



MODEL REUNIFICATION PLAN

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF SAFE SCHOOLS



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

PURPOSE

Pursuant to Section 1001.212(14), Florida Statutes (F.S.), each district school board and charter school governing board is required to adopt a family reunification plan designed to safely reunite students and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or manmade disaster. The development of the reunification plan must include coordination with local law enforcement agencies and local governments, such as city or county officials.

Pursuant to Section 1001.212(14), F.S., the Florida Department of Education's Office of Safe Schools (OSS) developed a Model Reunification Plan for use in public K-12 schools, including charter schools, throughout the state. This Model Plan was developed in coordination with the Division of Emergency Management; other federal, state, and local law enforcement agencies; fire and rescue agencies; and first responder agencies. The Model Plan is intended to aid district school boards and charter school governing boards in developing local reunification plans and should be adjusted to meet local needs.

Charter school governing boards should consult with the district school board where their school(s) are located to determine what district-level policies or procedures charter schools are required to comply with, including whether they need to be included in a district reunification plan or develop their own. Individual school plans must be consistent with district policies.

Because each district throughout the state is different, we encourage you to tailor your reunification plan to the individual needs of your district, school, or organization. Please remember, when creating your reunification plan, Rule 6A-1.0018, Florida Administrative Code, requires each district to address—at minimum—the following areas:

1. Identification of potential reunification sites;
2. Training for employees;
3. Multiple methods to effectively communicate with family members of students and staff; and
4. Methods to aid law enforcement in student and staff identification.

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DEFINITIONS

After Action Report means a document completed following an emergency that summarizes what took place during the event, analyzes the actions taken by participants, and identifies strong practices and practices needing improvement.

District Reunification Team means a team comprised of school district employees trained in the district's process and policies for facilitating family reunification.

Impacted School means the school site or district facility where an incident occurs that subsequently requires an off-site reunification.

Incident Command System means standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Incident Commander means the person responsible for the overall management of the incident. The incident commander determines which Command or General Staff positions are needed to maintain a manageable span of control and ensure appropriate attention to the necessary incident management functions.

Parent means any person designated as the parent or guardian that has legal authority over the student.

Rally Point means a location within walking distance of the school (or on the school grounds of a larger campus) where students will evacuate to in the event of a small-scale incident or active threat. Schools have identified rally points in their emergency plans but be aware that, depending on the nature of the emergency, rally points could change.

School District or District means a Florida school district or district school board, charter school governing board, the Florida School for the Deaf and the Blind (Section 1002.36, F.S.), and Developmental Research (Laboratory) Schools (Section 1002.32, F.S.).

Student means any person, regardless of age, enrolled in a K-12 public school.

DEFINITIONS

Reunification means the safe and orderly reunion of parents or guardians with their student(s) because the school has been evacuated or closed unexpectedly. Reunification occurs when events at the school or in the neighborhood demand students are released to parents outside traditional site-based release procedures. There are two types of reunification events – small-scale and large-scale. The most significant factors in determining the type of reunification event will be based on the duration of the event, the level of its containment/isolation on campus, and involvement of outside agencies.

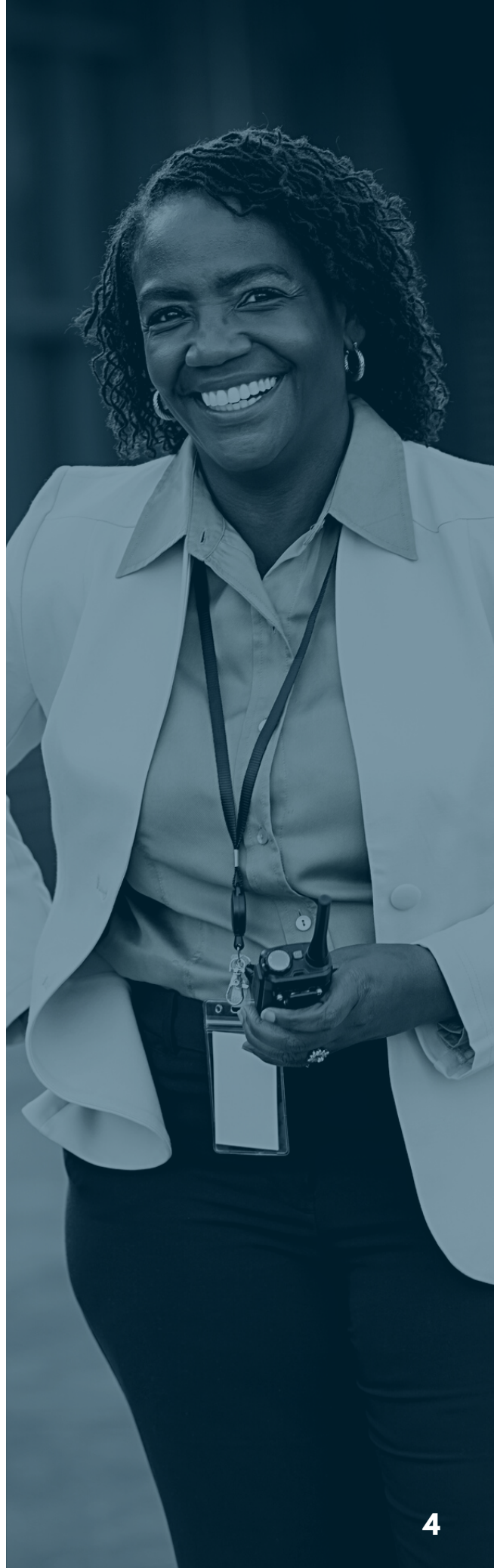
- **A small-scale reunification** incident means any emergency that requires the activation of the school's safety team and the use of limited outside emergency resources to facilitate student release. The incident is limited in scope and is likely to have a short duration, and off-site transportation may not be necessary. These incidents, for example, a small fire in an isolated portion of the school not involving injury or death, can likely be handled by on-site school officials and local emergency services.
- **A large-scale reunification** incident means any emergency that requires the activation of one or more emergency services due to a protracted incident where significant portions of the campus must be evacuated for a prolonged timeframe. For example, following an active assailant incident.

