

Parent Reunification

Front desk Inside Greeter

As of October 4, 2010

Job:

Ensure parents/authorized individuals have a valid photo identification
Help parents start the process by explaining how to fill out the release form.

Equipment:

- 1) Make sure release forms and pencils are available on front tables
- 2) Wear your District Identification tag

Duties:

- 1) Watch as parents/authorized individuals come into the Church/Relocation site, make sure they understand a photo identification and parent authorization is needed to proceed.
- 2) Point out the release forms
- 3) Explain that filling out the release form is the first step.
- 4) Explain that if they are there to pick up multiple children, they need to **fill out a form for each child.**
- 5) Help with any questions about the process.
 - Complete the form
 - Move to side release point
 - Exit out doors on either side of main entrance

If you need help, contact the Front Desk/Reporting Point Supervisor

Important:

Take care of yourself. Take breaks and be sure to drink plenty of fluids.

Parent Reunification Team
Front desk/Reporting Point Staff
As of October 4, 2010

Job:

You act as the first step to screen and ensure only authorized individuals are reunified with students.

Equipment needed:

- Laptop
- Signs displayed on windows above doors to sanctuary: A-F, G-M, N-S, T-Z
- Wear your District photo ID

Duties:

- 1) Make sure the laptop is logged on to Infinite Campus. If not, ask the Front Desk/Reporting point supervisor to help you log on.
- 2) Look at the top form of the Student Release Form
- 3) Check the name of the adult picking up student and verify with their photo identification.
- 4) **If they have no photo ID, or it does NOT match** with their name, explain that, for the safety of students, they can NOT proceed through the process.
- 5) Check the name(s) of the student(s). Parents can pick-up multiple children, **they need a release form for each child.**
- 6) Use Infinite campus to ensure the adult is authorized to pick-up the student.
- 7) From the Infinite Campus main page
- 8) Make sure you are on the school's listing
- 9) Select the Search Button
- 10) Select Search by Student
- 11) Enter the student's last name and press Go.
- 12) This will bring up a screen with corresponding last names for all students in the school.
- 13) Check the form and select the first name of the student.
- 14) This brings up a General Student page.
- 15) Scroll down to a Parent Reunification Box.
- 16) There are four choices:
 - Y means Yes, Parents, those listed as Parent Reunification AND Emergency contacts are authorized to pick up child.
 - N means **only** Parent and those specifically identified as Parent Reunification are authorized. Emergency Contacts are NOT authorized.
 - O means **only the parents** are authorized to pick up the student
 - Blank means the release form was not completed and signed by the parent, only parents can pick up the child.
- 17) Now enter the next student's name and start the process again.
- 18) **If they are NOT authorized**, explain that, for the safety of students, they can NOT proceed through the process.

- 19) **If parents become combative, ask them to step aside to speak to your supervisor and ask next person in line to come forward.**
- 20) If photo ID and authorization is complete, check yes on proof of ID on the form.
- 21) Give the form to a runner and point out the name of student on the form.
- 22) Ask the parent to move around the church to a side release point table. As you face the sanctuary doors: A-M to the Left, N-Z to the right.

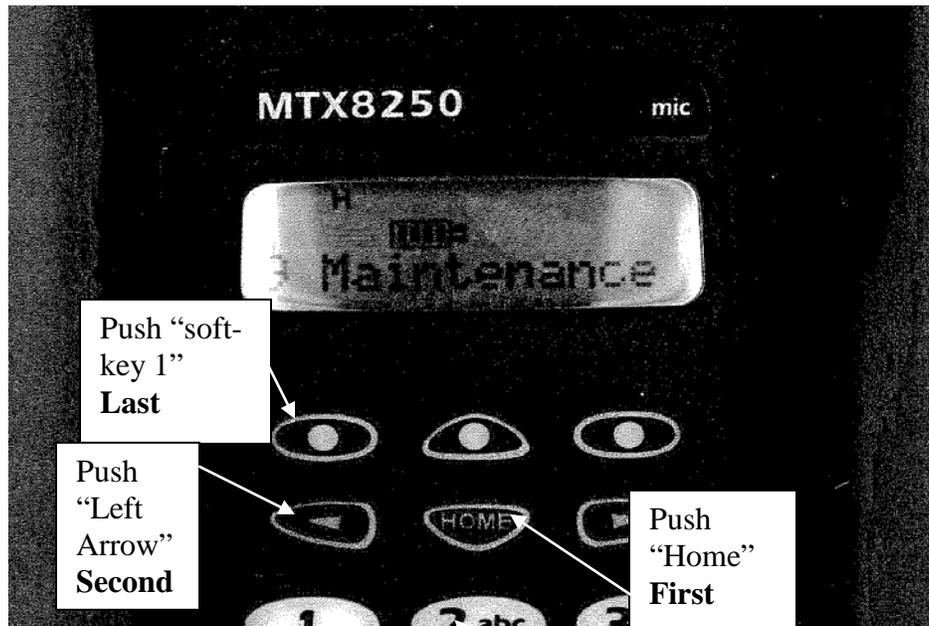
If you need help contact the Front Desk Reporting Point Supervisor

Important:

Take care of yourself. Take breaks and be sure to drink plenty of fluids.

