

THE STANDARD REUNIFICATION METHOD

SRM

THE REUNIFICATION PROCESS
AND RESOURCES



® STANDARD
REUNIFICATION METHOD

REx

SUPPORT MATERIALS FOR THE REUNIFICATION EXERCISE



STANDARD™ REUNIFICATION METHOD

AUTHOR/CONTRIBUTOR	VERSION	REVISION DATE	REVISION COMMENTARY
John-Michael Keyes	SRM V1	N/A	Original creator of this content. Pages are excerpted from the current SRM version.
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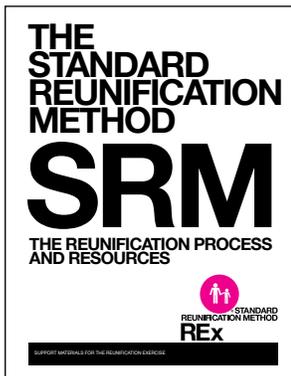
PEACE

It does not mean to be in a place where there is no noise, trouble, or hard work.

It means to be in the midst of those things and still be calm in your heart.

The Standard Reunification Method - REx Exercise Support Materials

Version 1.0



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THE “I LOVE U GUYS” FOUNDATION

On September 27th, 2006 a gunman entered Platte Canyon High School in Bailey, Colorado, held seven girls hostage, and ultimately shot and killed Emily Keyes. During the time she was held hostage, Emily sent her parents text messages... “I love you guys” and “I love u guys. k?”

Emily’s kindness, spirit, fierce joy, and the dignity and grace that followed this tragic event define the core of The “I Love U Guys” Foundation.

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DEDICATION

The “I Love U Guys” Foundation dedicates this book to the many people who have invested time, knowledge and caring toward the art of safely and responsibly reuniting students, guardians and families when daily routines are disrupted.

FORWARD

The concept for the Standard Reunification Method (SRM) isn’t new. There are many resources available to design a well-run reunification, however few have all the parts in one place. The SRM is a synthesis of common practices in use at a number of districts, departments, and agencies, as well as guidance provided by a variety of federal governmental agencies.

The evolution of SRP has included reviews, comments, and suggestions from a number of practitioners. As of 2023, the SRM has been subjected to tactical scrutiny by

hundreds of law enforcement agencies and operational review and adoption by thousands of schools.

ACKNOWLEDGMENTS

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Materials were also sources from FEMA.

INPUT AND GUIDANCE

We are grateful to the following people who helped with additional, indirect guidance for the Standard Response Protocol:

Pat Hamilton – Chief Operating Officer, Adams 12 Five Star Schools, Adams County, CO;

Bill Godfrey - C3 Pathways.

ADJUNCT INSTRUCTORS

The Foundation has a growing pool of skilled and trained instructors who conduct trainings around the country on a part time basis, bringing their expertise and knowledge to the table. They bring back information, and we work together to stay current and improve the programs.

CONTACT INFORMATION

The “I Love U Guys” Foundation can be reached online at <https://iloveuguy.org>.