Reunification Form means a document completed by the parent or guardian awaiting pickup of their child at the Reunification Site, that provides the basic information needed to check the parent in through the student information system.

Reunification Go-Kit a portable supply of items that will be needed at the Reunification Site to include signage, office supplies, equipment, and other items to support the needs of staff, students, and families. Refer to page 16 for more information.

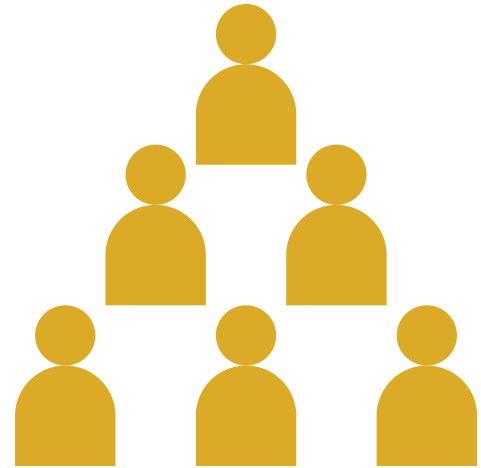
Reunification Site means a location where students will be transported from an impacted site and released to their families following proper identification.

Unified Command derives from the Incident Command System and describes the authority structure during a critical incident where several agencies or organizations respond and coordinate for an effective response.



REUNIFICATION ROLES

Each school district should assign command-level reunification roles and responsibilities. Once you assign a command-level reunification role to a school district employee, that employee must understand their expectations and responsibilities accompanying that role. For a variety of reasons, each of the command-level reunification roles should have at least a primary and secondary employee designated for each role, with the understanding that multiple roles, if necessary, may need to be assigned to a single employee. School districts may also add or remove roles, tailored to the needs of their organization.



COMMONLY ASSIGNED COMMAND-LEVEL ROLES INCLUDE:

School District Incident Commander is a district-level administrator with appropriate training in the Incident Command System. The SDIC will:

- Ensure that transportation has been dispatched to evacuate students and staff from the impacted site to the Reunification Site.
- Direct support to the Reunification Site and impacted school site.
- Provide updates on the physical status of all students and staff to the Superintendent and district Public Information Officer (PIO).
- Confirm that preassigned staff are in place at the Reunification Site in each area:
 - Student Assembly Area
 - Greeting Area
 - Crisis Counseling Area
 - Parent-Student Reunification Area
 - Parent Check-In Area

Impacted Site Incident Commander/Coordinator (ISIC) is the impacted school's on-site representative during an emergency. This role could be a principal or designee with appropriate training in the Incident Command System until a higher-level administrator, for example, Area or District Superintendent, arrives and assumes command. The ISIC will work with the responding law enforcement agencies to:

- Provide information to students and staff regarding the incident and the proper responses to the incident.
- Supervise the safe movement of students and staff to the rally point which is where the buses should meet to load the school staff and students.
- Coordinate the arrival of the district response team.
- Supervise safe transport of students and staff to the Reunification Site.
- Maintain open line of communication with the SDIC.
- Aid law enforcement in student and staff identification.



