



SOUTH JORDAN
ELEMENTARY

Parent-Child Reunification (PCR) Plan

South Jordan Elementary

Updated 4/1/26

What is Reunification?

Reunification is a process that is enacted when a school is required to conduct a controlled release of students to parents/guardians following an emergency or another significant disruption to the normal schedule.

In this circumstance, the school or district will send parents/guardians information related to Reunification by using Parent Square messages, emails, etc. Parents/guardians will be given instructions on when and where the Reunification will occur. Before a student can be released, the parent/guardian must complete a Reunification Checkout Card and present a valid picture ID for verification (JSD Website, 2015).

Reasons for Reunification

- Severe weather & flooding
- Power or water outages
- Earthquake
- Crisis near or at school
- Dangerous intruder

Locations for PCR

| | |
|-------------------------------------|--|
| Indoor, on-campus PCR area: | Classrooms |
| Outdoor, on-campus PCR area: | West Side of School (Back Field) |
| Off-campus PCR area: | LDS Church 1570 W 11400 S South Jordan, UT |

Overview of SJE Elementary Reunification Plan

1. Teachers will take students to the proper staging area that is located in a secure location away from public view.
2. Teachers will make sure all students are accounted for before they leave the school and after they arrive at the staging area and report to the Group Leader according to the incident management flow chart.
3. Reunification Support Roles will be activated. Greeters, Checkers, Runners, and Special Circumstance personnel will be sent to their assigned locations.
4. A Parent/Guardian check-in station will be established at the reunification site.
5. Parents/Guardians will be notified with specific instructions and relevant information including time and location for reunification, and what to bring (ID).
6. Greeters will direct parents to the check-in station upon arrival to streamline the reunification process. Greeters will give the parent/guardian the reunification card to fill out and inform them about the reunification process.
7. Checkers will be given the reunification cards and verify the identification of parents/guardians.
8. Runners will retrieve the students from the staging area and escort the student(s) to their parent/guardian. Reunification cards are returned to the documentation officer after the student is reunified with parent/guardian.

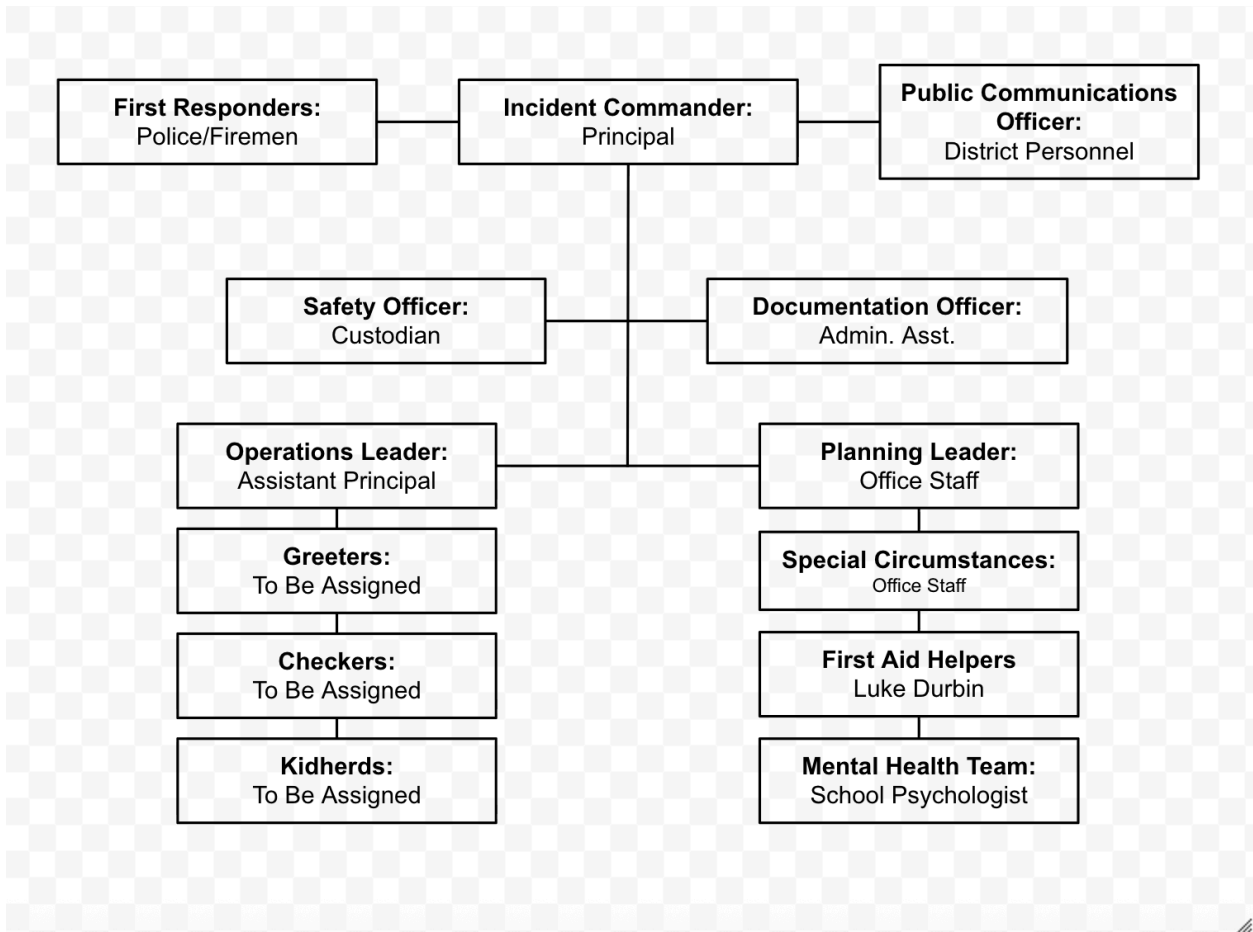
It is extremely important for parents/guardians to follow directions during the reunification process to streamline the process and allow each parent/guardian to reunite with their student in a manner that is as quick and efficient as possible.

