

DIXIE MONTESSORI ACADEMY

OFF SITE EVACUATION & FAMILY REUNIFICATION

Definition: To move students to a remote site for reunification with family members.

Alert Signal: Announcement—"Attention Staff: Evacuate to the Buena Vista Stake Center, 860 N Fairway Dr, Washington, UT. We will be implementing the Family Reunification protocol from that location."

Staff response:

1. Take classroom roll and red/green cards with you when you leave the classroom.
2. Guide your students to the designated on-campus staging area (front of school). Prepare students for walking to the stake center.
3. Ensure special needs students are assisted. Request help if needed.
4. Take roll. If all students are present, hold up **Green Card**. If you are missing students, hold up your **Red Card**.
5. Administration will account for missing students and reunite them with their classroom of record prior to walking to the stake center.
6. Administration will lead the staff and students to the reunification site. Stake Center official(s) will allow staff and students access inside the stake center. Classes will sit together quietly. PARENTS WILL NOT BE ALLOWED INSIDE STAKE CENTER. A command post will be set up outside the stake center. Staff may be asked to assist with command post duties.
7. Notification will be sent to parents/guardians via text and/or email regarding the reunification.

Parent response:

1. We will follow the same pick up process as at DMA using a traffic pattern around the Buena Vista Stake Center, 860 N Fairway Dr, Washington, UT (to be determined by police or DMA staff). Vehicles shall display their pick up tags.
2. PARENTS WILL NOT BE ALLOWED INSIDE STAKE CENTER. A command post will be set up outside the stake center.
3. Individuals picking up without a pick up tag shall show identification at the command post prior to children being released to them. Please note that those picking up in vehicles with pick up tags will be serviced first.