Once a command level reunification role has been assigned to a school district employee, that employee should be advised on the expectations and responsibilities accompanying that role.

Reunification Site Incident Commander (RSIC) could be a school administrator or teacher with appropriate training in the Incident Command System responsible for coordinating and delegating all activities related to the Reunification Site. Once a determination is made that reunification will occur, the RSIC will:

- Establish command at the Reunification Site and confirm the arrival of staff assigned to reunification team.
- Confirm the estimated arrival time of students being transported on buses to the Reunification Site.
- Brief all personnel on site before the start of the reunification process. This briefing should include a synopsis of the incident, expectations, security concerns, information that can be shared, identification of key individuals onsite, procedures for dealing with uncooperative parents/students, procedures for parents without identification, and identifying who will talk to the media and parents.
- Address all short-term and long-term needs related to reunification as well as identify any additional resources needed to facilitate an efficient release of students to their families.
- Confirm key personnel understand the communication protocols.
- Distribute bullhorns and ensure public address systems are operable if available.

Logistics Chief is responsible for site set up, ensuring all resource needs are met, including technology, nutrition and entertainment, as well as demobilization of the site at the conclusion of the reunification.

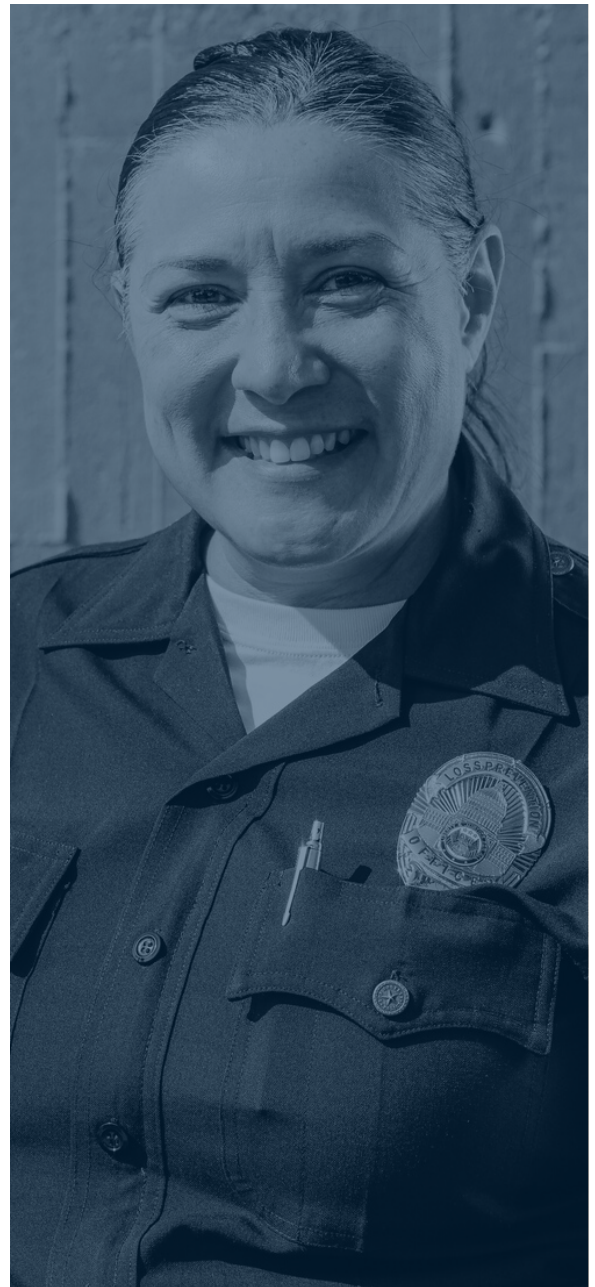
Planning Chief develops a list of issues and tasks which must be addressed immediately following reunification and begins preparing for the activation of the Continuity of Operations Plan (COOP) or the return to normal operations.

Finance Chief consults with the Planning Chief and Logistics Chief to ensure resources are available and works with contractors to ensure all district needs related to the incident or incident recovery are available as needed.

Parent Liaison/Exterior Director is responsible for all aspects of operations to coordinate the reunification of parents and their student(s). He or she will ensure parents are guided to the correct entry points and to the reunification location.

Interior Operations Director is responsible for all aspects of the operations inside the reunification facility that lead to the safe and orderly return of students to their parents.

Technology Chief is responsible for the site set up regarding network and hardware needs as well as the demobilization of all network and hardware of the site at the conclusion of reunification.



Public Information Officer (PIO) is a district staff person charged with communication and serves as the liaison to the media.