Ankeny School District FM Radio How to Change Channels

Original Radio Channel Changing Procedures



- *Once you have pressed all three buttons in sequence, your channel name will begin blinking
- *Once blinking, use right arrow or left arrow to change channels
- *Once you have located the correct channel, you MUST press HOME to lock in

Four District Radios (Jacy, Craig, Blake, Kristy) have all-time scan on channels:
1-Bus, 2-Bus, 3-Emergency, 8-Food Service, 9-Maint, 10-Admin Office, 14-HS, 16-NV, 19 and 20...

New Radios: Procedure to Change Back and forth between Channels 1 -16 and 17 – 28

To Move From Channels 1-16 to higher channels of 17 – 28

Push Menu button found on front of radio, Contacts will come up
Push either Arrow button to scroll through options until you hit Zone
Push OK button
Push Arrow button to move from Zone 1 to Zone 2
Push OK button and it will display the Zone you selected.
Zone 2 has channels 17 – 28 and you can select your channel with Channel Selector on top of the radio.

To get back to Channels 1-16 follow the same procedure

Push Menu button found on top of radio.

Push Arrow button to scroll through options until you hit zone

Push OK button

Push Arrow button to move to Zone 1

Push OK button and Zone selected will be displayed.

Now use Channel selector to select appropriate channel for Zone 1, 1-16.

Parent Reunification Team

Supervisor – Front Desk/Reporting Point

As of October 4, 2010

Job:

- Oversee all activity at the front desk/reporting point.
- Review and understand job description for front desk/reporting point staff.
- Ensure the safety of staff, rotate staff for breaks, watch their activity and performance.
- IT support: be familiar with steps involved to log on to Infinite Campus and to look for authorization by parents.
- Initial complaint handler of parents

Equipment:

- Laptop log on information
- Infinite Campus information to review parent authorization.
- Make sure front desk/reporting point is set-up properly with tables, release forms, and signs are appropriate displayed above doors to sanctuary for the four lines.
- Be sure you have a District radio that is on Channel 3. (Procedures are attached to the back of this job description.)

Duties:

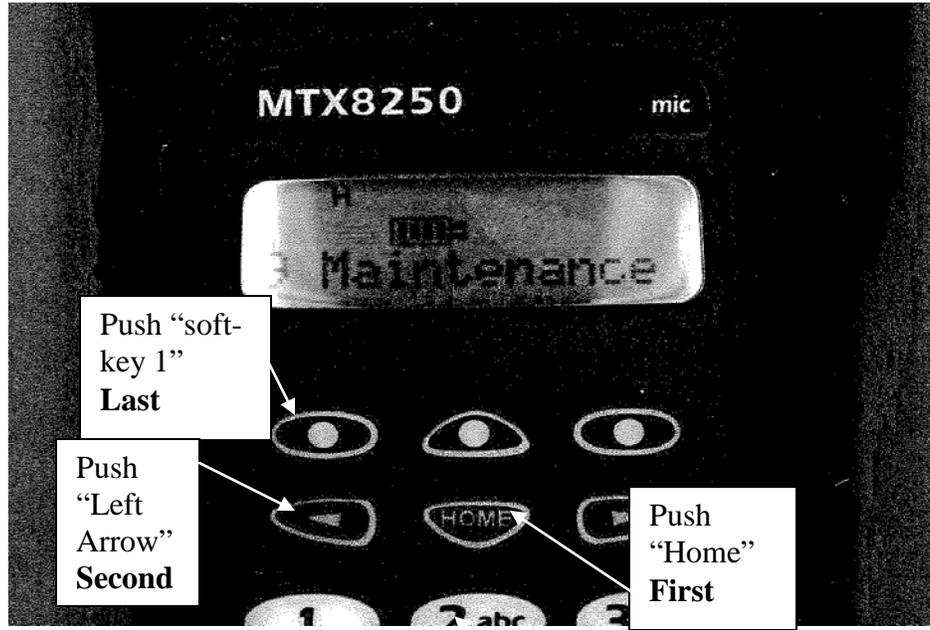
- 1) Help with any IT issues associated with logging Laptops into Infinite Campus
- 2) Help with any issues that arise at front desk.
- 3) Ensure safety of the staff.
- 4) If you see an issue with a parent, step in ask the parent to step aside.
- 5) Listen to the complaint
- 6) Explain the procedures are set-up for safety of student.
- 7) If they insist, use the Radio to call the Incident Commander/School Principal to come forward.