Notification Procedures

In the case of an emergency where the students at South Jordan Elementary need to use the reunification plan:

- All Parents/Guardians will be notified by the school and the district.
- The district and/or the school will send out a Parent Square notification to inform all parents/guardians of the emergency.
- The district and school will have a designated employee to send out important updates until the reunification process is complete.
- When possible and appropriate, Jordan School District and South Jordan Elementary School will also be in contact with local news agencies under the guidance of the Public Communications Officer and Incident Commander.

Parent-Child Reunification Flow Chart



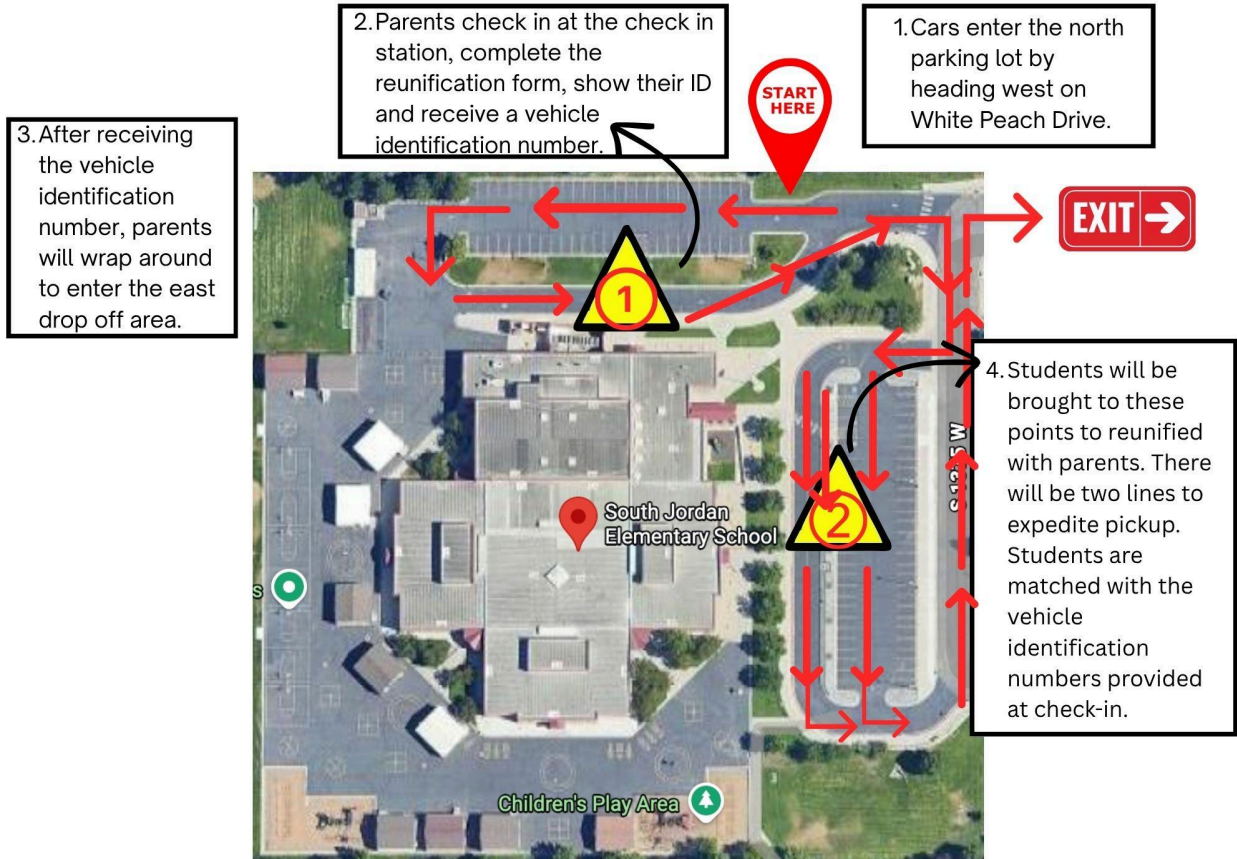
SJE Elementary Reunification Team

| Role | Responsibilities |
|----------------------------|---|
| Incident Commander | Defining and coordinating the objective of accountable, easy, reunification of students with parents. Point of contact for Fire, Medical, or Law Enforcement. |
| Public Information Officer | Communicating with Parents and Press, if appropriate. Coordinating use of mass calls or text messages. |
| Safety Officer | General site observation and safety concern remedy. |
| Documentations Officer | Document incident. Oversee documentation of student release, first aid, mental health, and notification rooms. |
| Operations Leader | Establish and manage operational staff |
| Kidherds | Teachers or Staff in the Student Holding Areas. One adult in each holding area should be designated to supervise students, while the other adult(s) help identify students for the runners. |
| Greeters | Initial setup of the Check-In Area, Student Holding Areas, Student Release Point, and signs. Help coordinate the Parent Lines. Tell parents about the process. Help verify the identity of parents without ID. |
| Checkers | Initial setup of the Check-In Area, Student Holding Areas, Student Release Point, and signs. Verify ID and custody rights of parents/guardians. Direct Parents to Reunification Location. |
| Runners | Take the Reunification Card to the Student staging area, recover the student(s) and bring them to the Reunification Area. |
| Planning Leader | Initial setup and management of First Aid, Mental Health, and Notification Room staff. |
| Special Circumstances | Assist in resolving issues for parents/guardians without proper identification or for students that are in the first aid, and mental health rooms. This will include parents of students that are unaccounted for. Assistance will take place in the Notification Room. |
| First Aid Helpers | Standby unless needed |
| Mental Health Team | Onsite psychologist and school counselor. Additional District personnel will provide support as needed. |