Law Enforcement Supervisor is a Sergeant or higher-level supervisor responsible for all law enforcement operations, including perimeter control, traffic control, and media staging area as well as law enforcement presence in each Reunification Site area.

District Reunification Team is comprised of school district personnel who are trained in the reunification process for deployment after a significant event. The team is responsible for the flow of operations within their area of responsibility and report to the RSIC.



**ALONE WE
CAN DO
SO LITTLE;
TOGETHER
WE CAN
DO SO
MUCH.**

-Helen Keller

REUNIFICATION SITE

Districts must select pre-designated locations strategically located within the county that are large enough to facilitate the reunification of their largest school. Districts should enter into a Memorandum of Understanding (MOU) with the site owners at each location, detailing the use of the property. This MOU should specify the scope of use, access, duration, clean-up, property loss mitigation, security camera usage, and other relevant details. Site selection must include considerations for all types of schools within a particular district, including traditional public schools and charter schools.



Detailed site maps should be created in coordination with emergency responders, emergency management, and the school district for each location. These site maps should include information on room locations, parking, means of ingress/egress, perimeter needs, etc. These same entities should take part in the Reunification Site planning to ensure all relevant interests are represented and the coordination of efforts is maintained.

As part of the site set-up, the district should have Reunification Go-Kits (see page 16) containing the materials needed to facilitate a successful reunification.

SITE SELECTION

Location

- Consideration should be given to the potential geographic proximity of impacted school sites to reunification locations. Districts should designate a primary and secondary site at a minimum.

Access considerations

- Ease of access
 - Ability for law enforcement to control traffic, secure the outer perimeter and designate a media staging area.
 - Ability for transportation to move freely.
 - The site should have ample parking space.
- Site access
 - Access control mechanisms (access card, key fob, code locks)
- Capacity
 - Reunification Sites must be large enough to accommodate students, staff, parents and emergency responders for an extended length of time.
- Other considerations
 - The site should be an indoor facility with multiple rooms that can accommodate each Reunification Site Area, as discussed on page 10.
 - Wi-Fi should be strong enough to accommodate multiple users during an emergency. As a contingency, districts should consider alternate means of communication and access (i.e., mobile hot spots, boosters).
 - Facilities, both custodial services and actual facilities usage.

Memorandum Of Understanding (MOU)

- Pre-establishing a MOU with the property owners for the use of the site is a best practice that outlines basic obligations on the part of the site and the school or district. The MOU should specify:
 - Scope of use
 - Duration
 - Clean-up
 - Property loss mitigation
 - Physical site access conditions
 - Storage of reunification Go-Kits and supplies

Staging the Site

- For critical incidents, districts should consider establishing an incident response team that will report to the Logistics Chief, with responsibilities including:
 - Site setup
 - Parental check-in
 - Parent-student reunification
- Prior to arrival
 - Law enforcement should ensure the site is safe, secure and clear of any non-essential personnel. Law enforcement should ensure the separation and integrity of parent and student holding areas.
 - Law enforcement should secure the outer perimeter of the site and establish traffic control.
 - Districts should plan for supplies needed to facilitate control of the outer perimeter and traffic control.
- The district should coordinate with law enforcement and emergency responders to establish a minimum staffing plan for a reunification event.
 - Ensure enough law enforcement are present to maintain safety and security of the site's interior and outer perimeter.
 - Law enforcement should be posted at the location where students will arrive at the site.
 - Law enforcement should be posted at the location where parents await reunification.
- Planning should include medical and investigative contingencies, including site capacity and configuration.



REUNIFICATION SITE AREAS

The Reunification Site should be coordinated by the RSIC and staffed by the District Reunification Team. The site should be divided into pre-designated areas for student assembly, parent waiting, interview rooms, etc. All required equipment for this purpose should be contained in the District Reunification Go-Kits, provided by the School Safety Specialist upon deployment of the District Reunification Team. The Reunification Site should be in operation as soon as possible after an incident and will remain open until all students at the Reunification Site have been released to a parent.

Signage should be clear and posted throughout the site, and the processes at each location should be as orderly as possible. Resources should be available in the School Go-Kit to address language barriers and sign language needs of parents. Bilingual staff should also be part of the District Reunification Team.



Parent Check-In Area: This is the most important part of the reunification site, because it will likely be the first encounter with school district personnel. Naturally, parents will have a range of emotions and questions. Parent Check-In staff should provide parents with the “Reunification Form” to complete. This form serves a dual purpose in the reunification process. Completing the form will keep parents occupied with a task other than focusing on the stress of waiting for their child, while also providing the basic information needed to check the parent in through the student information system. Parents should receive a visible marker (such as a wristband) to indicate that they have gone through the check-in process and have been verified as a parent. Once the check-in process is complete, the parents will be escorted to the Parent Waiting Area. This area should be physically separated and out of view from the Student Assembly Area.



