

Bonus Drill: Relocation/Reunification

NOTIFICATION

- Make arrangements with one of your relocation sites to conduct a relocation and reunification drill.
- Collect a Relocation/Reunification Drill Permission Form for each child.
- Using the emergency numbers listed on each Child Emergency Information Form, notify families of where and when they can pick up their child that day.

ACTION

- Conduct an evacuation drill with the children (see drill above).
- Walk or transport children to the relocation site and check in with the primary contact of the site.
- Take attendance.
- Set up an area to release children and secure against unauthorized access (use caution tape or signs).

CARE AND SUPERVISION

- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children's (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.
- Set up developmentally appropriate activities for the children.
- Ensure children stay within designated boundaries.

REUNIFICATION

- Check Child Emergency Information Form for the name of person(s) authorized to pick up child.
- Check identification of person(s) picking up children.
- Document child releases and have adult sign before releasing child to adult.
- Report any unauthorized individuals to the director.
- Use alternate modes of communication as needed to reach families of children who have not been picked up by a pre-determined time. Ensure that these families update their emergency contact information immediately following the conclusion of the reunification drill.

CONCLUSION

- End drill when all children have been picked up.
- Pack up all materials and thank your reunification site host.
- Debrief with staff.
- Debrief with families.