Student-Family Reunification Plan

The information below outlines the process Bryant has established to reunite students with their families in the event of an emergency during the school day that requires us to implement our Student-Family Reunification Plan.

Please review this information carefully and share it with any person you've designated as an emergency contact which authorizes them to pick up your child(ren) from Bryant if you cannot.

It is critical that you follow the proper procedures in retrieving your child(ren) so that we are able to reunite families as quickly as possible. Our detailed emergency plan and process for releasing children enables us to keep track of each child throughout the reunification process, including who has picked up the child(ren) and their destination prior to leaving school grounds.

What You Need to Know:

* Take a deep breath and be prepared to be patient - this is a big task and our caring staff will work as quickly as possible to reunite you with your child(ren).

* Please be sure to have your photo I.D. with you when you arrive at school. You may want to take a photo of your driver’s license or other photo I.D. in advance so that it is accessible on your phone in case it accidentally gets left behind. Please note that we cannot release children to an adult without first verifying their identity via photo I.D.

* Do not enter the school or the playground.

Step 1: Parent Check-In Station

* You will start at the first of two lines set up outside of the school. The first, the “Parent Check-In Station,” depending on circumstances, will most likely be set up just inside the front entrance of the school.

* While you are standing outside of the building in this line (which will extend down the NW sidewalk and around the LASER side of the building), you will be asked to fill out a Student-Release/Runner Form.

* When you arrive at the front of this line, the person in charge will take your form, check your photo I.D., and verify that you are authorized to pick up the child(ren) you are requesting.
* Once your I.D. has been matched to the child’s emergency release form you will get a sticker or stamp that notifies the “Student Release” staff that you have been verified for pick up.

   **Note:** You may only take someone else’s child if you are a designated emergency contact for that child and your name and contact information matches the information in that child’s student data profile. **There can be no exceptions to this requirement.**

* You will then move to a second line called the “Student Release Station.” All parents are to remain outside while a runner is sent to retrieve child(ren) from where they are being supervised.

**Step 2: Student Release Station**

* You will wait in the “Student Release Station” line set up outside of the school on the NE side of the school (near the bus-loading zone).

* When you arrive at the front of the line, the runner will go to pick up your child(ren) from the student(s) supervision area.

* When your child arrives with the runner, the person in charge at the "Student Release" table will check for your I.D. verification sticker or stamp and require you to sign that you and your child(ren) were reunited.

* All paperwork will remain at school.

**Step 3: Departure**

* You may leave with your child(ren) after completing the above steps. Please do not linger at school unless you have been asked to help; it is best to head home so that our staff can finish their work and begin reuniting with their own families as soon as possible.

**Other Important Information:**

* Communication in the event of an emergency:

   * If phones and email are working you will receive information directly from Seattle Public Schools. Depending on the situation, you may also receive an automated phone call or email directly from Bryant.
* **Please do not call the school.** School staff will be busy responding to the emergency, and the needs of students. Depending upon the type of emergency, the school phone system may not be working or staff may have evacuated the building. If school phone lines are operable, they need to remain open and available for school staff to communicate with emergency responders.

* Depending on the type of emergency, please call Seattle Public Schools if you'd like additional information. The staff at the district office may have more time and resources to get you the information you need. Communications: (206) 252-0200. Main Line: (206) 252-0000.

* Have a family plan with a designated contact for all local family members to call in the case of an emergency.

* Remember that it is often easier to contact someone outside of the state during local emergencies.

**When you arrive at Bryant:**

* Stay calm; be helpful: Your child is in the safe care of familiar, compassionate people.

* Bring your photo I.D. or have a picture of your photo I.D. on your phone.

* Parking areas around the school will most likely be closed off to allow access only for emergency vehicles. If you live close to school, please walk. If you need to drive, please park on one of the streets nearby.

* If you come to the school during an emergency, please follow the directions from staff and volunteers. They will be wearing orange vests to be easily identifiable.

* When you first arrive, go to the “Parent Check-In” station. **Do not enter the school or the playground.** Please go through all the procedures as instructed before removing your child from school. The location of the “Parent Check-In” station will likely be at the front entrance, but could change to the garden gate by the playground depending on the type of emergency.

* If you arrive before the “Parent Check-In” and “Student Release” staff have set up their stations, please be patient. You will need to wait to leave school with your child until after you have completed the reunification steps outlined above. If you are able, please consider volunteering to help with the setup or distributing Student-Release/Runner Forms to people waiting in the “Parent Check-in” line.

* Help everyone help every child. Talk to other parents. Contact your family members.
* Our school’s “Incident Command System” will likely be in place if the emergency is severe and will require us to solicit additional volunteers to manage the reunification process.

* We have plenty of water, food and other emergency supplies on hand at the school to care for your child as long as needed.

* Children take emotional cues from adults. Please keep this in mind as you greet your child.

Have your photo I.D. | Stay calm | Be patient | Follow instructions

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