Parent Waiting Area: This is the holding area for parents waiting for their student to be released. This area will likely be a high-stress environment, so it is essential that this area is staffed with a strong coordinator and mental health experts. Clear continuous updates to parents from the PIO will assist in keeping parents calm.





Student Assembly Area: Students will be brought to this area upon arrival at the Reunification Site. The district team members need to ensure that each student is checked-in and has a name tag. The Reunification Go-Kit contains items to assist with keeping students occupied. The Food and Nutrition Department should be prepared to deliver food and water to the Reunification Site for students and staff. The district should have mental health counselors assigned to this area who can provide mental health services to students and identify students that may need long-term support.



Reunification Area: This area is where a student and parent are reunited after check-in of both the parent and student is completed. This area should be staffed full-time by a coordinator and other support staff as needed. Consider how reunification of a student and parent at the reunification area will be documented and communicated, and what supplies and personnel are needed to do so.



Crisis Counseling Area: This area will utilize a team of mental health counselors and social workers to begin this recovery process. They will help provide the long-term resources the students will need and provide this information to the families.



Confidential Notification Area: The Confidential Notification Area will only be used for injury and death notifications to family members. This area should be isolated from the main parent waiting area and have a private exit to utilize post notification. This will require collaborative conversations before an incident to avoid conflict. Meetings should be held between the school district and law enforcement to determine how injury/death notifications will be made, especially in an incident that is criminal in nature.



District Team Staging Area: This is the hub of resources for the District Reunification Team. A coordinator for Team Staging will be responsible for ensuring that all team members sign in and document their activities for the After Action report. Any staffing resources or adjustments that need to be made can be requested through team staging. As teachers and school-based staff arrive, they will report to team staging if they are able to stay and assist with the reunification process. A scribe to help document the timeline of events will be assigned to assist the coordinator.



Investigative Area: In this area, a member of the District Reunification Team will function as a liaison to the law enforcement investigative group. The liaison will assist the investigators or detectives obtaining any school-related information needed in the investigation.



Emergency Medical Service (EMS) Area: An EMS unit will be on site and will be prepared to assist in any medical emergencies that arise at the Reunification Site. The RSIC will initiate this request through the county's emergency management department or municipal equivalent.

REUNIFICATION PROCESS

School districts should establish reunification processes and procedures that work best for their individual needs and the needs of their school community, including students and staff with disabilities and families with limited proficiency of the English language. These processes and procedures must be developed in coordination with local law enforcement and emergency management agencies. The examples below are basic principles of an effective Reunification Site.

Student and staff Rally Point at the impacted site:

- Staff and students should wait until they are directed to evacuate to the Rally Point. Law enforcement and administration will evacuate and escort classes to the rally point.
- Teachers will remain with their students. If a teacher is unable to stay with their students, doubling up classes with a “partner” teacher is appropriate.
- Staff shall immediately notify law enforcement if any student or staff member is injured.
- Teachers will report any missing students to a leader assigned by the Incident Commander, who will document for student accountability purposes.

If transport is not needed from impacted site:

- Students will leave the area on foot under the supervision of school staff.

If transport is needed from impacted site:

- Students and staff will be loaded onto a bus for transport to the Reunification Site.
- Injured persons shall not be transported to the Reunification Site on the transport buses unless advised by law enforcement and medical personnel on site.

Student Assembly at the Reunification Site:

1. After arrival at the Reunification Site, staff and students will be taken to the Student Assembly Area where they will wait until they are reunited with their parents.
2. Students and teachers may meet with a Law Enforcement investigator to determine if they have any information/items of evidentiary value.
3. After being checked in, the student will stay in the Student Assembly Area and receive a name tag or wristband to indicate they are ready for parent pick up, unless otherwise directed by law enforcement.
4. Students should be grouped alphabetically and by grade to facilitate the reunification process.
5. It should be noted that students over the age of 18 (except those whose parents have been granted guardianship) can check themselves out of the Student Assembly Area. These students should complete the sign-out process at the Reunification Area, so their checkout is recorded.
6. Notify students and staff that they will not be able to return to the school to retrieve their vehicles or personal property until the scene has been released.



These processes and procedures must be developed in coordination with local law enforcement and emergency management agencies.

