

The School District of Philadelphia
ANDREW JACKSON ELEMENTARY
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Andrew Jackson Elementary School Reunification Plan

Dear Parents/Guardians,

In the event that Andrew Jackson School would need to be evacuated for any reason in which students would not return to the building for dismissal (gas leak, fire, etc.), it is important that you understand our school's plan for reuniting students with their families. In this event, you will receive an alert through our school messenger system. In addition, you may receive an alert from your child's classroom teacher. Our reunification location is **ACADEMY AT PALUMBO**. In the event of an evacuation requiring reunification, please adhere to the following procedures and policies:

- Parents/Guardians will report to the **"Sign-In Area"** and give the name of their child/children.
- Parents/Guardians will present valid state issued photo identification to school staff to verify the person is on the emergency contact card (EH-4).
- After verification, parents/guardians are directed to the **"Reunification Area."**
- Designated staff will go to the **"Student Area"** and bring the child/children requested to the parent or adult in the **"Reunification Area."**
- Students **WILL NOT** be released to people that are not listed on the student emergency contact card (EH-4).
- Parents/Guardians must sign the **Parent/Child Release Form** indicating they picked up the child/children.

In the event reunification occurs at our designated Evacuation/Relocation site, a **"Student Area"** and **"Reunification Area"** will be established with the below procedures:

Student Area:

1. Staff verify information on the completed **Parent/Child Release Form** with staff in the Student Area and take the child/children to the parents/guardians in the Reunification Area.
2. If student(s) are **"Absent"** or **"Missing,"** parents/guardians will be notified and remain in the Sign-In Area. Staff then take the **Parent/Child Release Form** to the Command Post to verify student location and/or attendance with the Parent/Child Reunification Coordinator.
3. If student(s) are receiving **"First Aid"**, parents/guardians are escorted to the designated area for reunification with their child/children.

Please ensure that we have the most up to date contact information at all times. This includes emergency contacts.

Thank you in advance for your attention to this matter,

Kelly Espinosa, Principal

School Messenger Phone Number Update

Name of Parent/Guardian:

Parent/Guardian Phone Number:

Name of Student:

Student's Room number: