



REUNIFICATION PLAN for Rachel Carson Elementary School

100 Tschiffely Square Road
Gaithersburg, Maryland 20878

REUNIFICATION LEADER: Barbara Seubert

REUNIFICATION LEADER (SECOND IN COMMAND): Perri Slosky

LOCATIONS

Indoor, on-campus PCR area: All Purpose Room: **Grades Pre-K -2;** Gym: **Grades 3-5**

Outdoor, on-campus and off-campus PCR area: Quince Orchard High School

If the PCR occurs at RCES parents will be directed to the doors leading to the AP room and the Gym. If parents have children at both levels they will be directed to the AP room and an RCES staff member will retrieve the other child(ren) in the upper grade levels.

All Purpose Room: Grades Pre-K – 2	Gym: Grades 3 - 5
Patti Connell	Doug Whitman
Sabita Raman	Tammy Dollar
Julia Sansonetti Tim Aley	Melissa Belkin
All Available Staff	

SUPPLIES

1. Secure list of student class lists.
2. Tables (3) w/chairs (9) to reunification location.
3. RCES Reunification supply box:
 - ✓ Yellow Cards
 - ✓ Classroom Signs
 - ✓ Clipboards
 - ✓ Pens/Pencils
 - ✓ Direction signs & tape for hanging
4. Secure walkie-talkie(s) for reunification staff.

PROCESS

1. Reunification team in hall(s) to locate and release students – with walkie-talkies.
2. Signs up on doors and entrance roads – directing parents to designated reunification area.
3. Staff members not involved in instruction or the monitoring of students – to assist the Reunification Team with releasing of student & directing students to reunification area.
4. Available OSET Members will assist with the release of students:
5. Procedures at each table:
 - ✓ Parent sign in & ID check
 - ✓ Locate current teacher and room using student classroom lists
 - ✓ Student name, teacher name and room number to the Reunification Team using walkie-talkie
 - ✓ Reunification Team goes to the room to release student and directs them to the reunification area
 - ✓ Release students to their parent/guardian
 - ✓ Mark reunification complete PCR Checklist Check-off Form

*Reunification Leaders – Barbara Seubert & Perri Slosky will be in charge of the reunification areas in the Gym and All Purpose Room.

SPECIAL PROCEDURES

1. Student with custody restrictions.
2. To identify students with known custody restrictions.
 - ✓ Refer to Yellow Cards
 - ✓ Attached custody concerns list has specifics

