

## Attachment G Action Plan

---

### Child Development Center – CHILD REUNIFICATION

#### Child Reunification away from Bates Hall

This plan provides for the orderly and coordinated reunification of children and families if an evacuation occurs that prevents a normal program dismissal, away from the CDC. Depending on the situation Student Teachers, Law Enforcement, Emergency Services, other OSU Staff Members, etc. may be involved in with reunification; for the purpose of this plan, they will all be designated as “Staff.”

#### Reunification Preparation

- Staff will establish separate and distinct areas at the evacuation location for:
  - The Report Point (where parents will first check in)
  - The Holding Area (where children will be located)
  - The Release Point (where families will be re-united with children)
  - The Notification Area (where families will be notified if their child is not available)

*If possible, these areas will be clearly marked with signs and the Holding Area will be enclosed.*

#### Reunification Procedures

- Staff will direct adults (parents/guardians/other adults with permission to pick up children) to the Report Point
- At the Report Point, Staff will provide parents/guardians with a Child Release Form and ask parents/guardians to complete the first section of the form
- Report Point Staff will verify the identity of the parent/guardian using a government-issued photo ID (driver’s license, passport, etc.) and will confirm that the parent/guardian is listed on the child’s emergency contact list as authorized to pick up the child
- Report Point Staff will complete the second section of the Child Release Form
- Report Point Staff will hand the Child Release Form to a ‘Runner’ who will bring it to the Holding Area; the parent/guardian will then be asked to go to the Release Point
- Holding Area Staff will receive the Child Release Form and complete the third section. If possible (child is not absent, injured, etc.) they will then release the child and Child Release Form to a Runner who will bring the child to the Release Point
- Holding Area Staff will record on a separate roster or attendance record that the child has been released from the Holding Area, indicating the time if possible
- Release Point Staff will receive the child and Child Release Form, again verify the identity of the parent/guardian via ID, and complete the third section of the Child Release Form
- Release Point Staff will release the child to the parent/guardian and keep the completed Child Release Form

#### Notification Area Procedures

- If possible, the Notification Area will be staffed by Administrators or Mental Health Professionals
- If a child is unavailable to be picked up (absent, missing, injured, dead, etc.) the parent/guardian

will be taken by Staff to the Notification Area

- Staff will provide the parent/guardian with any available information, taking care to do so in a sensitive way
- Staff will assist parent/guardian with trauma and ensure the parent/guardian has a way to communicate with the program, to learn more information as it becomes available
- As needed, Staff will shelter the parent/guardian from any media representatives