

## Sample Reunification Procedures

### Reunification Procedures (Sample)

Use this list to identify roles, responsibilities, and processes for reuniting children with parents/guardians if you have to evacuate your childcare site.

#### Specify how each of the following procedures will be implemented.

Notify parents/guardians of evacuation sites (identify who will tell parents/guardians, how will they be notified, etc.):

- In advance of evacuation:
- When evacuating:
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Children can be picked up by:

- Parents/guardians designated on contact sheets.
- Others identified on contact sheets.
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Designated staff will account for the children under their care and have a record of who was picked up by whom by (identify the staff, process, documents, etc.):

Special procedures for when child is transported for medical care (identify who will accompany children, where they will go, how you will account for them, etc.):