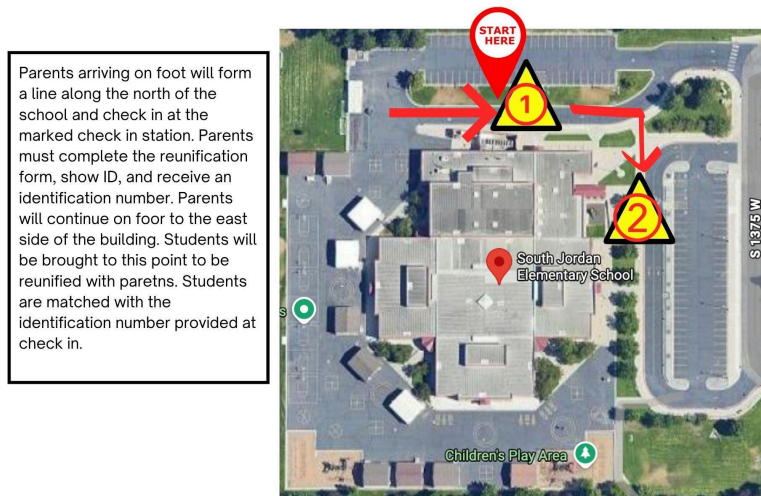
Maps of PCR Plans

Plan 1: In-School Reunification

Students will remain in their classrooms with teachers. Runners will come to get the students as their parents arrive. Reunification will take place in the east parent pick-up area.



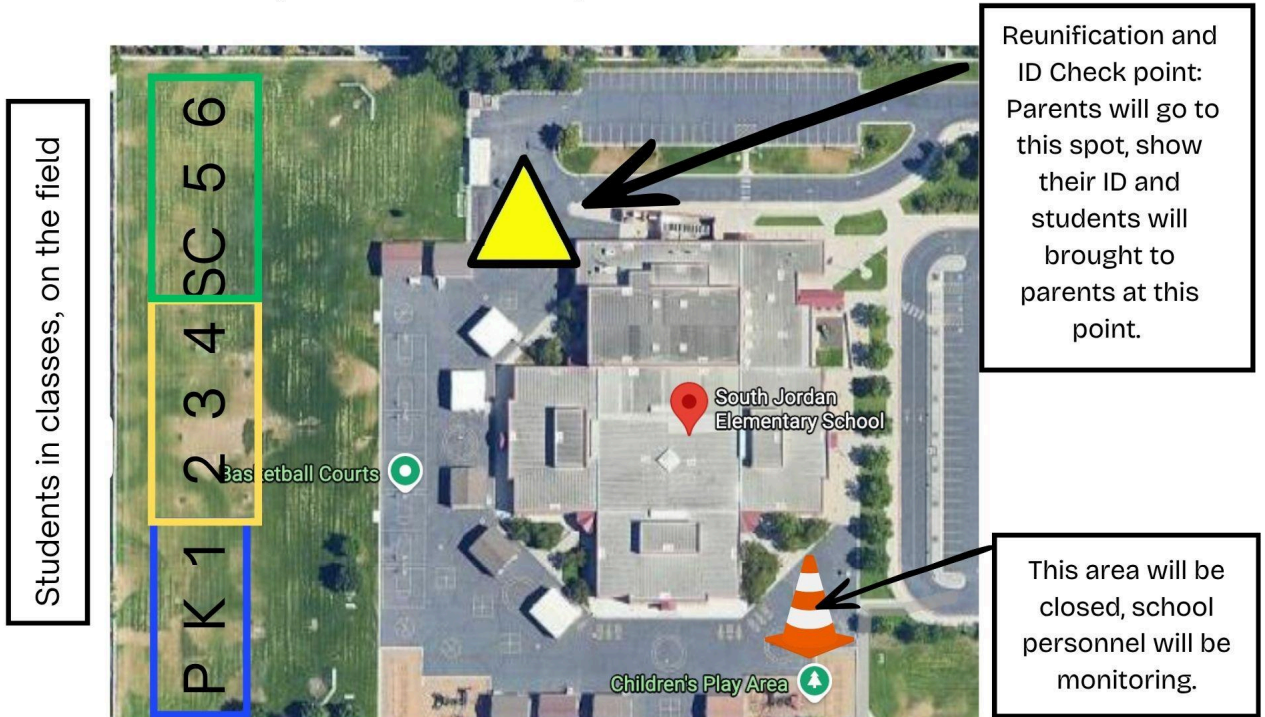
Walk up Location for In School Reunification (Parents arriving on foot)



Plan 2: On-Site Reunification Outside of the School

Students will be with their teachers in classroom groups on the field. Runners will come to get the students as their parents arrive. Reunification will take place where the school field meets the north parking lot.

