

# EMERGENCY REUNIFICATION DRILL

WEDNESDAY, JUNE 5 at 1:00 PM

Tillicum Community School will be practising an **Emergency Reunification Drill** to provide students, parents, and staff an opportunity to practise an important component of our school emergency plan. Parents and guardians are requested to participate in the reunification process by following our procedures as outlined below.

*It is critical that parents, and alternate guardians are listed on a student's release form and understand the school procedures.*

## Student/Parent Reunification Procedures

1. Parents/guardians will be directed to the **Check-In Gate (Inside chained gate off Orillia St.)**.
2. Arriving parents/guardians will self-sort into alphabetical lines corresponding to the first letter of the family name of the student(s) being picked up.
3. A staff member will ask for government issued **picture ID** (driver's license, military ID, passport, etc.) to confirm the parent/guardian requesting the student(s) is on the **Student(s) Release Form**, and is authorized to do so.
4. The staff member will fill out the time and intended destination in the highlighted section of the form.
5. The parent/guardian will be asked to sign the appropriate section on the **Student(s) Release Form**.
6. The parent/guardian will then take the bottom portion of the **Student(s) Release Form** to a staff member at the **Release Gate (Opening in fence behind portables off Orillia St.)**
7. A Runner will take the bottom portion of the **Student(s) Release Form** to the student holding area.
8. Please wait at the **Release Gate (Opening in fence behind portables off Orillia St.)**
9. The requested student(s) will be escorted by a staff member to the parent/guardian at the **Release Gate (Opening in fence behind portables off Orillia St.)**
10. Once you have the requested student(s), please exit the school grounds to ensure a quick reunification for all families.

## Things to Remember

- Bring your government issued picture ID and have it ready at the **Check-In Gate (Inside chained gate off Orillia St.)**.
- This will be a slow process, please be patient and respect the importance of accounting for students after an emergency by releasing them under control.
- Use this opportunity to practise your family emergency plan. Please talk to your child(ren) in advance about the exercise, and how they are expected to behave.
- Tell your child(ren) who is prepared to pick them up and care for them after an emergency, or disaster, if you or your spouse/partner can't make it to the school right away.
- Expect traffic congestion at the school, please consider alternate parking areas in the community.
- If you live within walking distance we suggest you walk to the school.
- If you are unable to join us for the exercise, your child/children will be dismissed as they would normally be at 2:45 PM.

*We encourage you to participate in this very important exercise!  
We appreciate your patience. Dress appropriately for the weather.*

*Thank You*