such controls will not occur at the beginning of the incident.

4. When law enforcement arrives on the scene, such individuals will take charge and do whatever is necessary, including the towing of vehicles, to manage the emergency or disaster.
5. **In order for emergency vehicles to enter the school grounds, the driveway of the school must be kept absolutely clear. Vehicles will be towed (or pushed) out of the way to accommodate emergency vehicles so the needs of the children and staff can be met.**

Assumptions

1. It is our expectation that all parents will become familiar and cooperate with the student/parent reunification process. Frustrations and misunderstandings can be diminished to some degree if parents are informed about the school release procedures before a disaster or emergency occurs. Please remember the safety and security of your child is our utmost priority. We will place any updates to this policy and our emergency procedures online.
2. If there is an emergency, we may anticipate a media presence on our campus. The school will designate a Public Information Officer, (PIO) who will be part of the command staff operating under the Incident Command System. That individual will provide necessary updates to the media. During a media presence, parents and students will be sheltered from media representatives to the greatest extent possible.
3. The Student/Parent Reunification plan is only one aspect of CCID's Emergency Plan, but parents' understanding and execution of this plan will enable CCID's trained staff members to reunite parents and students safely and efficiently in the event of an emergency requiring such measures.