**Tabletop Exercise—Reunification**

Introduction

It is Tuesday, at 10:30 AM. A fire broke out in the cafeteria at the middle school and all students were evacuated to the high school. The school is uninhabitable and all students must be reunified with their parents/guardians.

1. What actions are needed by students and staff?

2. What is your organization’s ability to reunify? Is this written in your emergency plan?

3. What types of notifications do you believe are important at this stage of the event? Why?

4. What is the procedure for reunification? Draw a diagram of your reunification site. Identify which staff will hold the various roles in the process.

Inject 1

Mr. Johnson arrives at the reunification site visibly upset. He is yelling at the greeters for having to take time off of work to pick up his student, saying he does not have time to wait in lines. Other parents also start to get agitated.

1. What are the actions of staff?

Inject 2

Mrs. Daniels arrives to pick up her son and three of his friends who live in her neighborhood. You are not positive that she is approved to pick up the other students.

1. What is the procedure for checking identification and approval for release of students?

Inject 3

Local news vans start to arrive on scene. A cameraman tries to get into the building to get video of students and families, while others attempt to interview students and families as they exit the building.

1. What is the procedure to protect families from the media during this sensitive time?

2. What actions are needed by staff and students?

3. What is your communication with the media at this point and who is in charge of those communications?

Inject 4

Suzanna shows up to pick up her younger brother, only to find out that he is not with the other students in the gym. After talking with his teacher you find out he was transported to the hospital to assess his burns.

1. What is your process for sharing this information with the family member?

2. At what point in your accountability process should this have been discovered?

3. As the reunification process comes to a close, what information is being shared with the media? What is your final message to them?

4. What are your short- and long-term concerns for recovery?