Parental Check-In:

1. To maintain control over the reunification process, it is essential to keep parents separate from students until the reunification stage.
2. Parents will be directed to Parent Parking and Parent Check-In upon entering the Reunification Site.
3. Parents will be required to present a government-issued picture ID for verification. If they do not have a picture ID, the Check-In Area Supervisor will be notified, and alternate means for identification will be utilized, which may include corroboration by school staff, law enforcement, etc.
4. Parents will complete the "Reunification Form" and provide it to Check-In staff. They will receive a marker (such as a name tag or wristband) to signify that they have been checked in by staff.
5. Staff will take the parents to the Parent Waiting Area until their child has been processed through the Student Assembly Area. It is extremely important at this step in the process that there be no differentiation in the process for any parent, regardless of whether their child is present at the Reunification Site or not. Once a parent of a missing, injured, or deceased student has been confirmed, district staff will notify the Sheriff's victim's advocate supervisor.

Parent-Student Reunification Area:

1. Reunification staff will verify when both a student and parent have checked in.
2. The parent and student will be brought to the Reunification Area for the final step of reunification.
3. The parent or guardian will sign the student out. All name tags or wristbands will be removed before exiting the site.
4. The student will be checked out by district staff.



COMMUNICATIONS

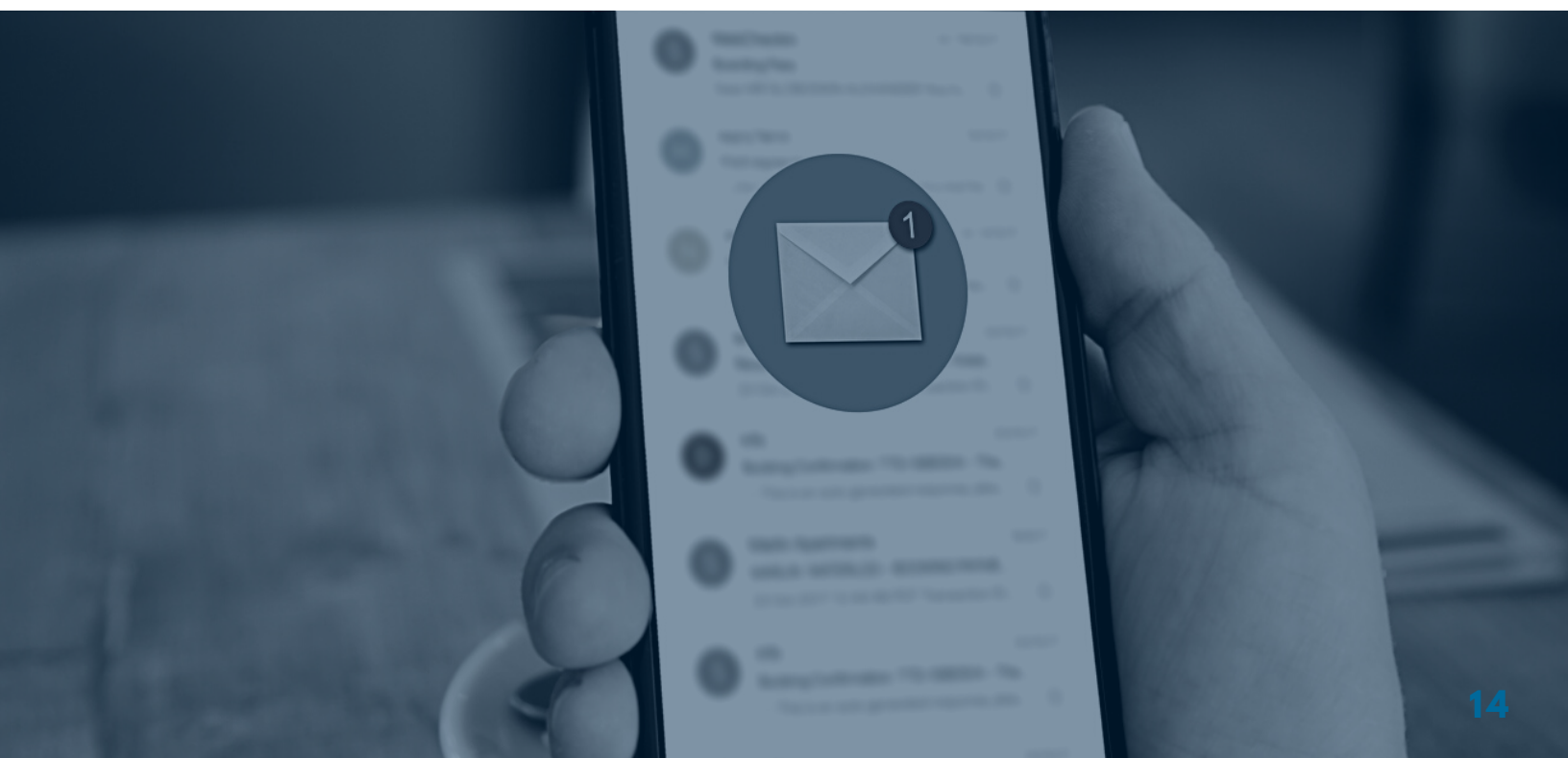
Communications is a critical part of any reunification plan and should include procedures for how information should be shared with many entities, including first responders, parents, school staff, the media, and others.

