



# Earle B. Wood Middle School

## Parent / Child Reunification Process

**Definition:** An orderly and efficient process of re-uniting children with their parents/guardians after an emergency/crisis.

### PARENT / CHILD REUNIFICATION PROCEDURES

1. During the first week of school, submit the form 236-1, *Parent/Child Reunification (PCR) Authorization for Release of Student*, to the main office. In emergency situations, students will only be released to individuals listed on this form. Individuals who are authorized to pick up students must provide proper identification.
2. Parents/guardians should not initially call or respond to the school during an emergency/crisis. This will allow time for the administrator/incident commander to quickly assess the situation and activate the school's emergency/crisis plan.
3. Parents/guardians will be informed of the situation with updates via the school's emergency communication/notification process including website, e-mail, and media.
4. Parents/guardians should not park in the main access to the school and fire lanes; these areas need to be accessible at all times to allow for a public safety emergency response.
5. Parents/guardians will be directed by Wood staff when they arrive to pick up their child.