Important:

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Parent Reunification Team

Holding Area Teachers and Captains

As of October 4, 2010

Job:

Your job is the safety and accountability of students in the holding area, until a runner comes and they can be reunified with their parents/authorized adults. Accountability to ensure you track location of your students is key.

Equipment:

- Make sure students are gathered around the proper signs in the Sanctuary.
- K-5 students are grouped by grade level.
- Secondary students are grouped into four areas by name, A-F, G-M, N-S, T-Z
- Zone captains equipped with district radios in the holding area wear green vests.
- Wear your District ID

Duties:

- 1) When a runner comes to your area requesting a student, double check the name of the student on the form with the student in your area.
- 2) Based on location of the student, complete the appropriate box under Holding Area on the form.
 - Available and Sent with runner
 - Not Available because Absent, First Aid, Grief/Stress Counseling, Missing, Other.
- 3) If missing, contact the Incident Commander for help to locate the student.
- 4) If there are any appropriate comments for the parent, include them on the bottom of the form.
- 5) Maintain the safety and accountability of your students until the next runner comes to your area.
- 6) Be flexible, you may be asked to fill in on other roles in the reunification process.

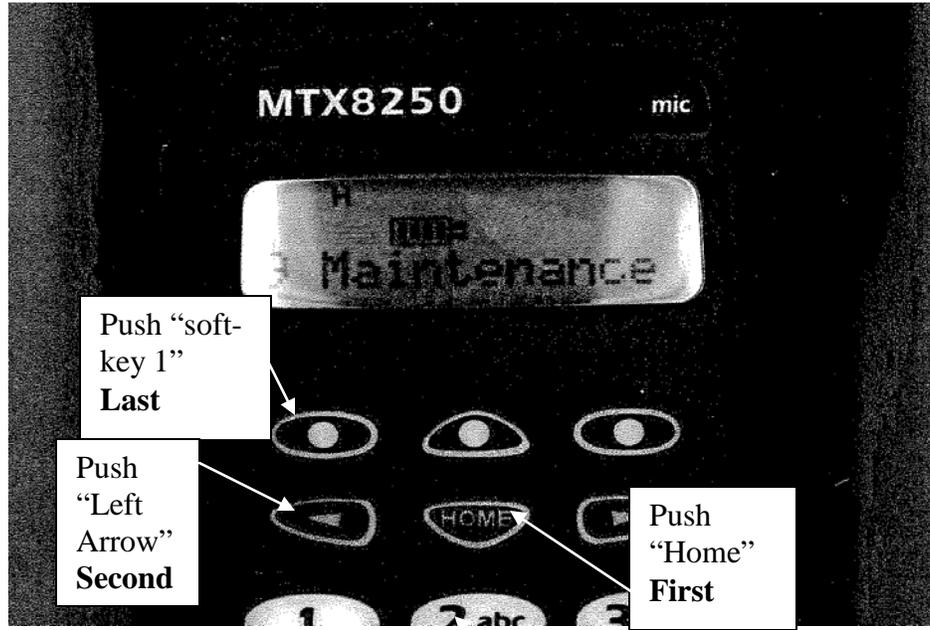
If you need help contact Incident Command on your Radio using Channel 3

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Parent Reunification Team

Outside Greeter

As of October 4, 2010

Job:

Your job is to act as the initial information point for parents/authorized individuals entering the process.

Key message points:

- Photo identification needed to proceed
- Only authorized individuals can pick-up students
- One form for each student

Equipment needed:

- Megaphone
- Be sure front 4 X 4 sign is posted: A-M to the left, N-Z to the right
- Wear your District Identification tag

Duties:

Use the megaphone and interact with parents explaining

1. For student safety, a photo identification is needed to proceed
2. Only those authorized by parents on the District's data base can pick-up students
3. The initial step is completing a release form available inside the church
4. One form is needed for each student you are picking up.
5. Please be patient as we move through the process

If you need help, contact the Front Desk/Reporting Point Supervisor

Important:

Take care of yourself. Take breaks and be sure to drink plenty of fluids.

Parent Reunification Team

Release Point Staff

As of October 4, 2010

Job:

You are the final step in the reunification process. Accountability of the student, and ensuring they are released to authorized individuals is the key to your position.

Equipment:

- A box to store completed forms.
- Make sure you have a District Radio that is on Channel 3. (Procedures are attached to the back of this job description.)
- Wear your District ID tag.