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SRM Staging the

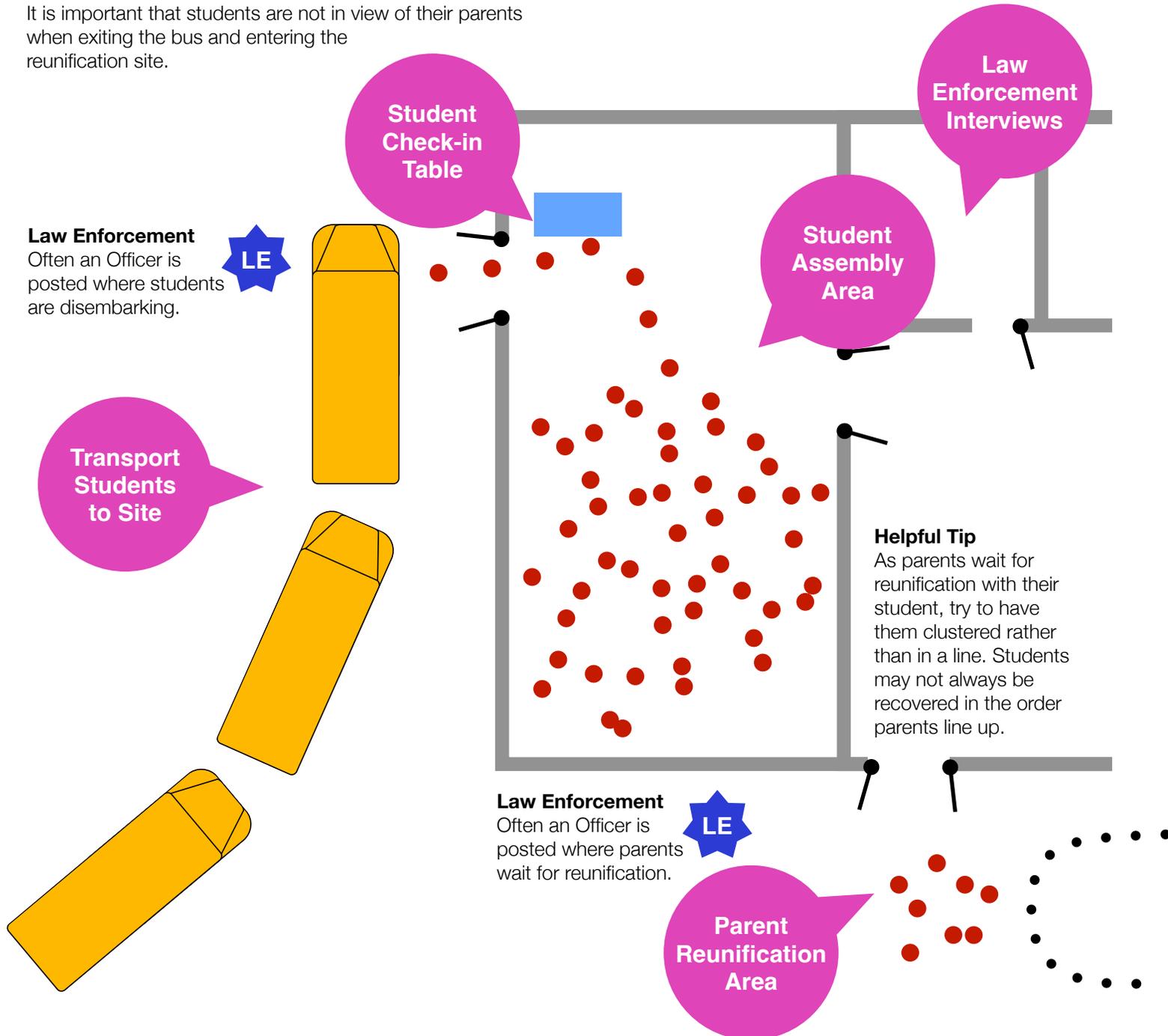
ASSEMBLY AREA STUDENTS ENTER OUT OF PARENTAL VIEW

Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium. Upon arrival, students are verified against a master roster.

It is important that students are not in view of their parents when exiting the bus and entering the reunification site.

GREETING AREA PARENTS ARE MET HERE

As parents arrive, signage directs them to Parent Check-in Table. Greeters begin the process by asking parents to complete the Reunification Card.



