

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

FAMILY REUNIFICATION RESOURCE GUIDE

Planning Resources from OSHS & REMS TA Center

- [Family Reunification Annex Web Page](#). This Web page is an HTML-version of the [Guide for Developing High-Quality School Emergency Operations Plans \(School Guide\)](#) that provides considerations for developing a Family Reunification Annex to a school's emergency operations plan (EOP).
- [Family Reunification Downloadable Training Package](#). This training includes a PowerPoint presentation with speaker notes, instructions, resource guide, and tabletop exercise, and is part of a series that can be used by practitioners to brush up their own knowledge or to teach others.
- [Family Reunification—Techniques That Work Forum](#). In this Community of Practice (CoP) forum, users can discuss techniques and lessons learned to help students reunite with their families following emergency events. Users are also encouraged to share their own family reunification activities, questions, and resources here. Access to this forum requires CoP log-in credentials, which are available to the public.
- [Sample Family Reunification Annex](#). This sample annex was developed by the OSHS and REMS TA Center to provide examples of goals, objectives, and courses of action for before, during, and after an emergency that prevents normal school dismissal and requires family reunification.
- [Tool Box](#). The Tool Box virtual library contains family reunification planning resources developed by school emergency managers in the field. The library includes job descriptions and procedures for the family reunification team, as well as an informational pamphlet and training video that highlights the roles and responsibilities of families during family reunification:
 - [A Parent's Guide to School Emergencies Training Video](#) (Los Angeles Unified School District, California)
 - [Emergency Information Guide for Parents and Guardians](#) (Wayne County Regional Educational Service Agency, Michigan)
 - [Parent Reunification Team Job Descriptions](#) (Ankeny Community School District, Iowa)
 - Family Reunification Card (Lincoln County School District, Oregon)

[Guide for Developing High-Quality School Emergency Operations Plans](#) (U.S. Department of Education [ED], U.S. Department of Homeland Security [DHS], Federal Emergency Management Agency [FEMA], U.S. Department of Justice [DO]), Federal Bureau of Investigation (FBI), and U.S. Department of Health and Human Services [HHS]). This publication describes planning principles and the six-step process to create a K-12 school emergency operations plan (EOP). Recommendations for developing a Family Reunification Annex can be found on page 31.



If you have questions or need additional assistance, please contact the REMS TA Center at
(855) 781-REMS (7367) or info@remstacenter.org.
[@remstacenter](https://remstacenter.org) <https://rems.ed.gov>



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- [Topic-Specific Resources to Support Your Emergency Planning: Family Reunification](#). This Web page provides useful resources on the topic from the REMS TA Center, ED, and Federal partner agencies. The materials are organized into the before, during, and after phases of an emergency.

Collaboration Resources from OSHS & REMS TA Center

- [Collaboration: Key to a Successful Partnership Publication](#). In this publication, considerations are provided for initiating collaboration, managing a collaborative team, and strengthening the partnership. This includes identifying potential collaboration members, engaging members appropriate to community and school needs and capabilities, developing a positive interpersonal network, building a strong communications network, developing mutually beneficial working relations and procedures, adapting to changing need and capacity, and sustaining collaboration.
- [Communication and Collaboration During Natural Disasters: The Lessons Learned From Past Experience \(Lessons Learned, Volume 3, Issue 2\)](#). This publication features the wildfires of 2007 in San Diego County and briefly describes the parent-child reunification at an elementary school during the incident.
- [Developing High-Quality School EOPs: A Collaborative Process Webinar](#). This event focuses on the importance of collaborating with community partners in planning efforts. The Webinar covers what roles community partners can play during the EOP development and maintenance process, obstacles that can occur during the collaborative process and methods for mitigating them, and examples of successful collaboration with partners.
- [Families as Partners in School Emergency Management Helpful Hints Publication](#). This publication provides considerations for the development of a family reunification annex, identification of reunification sites, and maintenance of emergency information cards and student release forms. The publication also discusses the importance of involving families in school emergency management planning, provides strategies for forming partnerships with families, and offers information on training families and developing a communication and warning annex that accounts for communicating with families.

Other Resources

- [Backpack Contact Information Card](#) (Centers for Disease Control and Prevention [CDC]). This printable worksheet prompts families to indicate basic information about their child and the best contact information for the family. This card may be placed in the backpacks of students so that they may have pertinent contact information en route to and from school, during before- and after-school activities, and while school is in session.



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- [Do the Prep Step! Web Page](#) (Save the Children). Resources and information on this page address providing In Case of Emergency contacts, making a home emergency plan, and gathering emergency supplies.
- [Easy as ABC: Three Steps to Protect Your Child During Emergencies in the School Day Worksheet](#) (CDC). This printable worksheet may be used by families as they engage in family preparedness and play a role in school emergency management planning. The resource prompts families to identify their school's family reunification site(s) and mode of notification.
- [General Suggestions for Parent-Student Reunification Plan for Schools Publication](#) (Washington State, Office of Superintendent of Public Instruction). This resource provides planning considerations for family reunification, such as creating agreements with potential reunification sites. Sample forms are also provided, such as release documentation and directions for a family reunification drill.
- [In Case of Emergency Card](#) (Save the Children). After parents or guardians enter their information, their child's, and those of emergency contacts on this Web page, a PDF is automatically generated that can be kept with a child to facilitate communication in an emergency situation.
- [Reunification After a Community-Wide Disaster: Planning Tools for Schools Webinar](#) (OSHS & REMS TA Center). Presenters in this Webinar discussed issues related to minors being separated from their parents or legal guardians after a large emergency or disaster; planning for post-disaster reunification, including integrating plans related to children with disabilities or access and functional needs; and resources that schools, school districts, and their community partners can use to facilitate reunification, such as the National Emergency Child Locator Center and Unaccompanied Minors Registry. In addition to an archived version of the Webinar, users can also download the presentation slides and an accompanying resource guide focused on post-disaster reunification.
- [Reunification Following School Evacuation: Guidelines for Administrators and Crisis Response Teams Web Page](#) (National Association of School Psychologists). On this page, key aspects for a successful family reunification process are provided, including site selection, transportation, security, notification or communication with parents or primary caregivers, and mental health crisis intervention.



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