Duties:

- 1) A parent will come to the desk, ask for the name of the student(s) they are picking up.
- 2) A runner should bring the student(s) and a Release Form to your area. There should be a separate release form for each student.
- 3) Double check the Release Form.
 - Has Yes for Proof of ID and Permission for Pick-up been filled in by reporting point staff?
 - Has appropriate box been completed by holding area staff?
 - In some cases a nurse, counselor or Incident Commander/School Principal will come forward to explain status of the child
- 4) Have the Parent/Authorized Adult sign the bottom of the form
- 5) Reunite the parent and student and ask them to exit in the door directly behind
- 6) Date, Time and Sign your name on the bottom of the form
- 7) Save the form in the box that has been provided

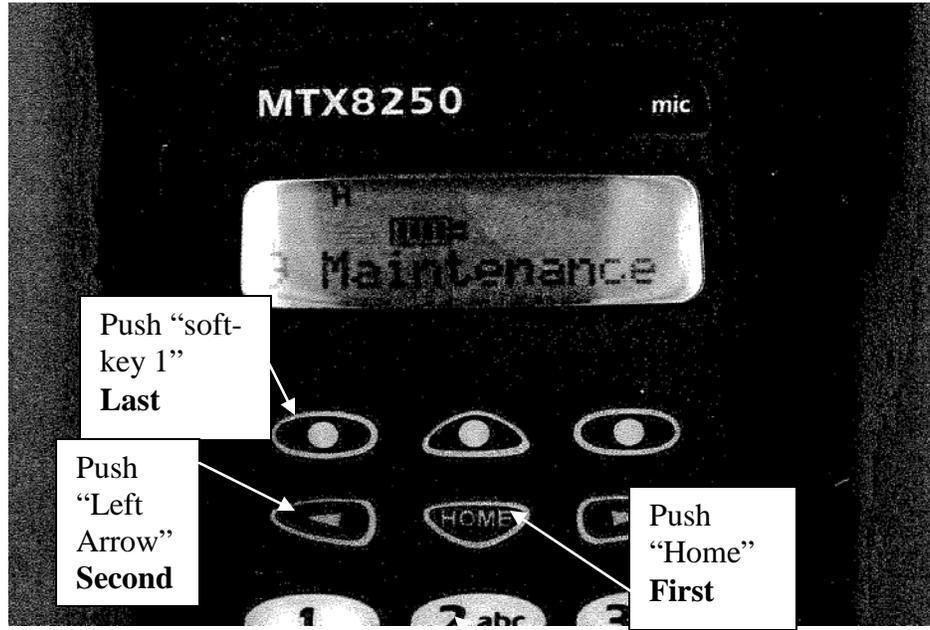
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Parent Reunification Team

Runners

Page 1 of 2

As of October 4, 2010

Job:

Help to reunify parents and students by locating students and escorting them to the release point.

Equipment:

- District ID
- Clipboard

Duties:

- 1) Acquaint yourself to the layout of the Church and different reunification facilities:
 - Student holding area in main sanctuary
 - First aid, found on south side or right of main doors
 - Grief/stress counseling, found on north side or left of main doors
 - Incident Command, found in Sound booth behind main sanctuary.
- 2) You will be handed a release form by front desk/reporting point staff. If there are multiple students being picked up by the same parent, you could be handed two or more forms.
- 3) Check the name(s) and grade levels of the student(s) found on the top of the release form
- 4) Go into the sanctuary and locate the teacher/staff member in charge of the student in the holding area.
 - Elementary students will be gathered by Grade levels
 - Secondary students will be gathered by last names
- 5) Give the teacher the release form.
- 6) **If student is available** they will check the Sent with Runner box.
- 7) Escort the student(s) to the release point found on side doors of the sanctuary, outside in the hallways. As you face the sanctuary stage, A-M to the left, N-Z to the right.
- 8) If not available for the following reasons take these steps:
 - **First Aid:** Go to first aid, locate the student. Ask the nurse if parent and student can be reunified.
 - If yes, escort the student to the parent at the release point.
 - If no, ask the nurse to go to the release point and explain the situation to the parent.
 - **Grief/Stress Counseling:** Go to counseling area, locate student. Ask counselor if parent and student can be reunified.
 - If yes, escort the student to the parent at the release point.
 - If no, ask the counselor to go to the release point and explain the situation to the parent.

Runners Job Description
Page 2 of 2

- **Absent, Missing or Other:** Go to Incident Command Post, ask them to handle the situation and meet with parent at release point.
- 9) Report back to Front Desk/Reporting station for next form.

Important:

Take care of yourself. Take breaks and be sure to drink plenty of fluids.