Reunification Site

CHECK-IN TABLE

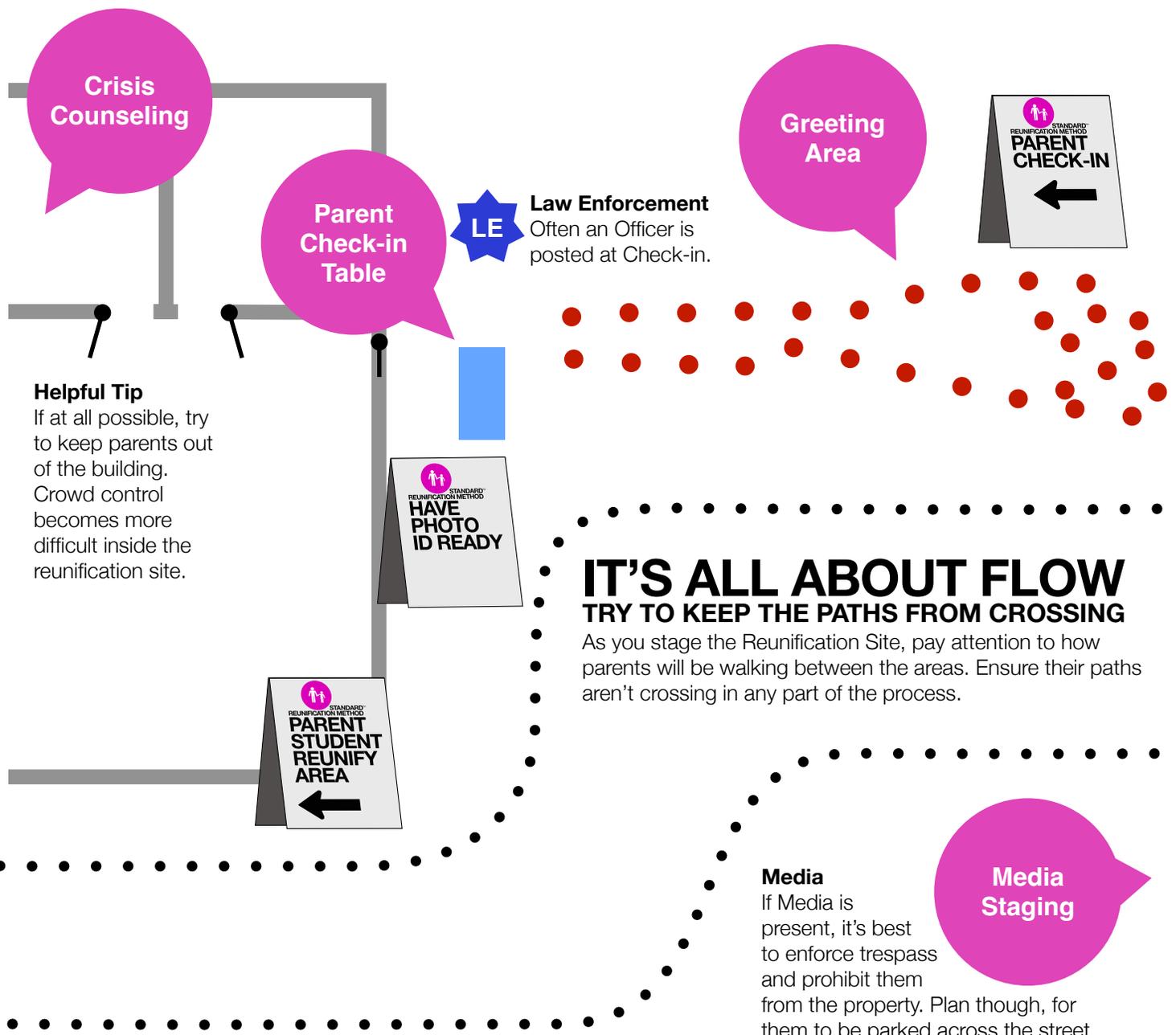
SET UP MULTIPLE LINES

Establish parallel check-in lines based on first initial of last name. Checkers verify ID and custody.

REUNIFICATION AREA

PARENT STUDENT REUNIFICATION

As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.



SRM The Process

Step 1

Greetings

As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

Step 2

Parents fill out card

Parents complete the information requested on the card, and begin to self sort into lines.

Step 3

Checkers Verify ID

Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.

Reunification Information PLEASE PRINT CLEARLY
Have photo identification out and ready to show school district personnel.

Student Name _____ Student Call Phone Number _____
 Student Grade _____ Student Call Phone Number _____
 Name of person picking up student _____
 Signature _____
 Phone number of person picking up student _____
 Relationship to student being picked up _____

School personnel completes:
 Photo identification matches name of person picking up student? Yes No

Parent/Guardian completes:
 Print Student Name Again _____ Student Grade _____
 Teacher _____
 Student Birthday _____

School personnel completes upon release of student:

Reunification Information PLEASE PRINT CLEARLY
Have photo identification out and ready to show school district personnel.

