

Parent/Child Reunification Process (PCRP)

Guidelines for Implementing the Parent/Child Reunification Process

1. Post signs on entrance doors and hallways to direct parents/guardians to the reunification area.
2. Utilize available staff members to assist with the implementation.
3. Assign available staff members and OSET members to locate and release students.

Once the crisis plan has been activated and the decision has been made to dismiss students, the following policy will be strictly enforced:

- Students will be moved to the chosen Parent/Child Reunification area. If release is from the school building, students should return to their homeroom for dismissal.
- Parents will not be permitted to enter the evacuation area until the Administrator in charge and the Archdiocese have released the students for dismissal.
- Tables will be set up for the release of students. Each will be labeled with a sign denoting a portion of the alphabet.
- Parents will be directed into the pick-up area in a controlled manner and will proceed to the table labeled with the first letter of the student's last name.

Please note: Students will not be released to their car pools. Students will only be released to their parents or persons designated as an emergency contact on each student's emergency card. A staff member will be stationed at the table and the student will be brought to the parent by staff. **Photo ID** will be required before a student will be released. The parent/contact will sign out the student and then he/she will then be checked off on the master role.

Location of indoor, on-campus PCR area: **School lobby**

Location of outdoor, on-campus PCR area: **Conference room of the Katie Fitzgerald Center**

Location of off-campus PCR area: **Doors of the lower level of Visitation Church** (Founders Hall)

Church office phone number: 301-948-5536

Church Address: 14135 Seneca Road, Darnestown, MD 20874