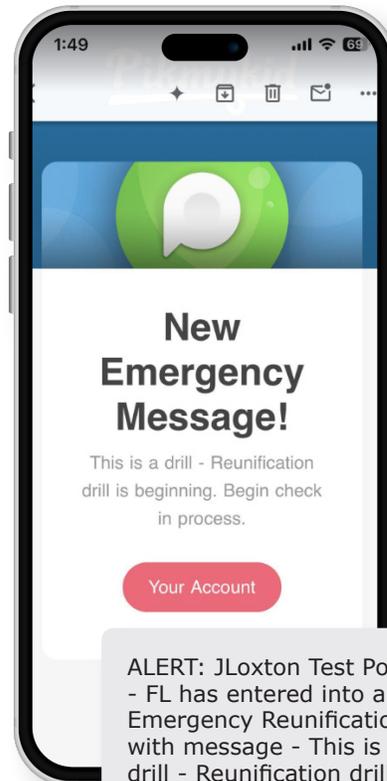# Emergency Reunification Staff Guide *with* Pikmykid

Staff Notification

When a reunification is initiated, whether it's a drill or an actual reunification, staff users will receive both a text and email notification. Staff should verify that their phone number and email address are accurate in their school portal profile. For more information on receiving alerts, please refer to our **Emergency Alert System Staff Guide**.

All actions for reunification can be found in the school web portal or through the Pikmykid Staff App.
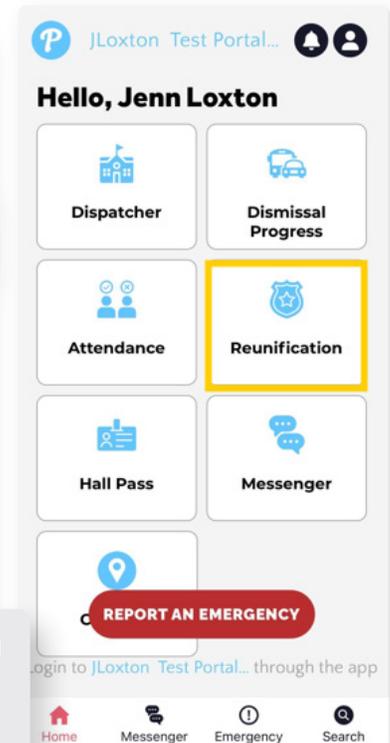
Student Check-In

Staff who are responsible for supervising and checking in students will use the **Check-In** page.

If there are multiple student supervision areas for the reunification process, staff will **select the holding area** in which they are supervising before checking in students. Staff also have the ability to **filter for specific information** such as students assigned to their class or grade-level; staff can also search for a student by name.

Students who are present and with the staff member in the supervision area will be marked as accounted for with a green **Check-In**; students who are not present with the staff member in the supervision area are marked as **Missing**.

Once staff begin checking in students, the **Student Status** will update in real-time to show where each student is located. At any time during the process, users will be able to see the student status as it updates.

Guardian Check-In & Verification

Staff who are responsible for Guardian Check-In and Verification will use the **Dispatcher**. Along the right hand side of the Dispatcher, staff can use filters to sort student information by guardian status, classrooms, and grade level.

As guardians arrive on campus, staff will **Check-In** and verify who is there to pick up the student. (*Parents can add additional emergency contacts within the* ***Pikmykid Parent App***).

As guardians are being checked in and verified, staff members who are supervising students see live updates on the **Check-In** page.

The Check-In & Dispatcher pages are accessible from the school portal and the Pikmykid Staff App.