Student Name Suzie Smith Student Call Phone Number 720-554-1212
 Student Grade 8th Student Call Phone Number 720-554-1212
 Name of person picking up student John Smith
 Signature John Smith
 Phone number of person picking up student 720-554-7123
 Relationship to student being picked up Parent

School personnel completes:
 Photo identification matches name of person picking up student? Yes No

Parent/Guardian completes:
 Print Student Name Again Suzie Smith Student Grade _____
 Teacher 8th
 Student Birthday July 4th 2004

School personnel completes upon release of student:

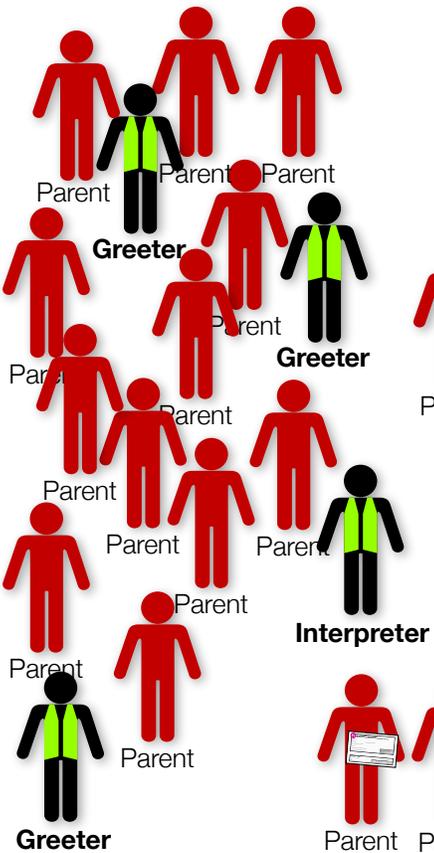
Reunification Information PLEASE PRINT CLEARLY
Have photo identification out and ready to show school district personnel.

Student Name Suzie Smith Student Call Phone Number 720-554-1212
 Student Grade 8th Student Call Phone Number 720-554-1212
 Name of person picking up student John Smith
 Signature John Smith
 Phone number of person picking up student 720-554-7123
 Relationship to student being picked up Parent

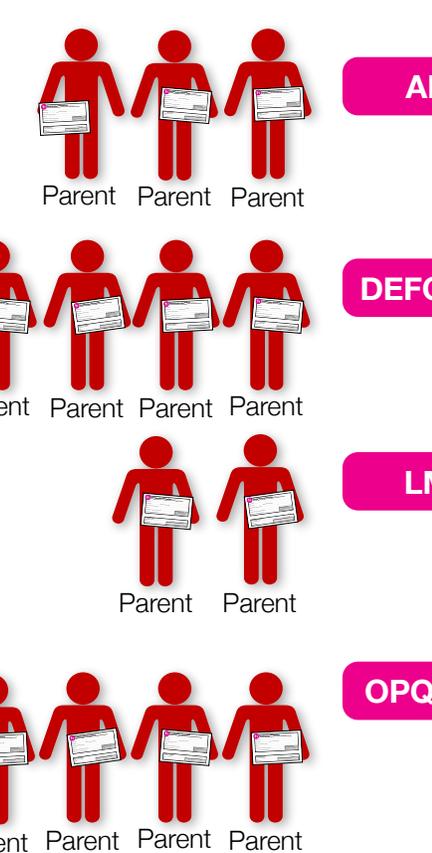
School personnel completes:
 Photo identification matches name of person picking up student? Yes No

Parent/Guardian completes:
 Print Student Name Again _____ Student Grade _____
 Teacher 8th Suzie Smith
 Student Birthday July 4th 2004

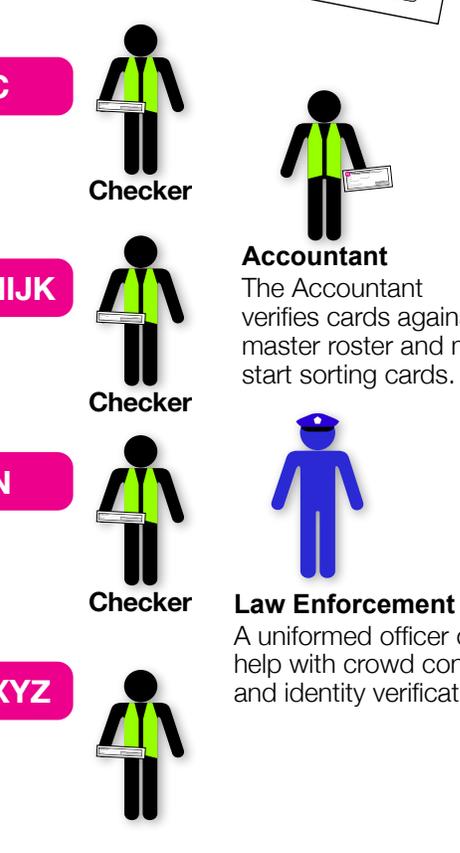
School personnel completes upon release of student:



Greeter
 Greeters manage the initial intake of parents. They explain the process and answer questions that may arise.