Within minutes of a confirmed incident/lockdown, the district PIO should issue an initial communication through all available messaging platforms, including district and school social media, mass parent notification systems (i.e., School Messenger), school website, etc. The initial communication should be brief but drive the flow of information and direct parents to the primary source of updates. For example:

**“We have reports of an active threat incident at ABC Elementary;
please follow our Twitter page for updates.”**

The PIO should continuously provide updates to that site every fifteen minutes or so. As soon as practical, a Joint Information Center (JIC) should be established in coordination with the school district, local law enforcement, fire, emergency management, medical examiner, and any other stakeholder’s public information teams to ensure that a consistent message is being shared. Within the first few hours of the incident, a joint press conference (Superintendent, Sheriff/Police Chief, Fire Chief, and Emergency Manager) may be needed to provide more detailed information regarding the event. During the press conference, the process for reunification should be reiterated. If the location of reunification has not been released yet, it may be released at the press conference if the site is fully operational and ready to receive parents.

Following the press conference, information should be sent out as needed and when available. The district and law enforcement agencies should prepare for an influx of national media and special interest groups in the days and weeks following an incident.



FAMILY NOTIFICATIONS FOR SERIOUS INCIDENTS

In the event of a serious incident, it is critical that the district has a process in place to share sensitive information with parents at the reunification site. Each district should develop this process with law enforcement and ensure that staff are fully trained.

While each district and law enforcement agency will develop their own specific process, below are some suggested best practices to ensure notifications made at the reunification site are carried out with the utmost care, dignity, and respect.

- The check-in process at the reunification site should be the same for all parents.
- Prior to notifying the parents, ensure law enforcement is present, and to the extent possible, a victim advocate is present if necessary.
- Districts should set up a separate room for notifications, removed from the parent check-in area, waiting area, and parent reunification area. The notification room should be as isolated as possible to ensure maximum privacy.
- Districts should ensure parents can leave through a separate exit that does not require parents to encounter other students, families, or members of the press that are present.
- Districts should take necessary steps to provide transportation for the family, if necessary.
- Districts should have a plan in place to follow up with the family in the coming hours and days to ensure their needs are met.
- Districts may want to develop standard memorandums of understanding with other mental health care providers at the local, state, and federal levels to ensure continuity of support, if needed. This will enable the districts to make available support from licensed mental health providers to families or staff that may benefit from such support.

TRAINING

The District Reunification Team should train quarterly. This will provide opportunities to refine the process and technology. Both the primary and any back-up methods should be regularly discussed during training. This training can be a simple table-top exercise or more extensive partial or full-scale exercises. The District Reunification Team should have team leaders that are functional in every aspect of the process. The district team members should be cross-trained in each area of responsibility. Areas to consider while training: digital tools, areas of responsibility, back-up plans when technology fails, incident management, set up of the Reunification Site, reporting, etc.

A full-scale exercise incorporating reunification should be conducted at a minimum biennially with thorough tabletop exercises and scenario-based training implemented during off years.

AFTER ACTION REPORT

It is recommended that an After Action Report is completed following an emergency incident requiring reunification.

The After Action Report should be reviewed with all involved stakeholders (school staff, school district personnel, law enforcement, school safety, fire/rescue, mental health, emergency management) within a reasonable time following any significant incident with the opportunity for input by all stakeholders before issuance of the final report.

REUNIFICATION KITS AND SUPPLIES

A Go-Kit is a portable supply of items that will be needed off-site. There should be two kits: The School Preparedness Go-Kit, which should be maintained at each school campus, and a Reunification Go-Kit, which should be housed at, or delivered to, the Reunification Site during an evacuation.

All Go-Kits should be checked regularly for items out of date, that may have been removed, or that otherwise need to be replaced.



School Preparedness Go-Kit

The School Preparedness Go-Kit should be prepared and maintained by each school. This Go-Kit contains critical information about the student population and supplies necessary for the comfort and safety of students and staff. To provide all teachers and substitute teachers with the most current emergency information, all schools should have emergency folders in each classroom with classroom documents and the School Preparedness Go-Kit should have the remaining required supplies. Larger items do not need to be stored in the School Preparedness Go-Kit, but schools should leave a sheet in the Go-Kit listing those larger items that need to be gathered if reunification is necessary.

