

FORM I. Student Accounting and Release Procedures

Instructions

Each school needs to establish a specific plan for student accounting and release. Refer to *Section 5: Recovery* for information on Parent Reunification planning. Use the following worksheet to describe how your school will account for students and staff during emergencies. Teachers must carry a student roster and School Emergency Procedures Guide, with student attendance sheets/cards, when exiting the building during an evacuation. A staff roster and visitor sign-in sheet should also be taken during evacuations.

All students and staff need to have emergency information on file, through the Student Emergency Information Form. Only parents, relatives, or friends listed on the aforementioned form will be allowed to pick up a student during an emergency. These adults are to show identification and sign out the student using the *Student Release Form* (Section 3; Unit 1).

The Occupant Accounting Coordinator is responsible for developing and maintaining an Occupant Accounting Worksheet. This spreadsheet is comprised of all enrolled students with emergency contact information and should contain a comment section to note any disposition to a medical facility, injuries, release to parents, etc.

- ❑ List steps or procedures staff will take to ensure student or staff accounting (i.e., teachers report to team leader, who reports to Occupant Accounting Coordinator of the School Emergency Response Team, who reports to the Incident Commander):

- ❑ What procedures will be in place to release students to parents, guardians, or other designated adults during an emergency in your Reunification Area?