Checker
 Checkers verify identification. In some cases custodial authority may need verification as well.



Checker
 Checkers verify identification. In some cases custodial authority may need verification as well.

in 6 easy steps

Step 4

Reunification Area

At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

Step 5

Student Reunification

The Reunifier returns the student to their parents asking the student if they feel comfortable leaving with that adult. They then note the time, and initial the bottom of the card.

Step 6

Accountability

The Reunifier delivers the bottom of the card to the Student Assembly Accountant. The Accountant may start sorting the cards.

Parent/Guardian completes: Print Student Name Again: Suzie Smith Student Grade	School personnel completes upon release of student
Teacher: 8th	
Student Birthday: July 4th 2004	Time Initials Date

Parent/Guardian completes: Print Student Name Again: SUZIE SMITH Student Grade	School personnel completes upon release of student
Teacher: 8th	15:25 PH
Student Birthday: July 4th 2004	

Parent/Guardian completes: Print Student Name Again: SUZIE SMITH Student Grade	School personnel completes upon release of student
Teacher: 8th	15:25 PH
Student Birthday: July 4th 2004	



Principal

It may be beneficial to have the school principal in the area where students and parents are reunited.

What If?

the student isn't there?

If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

Parent/Guardian completes: Print Student Name Again: SUZIE SMITH Student Grade	School personnel completes upon release of student
Teacher: 8th	
Student Birthday: July 4th 2004	Time Initials Date

Separate

the parent from the line

The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.



Law Enforcement

A uniformed officer can help with crowd control and keep the peace.





Resources

REUNIFICATION ROLES AND DUTIES

The following outlines the roles and duties of the Reunification Team. Not all these roles need to be filled for every reunification. For detailed tasks see the Job Action Sheets found at <https://iloveguys.org/The-Standard-Reunification-Method.html>

Accountant Assemble rosters of who is on site and assist in identifying missing students or staff. In a very small reunification, one person can fill the role of Accountant and Checker.

Checkers Verify ID and possibly custody rights of parents or guardians. Direct parents to Reunification Area.

Class Leaders Teachers and Staff who arrive with students remain in the Student Assembly Area to manage students. Additional people may be assigned to this task.

Communications Facilitate radio and other communication needs.

Entertainment Director At the elementary level, deploying a projector and screen can reduce student stress. With middle and high school students, consider turning on a television and tuning to local news if appropriate.

Facilities Coordinate any physical plant needs.

Finance/Administration Chief Establish and manage administrative staff.

Flow Monitor Observe and remedy process hiccups. They must be detail-oriented. Remember, accuracy is important.

Greeters Help coordinate the parent lines. Tell parents about the process. Help verify parents without ID. Your most friendly staff members are good in this role.

Leads For span of control, some roles may need leads.

Liaison Officer Communicate with Fire, Medical or Law Enforcement.

Logistics Chief Establish and manage logistical staff.

Nutrition Services Provide snacks and water.

Operations Chief Establish and manage operational staff.

Parent Check-in Director Establishes and manages the check-in process.

Planning Chief Establish and manage planning staff.

Public Information Officer Communicate with parents and press, if appropriate. Coordinate use of mass calls or text messages.

Reunification Incident Commander Coordinates Priorities, Objectives, Strategies, and Tactics for an accountable, easy reunification of students with parents.

Reunifier Take the bottom of the Reunification Card to Assembly Area, locate the student and bring them to Reunification Area. Ask the student, "Are you okay going home with this person?"

There's a lot of walking involved, so consider that when assigning people to this role.

Runner Assist Incident Command if needed.

Safety Officer Observe site and remedy safety concerns.

School Principal Serves as the "Face of the school" at the Reunification Area.

Scribe Document events. A yellow pad is sufficient.

Social Media Team Monitor social media. Tweet parents and press, if appropriate.

Student Assembly Director Establish and manage the Student Assembly Area.

Transportation Directs transportation needs.

