

Chapter 2: Preparedness

Reunification Procedures (Worksheet)

If our emergency response requires an evacuation, we will go to: _____
Evacuation site

Our back-up site will be: _____
Secondary evacuation site

If our emergency response requires us to shelter-in-place, we will shelter in: _____
Location in building

If an emergency occurs, _____ will contact you about how we responded and
Staff member
give you any information you might need.

If your child needs to be transported for medical care:

⊕ The child will be accompanied by _____.
Staff member

⊕ The child will be taken to _____, if possible.
Hospital name

If you and/or your emergency contacts are unable to pick up your child after the all-clear is announced, the following staff member, _____, will stay with your child until they can be picked up (but no longer than _____).
Time frame

Remember:

Different emergencies require different response. How will you communicate with parents and guardians during an evacuation? What about during shelter-in-place or lockdown response? Will you send an “all-clear” message?

Communication is key! Be sure your plan includes steps and guidance to keep parents and guardians informed during your response.