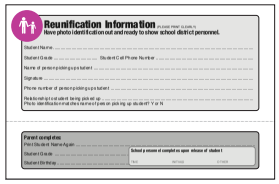
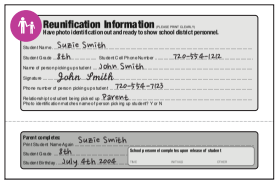
SRM The Process in 6 easy steps

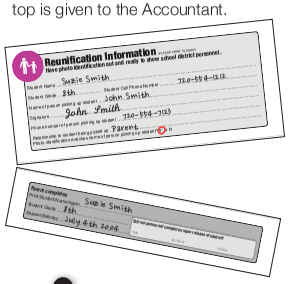
STEP 1
GREETINGS
As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

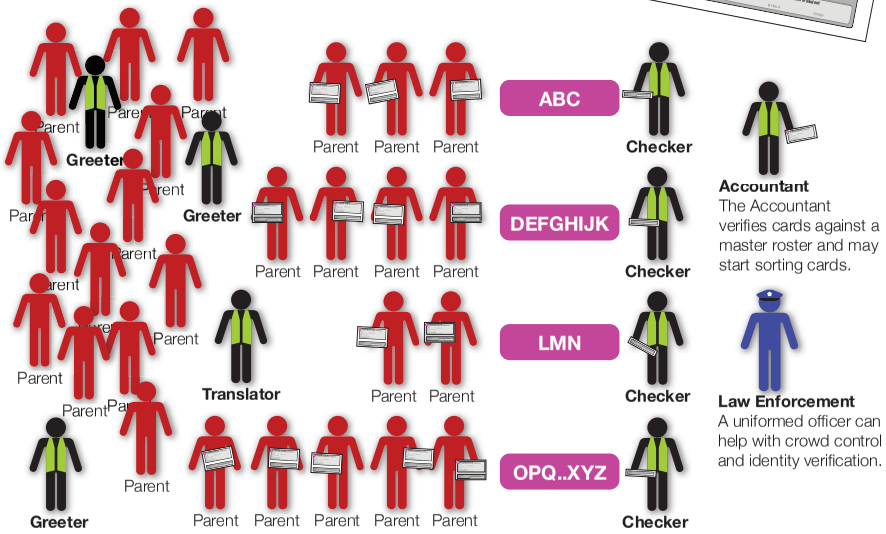
STEP 2
PARENTS FILL OUT CARD
Parents complete the information requested on the card, and begin to self sort into lines

STEP 3
CHECKERS VERIFY ID
Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.









Accountant
The Accountant verifies cards against a master roster and may start sorting cards.

Law Enforcement
A uniformed officer can help with crowd control and identity verification.

Greeter
Greeters manage the initial intake of parents. Explaining the process and answering questions that may arise.

Checker
Checkers verify identification. In some cases custodial authority may need verification as well.

STEP 4
REUNIFICATION AREA
At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

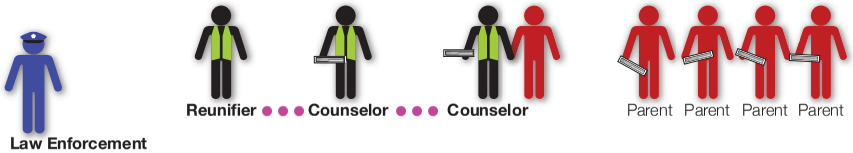
STEP 5
STUDENT REUNIFICATION
The Reunifier returns the student to their parents. They then note the time and initial the bottom of the card.

STEP 6
ACCOUNTABILITY
The Reunifier delivers the bottom of the card to the Accountant. The Accountant may start sorting the cards.

Principal
It may be beneficial to have the school principal in the area where students and parents are reunified.

WHAT IF?
THE STUDENT ISN'T THERE
If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

SEPARATE
PARENT FROM THE LINE
The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.



Law Enforcement
A uniformed officer can help with crowd control and keep the peace.