Mental Health Supervisor Oversees the coordination of mental health practitioners from a variety of agencies.

Victim Advocates/Mental Health Professionals Standby unless needed.

Medical Staff Nurses or EMS personnel on-site

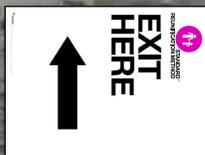
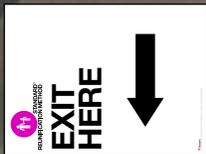
Exit Director The final person the students and parent/guardian see during the reunification process. They are available to answer any questions. Their most important role is to be a friendly face who offers a wave or hug. Often the school principal likes to fill this role.

Planning:

The following pages show how a school or district might prepare some mapping and staging plans.



STANDARD REUNIFICATION METHOD SIGNAGE STAGING

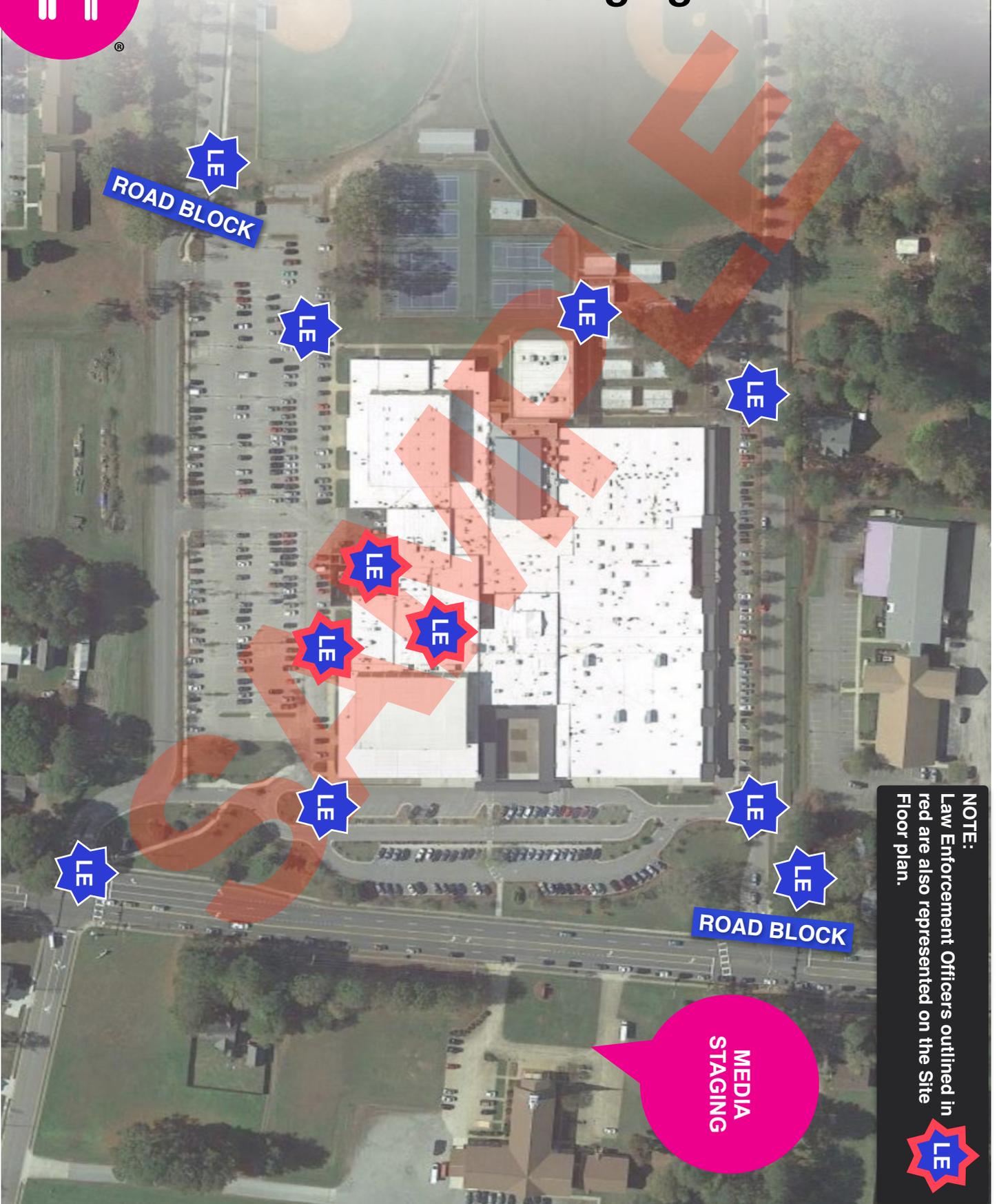


ROAD BLOCK





Standard Reunification Method Law Enforcement Staging

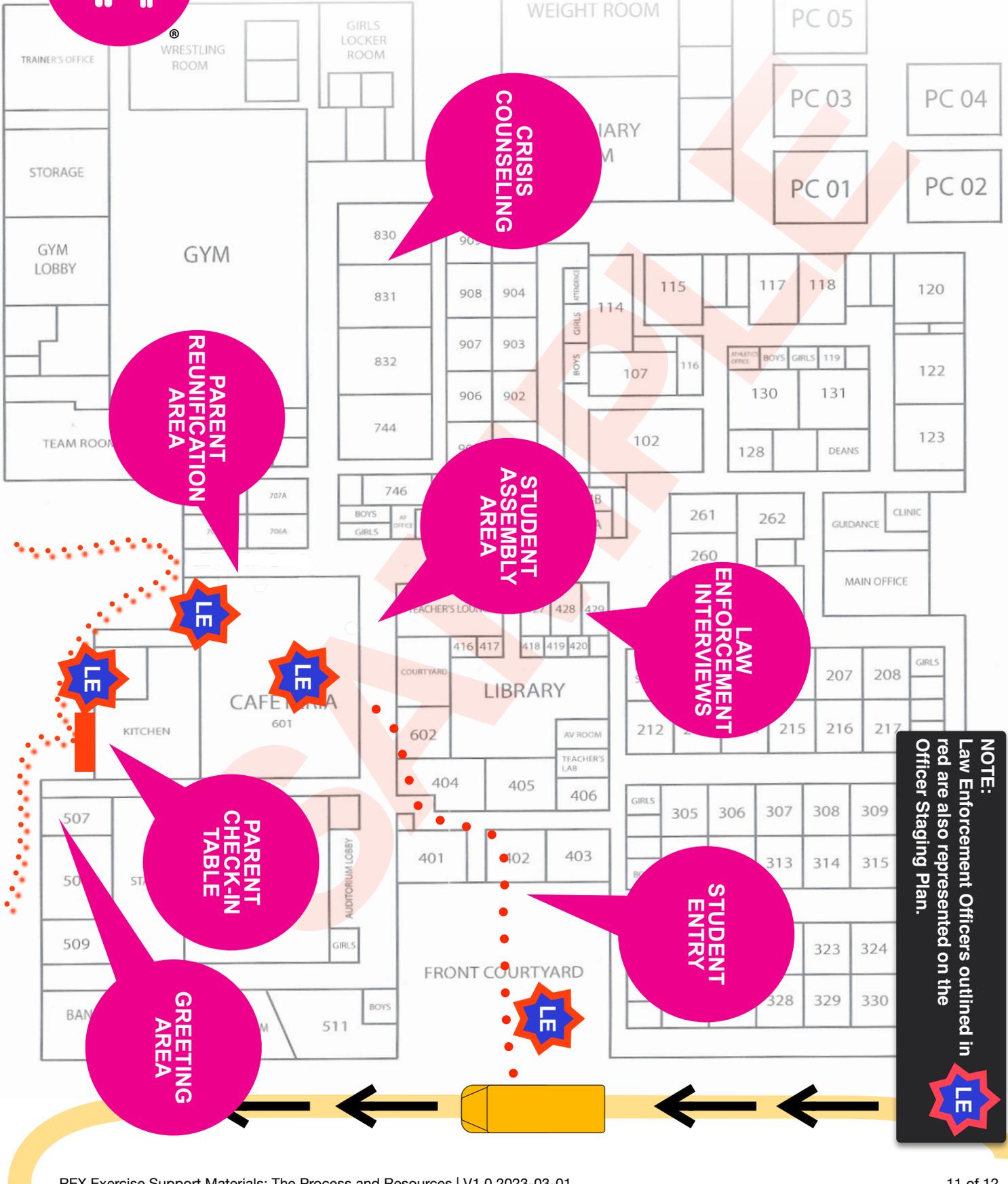


NOTE:
Law Enforcement Officers outlined in red are also represented on the Site Floor plan.