Student Dismissal

After students have been checked in and accounted for, and guardians have been checked in and verified, students and guardians can be reunited and dismissed from the family waiting area that you've created in your reunification plan. Staff responsible for dismissing students to their families will use the **Dispatcher**. Staff will simply press the Dismiss button as families are reunited, timestamping exactly when that student was dismissed to the guardian. (*During a drill, staff will NOT be able to dismiss students from the portal. This is so the reunification drill does not disrupt other processes for the day (e.g. Dismissal, Hall Pass, etc.).*)
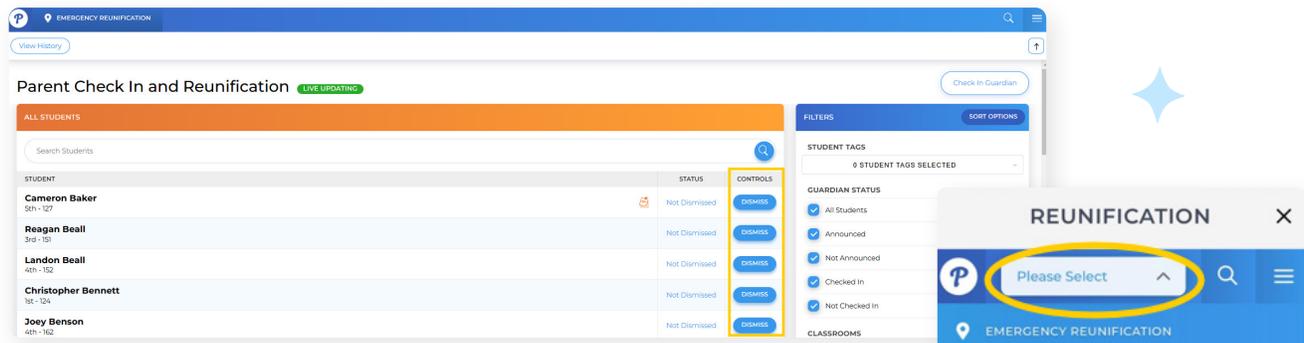
If students were dismissed during an actual reunification process, staff viewing the **Check-In** page will be able to see status updates as students are dismissed.
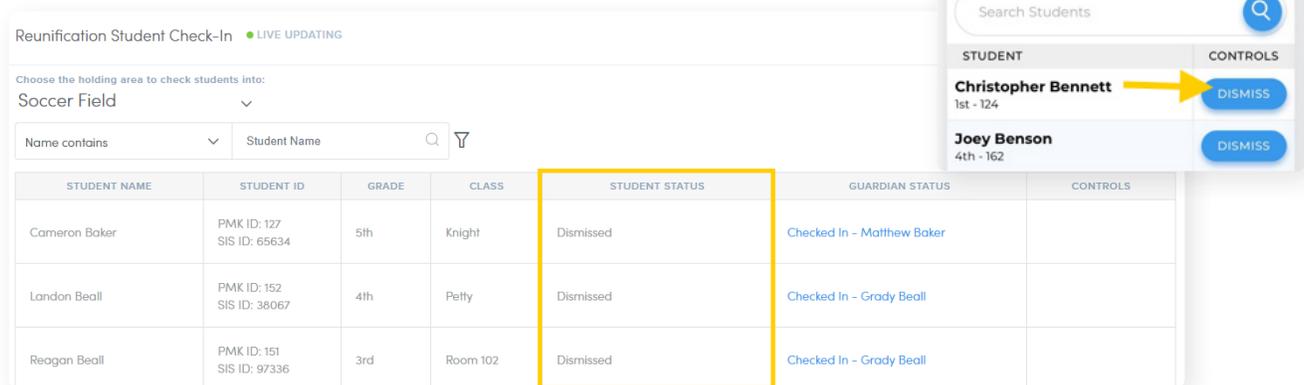
Reunification Progress

Administrators and staff overseeing the reunification process can access a comprehensive overview of all actions taken during the reunification drill or emergency event from the Reunification Progress page.

JLoxton Test Portal – FL

Dashboard
All Students
Check In
Absentee Students
Reunification Progress
Dispatcher

PARENT REQUESTS
Dismissal Changes

TOOLS

Reunification Progress

HIGHLIGHTING OPTIONS   MUTE

STUDENT NAME	STUDENT ID	GRADE	CLASS	STUDENT STATUS	GUARDIAN STATUS
Reagan Beall	151	3rd	Room 102	Dismissed	Checked In - Grady Beall
Joey Benson	162	4th	Petty	Missing	Not Checked In
Christopher Bennett	124	1st	Swanson	Checked into Soccer Field	Not Checked In
Tinker Belle	208	5th	Knight	Dismissed	Checked In - Tilly Belle
Landon Beall	152	4th	Petty	Dismissed	Checked In - Grady Beall
Cameron Baker	127	5th	Knight	Dismissed	Checked In - Matthew Baker

Reunification Progress

Filters

Clear Filters

Grade
All

Classroom
All

Student Tag
All

Student Status
All

Columns
4 items selected

STUDENT NAME
Reagan Beall
Joey Benson
Christopher Bennett
Tinker Belle

CHECK-IN

Pikmykid

Jenn Loxton
ADMIN

Reunification Student Check-In   ● LIVE UPDATING

Christopher Bennett
124
Status: Checked into Soccer Field
Check In   Missing

Joey Benson
162
Status: Missing
Check In   Missing

Nicole Bergan
140
Status: Checked into Soccer Field
Check In   Missing

Michael Bowers
123
Status: Checked into Soccer Field
Check In   Missing

Thomas Cappolini
130
Status: Checked into Soccer Field
Check In   Missing

Sandy Crossly
161
Status: Missing
Check In   Missing