On-Site (outside of school) Reunification Location



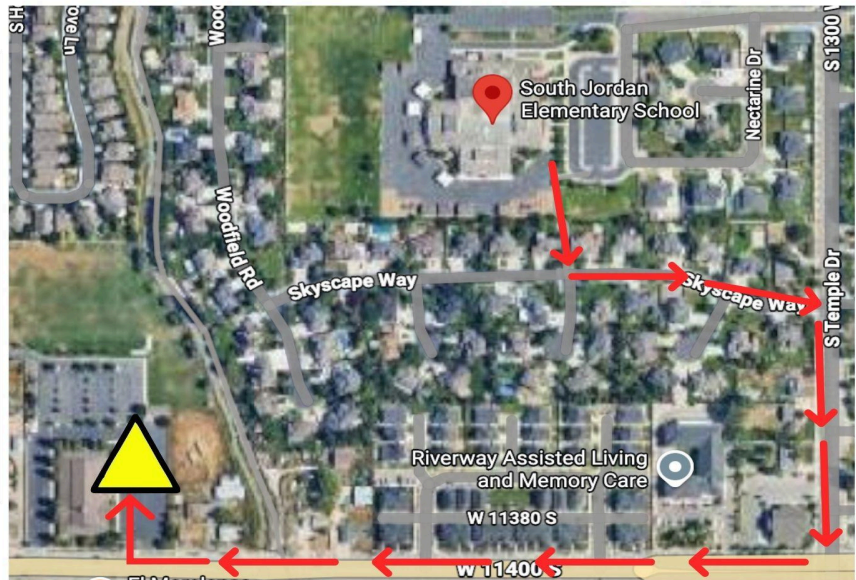
Plan 3: Off-Site Reunification

Students will be with their teachers in classroom groups. All students, teachers, and staff members will follow the safe walking route to the LDS Church, 1570 W 11400 S South Jordan, Parents will come to the Church for pick-up

Safe Walking Route:

Students, teachers, and staff will proceed to S. Temple Drive, using the cat walk to Skyscape Way and turning east. They will then proceed south on S. Temple Dr to 11400 South. They will turn west on 11400 south and enter the church parking lot.

Everyone will gather inside the church gymnasium or on the field south of the church building.



Reunification Procedure:

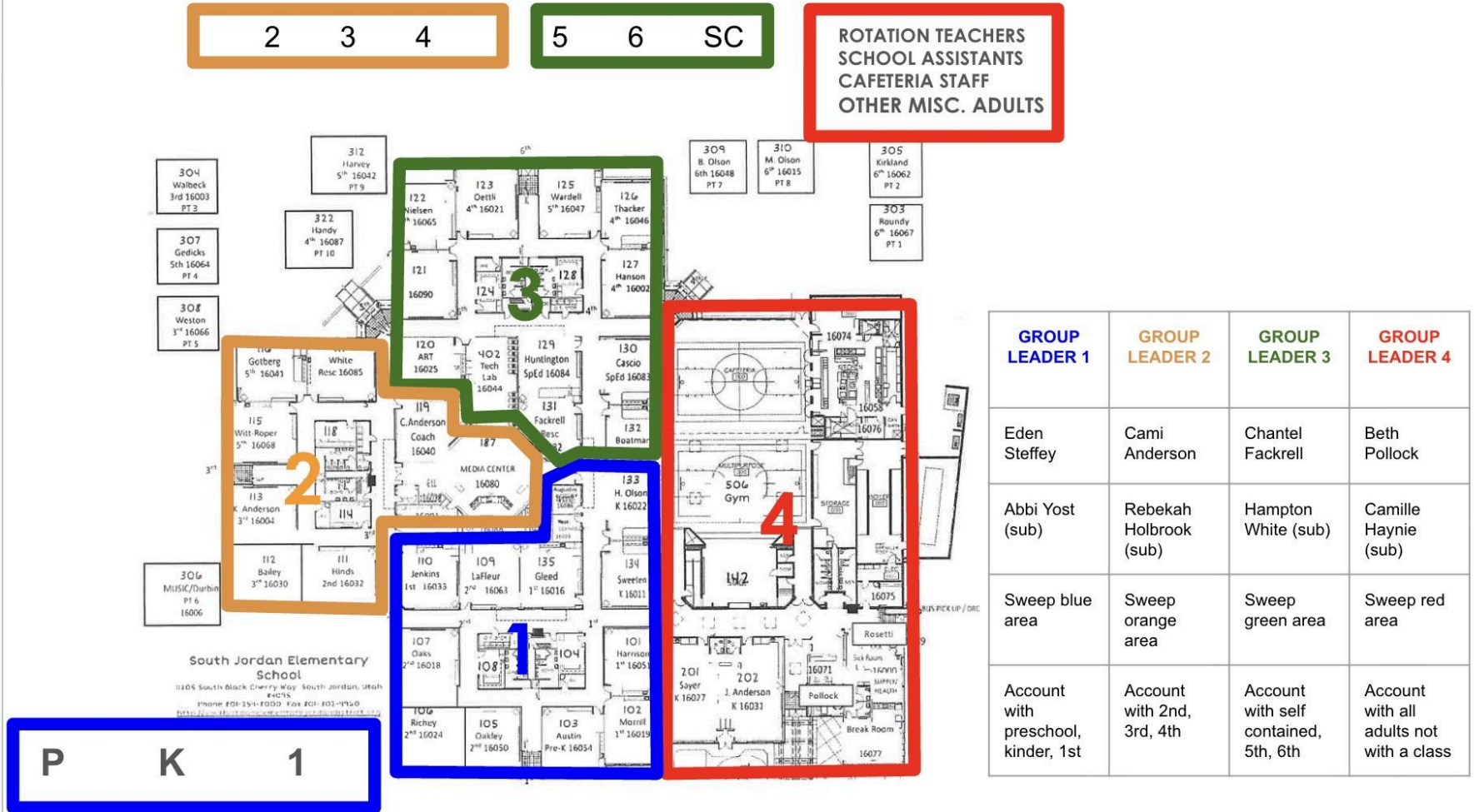
- Cars will enter from the southeast entrance.
- ▲ Parents will complete a reunification form and ID check in the east parking lot and will be given a reunification number.
- Reunification will take place north of the church building, either the south doors of the church building or the north entrance of the park.
- ◆ Cars will use the southwest exit to leave the area.



Procedures for PCR

1. Upon initiation of the reunification process, the school will issue an official alert via ParentSquare. To ensure site safety and mitigate traffic congestion, notifications will be distributed in staggered waves whenever possible, directing specific groups of parents to the site at designated intervals.
2. Greeters will pass out JSD Reunification Checkout Cards to parents and direct them to follow the correct flow of traffic.
3. Checkers will inspect the Reunification Checkout Card for completeness and initial the card after verifying parent/guardian ID.
 - a. Parents in cars will be kept in cars and given a number to place in their door window. Those cars with reunification numbers will be asked to drive to the north side of the school and wait in their cars for reunification.
 - b. If a parent/guardian does not have the proper identification, they will be referred to the Special Circumstances staff.
4. Checkers will then give the card to a Runner to retrieve the student(s) from the holding area. Parents will be directed to wait at the Reunification Area for their child(ren).
5. Runners will escort students directly to the Reunification Area, document the time of reunification, and initial the card. The card will then be given to the Documentation Officer.

South Jordan Elementary Incident Command



Assigned Vehicle # _____

STUDENT REUNIFICATION CHECKOUT CARD

To be filled out by Parent/Guardian

Date: _____ Time: _____

Parent/Guardian Name: _____

Relationship to Student: _____

Parent/Guardian Vehicle Make: _____ Model: _____

Color: _____ License Plate #: _____

| Student First Name | Student Last Name | Grade | Teacher | Track | Other |
|--------------------|-------------------|-------|---------|-------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

To be filled out by School Checker

Parent/Guardian ID Verified: _____ Y or N

Authorized to Checkout/Pick Up Student: _____ Y or N

Checker Name: _____

Checker Initials: _____

To be filled out by School Runner

Time Reunified: _____

Runner Name: _____

Runner Initials: _____

ASB May 2015