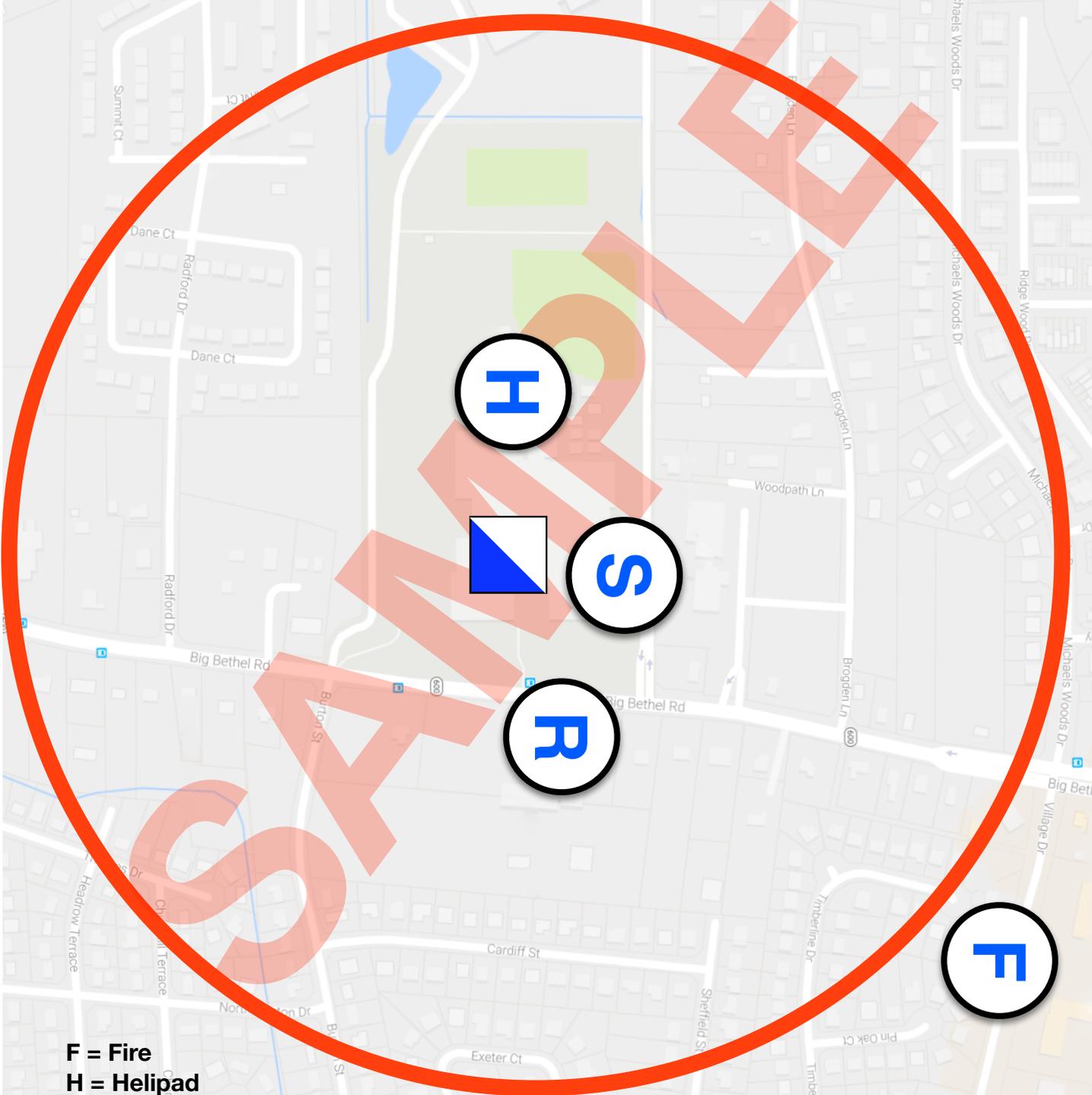


Standard Reunification Method Interior Staging





STANDARD REUNIFICATION METHOD FIRE/EMS STAGING



- F = Fire**
- H = Helipad**
- S = Staging**
- R = Reunification**