



PARENT/STUDENT EMERGENCY NOTIFICATION PROTOCOL

As a part of a new Ohio Revised Code requirement the Kings Local School District is required to inform students and parents/guardians before the first day of school each year of our emergency parental notification protocols. These protocols include the following information:

Before an incident occurs, Kings Local Schools will:

Notify parents so they know resources to access alerts and incident information. Parents will also be informed of parent emergency notification methods and protocols prior to the first day of school. Parents will also be provided with a reunification handout and the form for picking up their children in the event of a site specific threat that requires evacuation. This information will be included in the districts Electronic Blackboard News, Building Weekly Newsletters, on the district website, and available during community meetings.

In the event of an incident, Kings Local Schools will:

- Disseminate information to inform parents about what is known to have happened via multiple formats including email, EBBN (Electronic Blackboard News), and School Messenger. School Messenger will utilize text messages, e-mail, Twitter, Facebook, and leave a voicemail as parents determine. Of key importance will be the need to remind parents/guardians to sign up for this resource at the start of each school year.

The district will implement a strategy to manage phone calls from parents who will make an effort to go to the school site. Parents will be directed to a reunification site via School Messenger. Direct calls to a building will have an option to be forwarded to central office, 2nd floor, in the computer lab.

Information will include how the school and school district are handling the situation and followed up with possible reactions of their children and ways/resources to utilize in your discussions with your children.

The district will provide additional information via its website address www.kingslocal.net, and additional school messenger messages will provide parents with updated incident information. This format will also be used to inform parents and students when and where school will resume.

After an incident, Kings Local School District administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

The Kings Local School District believes it is as important for parents to know the resources the district will use in the event of an emergency. It should also be noted that an evacuation from any given campus may cause your children to be picked up at a secondary location. If this circumstance occurs we will utilize the attached forms for parent to student reunification.



standard reunification method™

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

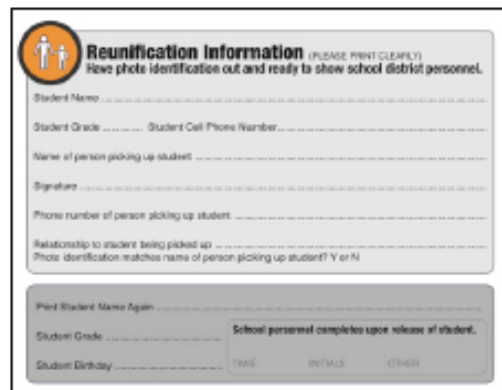
If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.



How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.





Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

Photo identification matches name of person picking up student? Y or N

Parent completes:

Print Student Name Again

Student Grade

Student Birthday

School personnel completes upon release of student

TIME INITIALS OTHER

Signature

Print Your Name

Date

Parent Guardian Sign Off

I have read and understand these instructions.

Reunification

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

Instructions

1. Please complete the information on the other side of this card.
2. Prepare identification (if you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity.)
3. Select the check-in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.