The following are the school items that need to be accessible during reunification and should be contained in a School Preparedness Go-Kit. School districts may add additional supplies and determine the quantity of these items, tailored to the needs of each school.

School Information

- Class Rosters - Not necessarily to be placed in the School Preparedness Go-Kit, but each teacher should have their working copy
- A staff roster with contact numbers - primary cell numbers preferred
- Daily visitor log
- Evacuation procedures, routes, and locations
- Site Threat Continuum/Emergency Response Protocols - Each district may refer to this differently.
- Significant Health Condition Lists - special needs, medications, etc. This should be with the school nurse or clinic aide. Please ensure this is gathered during reunification.
- Current yearbook or picture proofs with student names if available
- Site Map - surrounding areas
- Copy of the impacted school's Emergency Operations Plan (EOP)



All Go-Kits should be checked on a regular basis for items out of date, that may have been removed, or that otherwise need to be replaced.



Comfort & Safety Supplies

- Small & large Band-Aids
- Small supply of feminine products and toiletries
- Non-latex gloves (medium & large)
- First Aid Kit – for major bleeding, respiratory distress, low blood sugar, seizure, fainting-glucose gel, or glucose tabs to treat low blood sugar
- Pens
- Legal pads
- Markers
- Safety vests – if available
- Whistle
- CPR Shield
- Caution Tape
- Water – stored at school or delivered from central location
- Snacks – non-perishable food items

Reunification Go-Kit

The Reunification Go-Kit should be prepared and maintained by the district. These kits could be housed at each Reunification Site or set up on pallets for delivery to the Reunification Site during an evacuation. This kit generally contains supplies necessary for the operation of the Reunification Site such as signage, poster boards, office equipment and supplies, basic food and bottled water, and pedestrian and traffic control devices.

Additionally, a Reunification Go-Kit should contain detailed site maps of the Reunification Site provided to district team members and law enforcement with specific information on room locations, parking, means of ingress, egress, perimeter needs, and media staging area.

The following items must be accessible during reunification and should be contained in a Reunification Go-Kit. School districts may add additional supplies and determine the quantity of these items, tailored to the needs of each school.



Signage & Traffic Control

- Parent Check-In Banner 8'x4'
- Banner Holder
- Laminated Directional Signage
- A-Frame Sign Holders
- Laminated Alphabet Sheets: A-D, E-H, I-L, M-R and S-Z
- Traffic Control Supplies (Traffic Cones and Barricades) – Law enforcement may be able to assist

Forms

- English Reunification Forms
- Spanish Reunification Forms

Office Supplies and Equipment

- Name badges
- Golf Pencils – For parents
- Pens – For staff
- Sharpies
- Dry Erase Markers
- Legal Pads
- Packaging Tape
- Bungee Cords
- Zip ties
- Corrugated Plastic 24"x18"
- Color Wrist Bands



Safety Supplies

- Megaphone
- Safety Vests
- Radios
- Nitrile Gloves
- Sharps Containers
- Caution Tape

Furniture & Shelter

- Folding Tables
- Folding Chairs
- Pop up tents for hot and inclement weather locations
- 46" Traffic Delineator Post with 6' Chain

Comfort Items

- Hurricane Meal Kits
- Water
- Fans – Large
- Changing Mats
- Tissues
- Paper Towels
- Toilet Paper
- Consideration for Special Needs Students – A specialized Go-Kit for sensory and supplies to assist with these students (coordinate with district team).

Technology Supplies

- Technical Supply Kit
- Internet Hot Spots
- Extensions Cords
- iPad/Laptops with chargers and cables
- Phone charger and cables for iPhone and Android
- Printers
- Copy paper
- Power Strips

Miscellaneous Supplies

- Trash Can Liners – small, medium and large
- Hand Trucks
- Flat Bed Cart
- Cleaning Supplies
- Disinfectant
- Duct Tape



ADDITIONAL INFORMATION

- Section 1001.212(14), F.S., requires the Florida Department of Education's Office of Safe Schools to develop a model family reunification plan for use in public K-12 schools, including charter schools.
- Section 1006.07(6)(e), F.S., requires each district school board and charter school governing board to adopt a family reunification plan to reunite students and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or manmade disaster.
- Incident Command System: The Federal Emergency Management Agency (FEMA) provides additional guidance on developing an effective incident command system structured around six major functional areas.
- I Love U Guys: The "I Love U Guys" Foundation provides free, online training related to school safety and family reunification.
- School districts should also reference any other local plans impacted by or related to reunification, such as evacuation plans and Emergency Operations Plans.



