

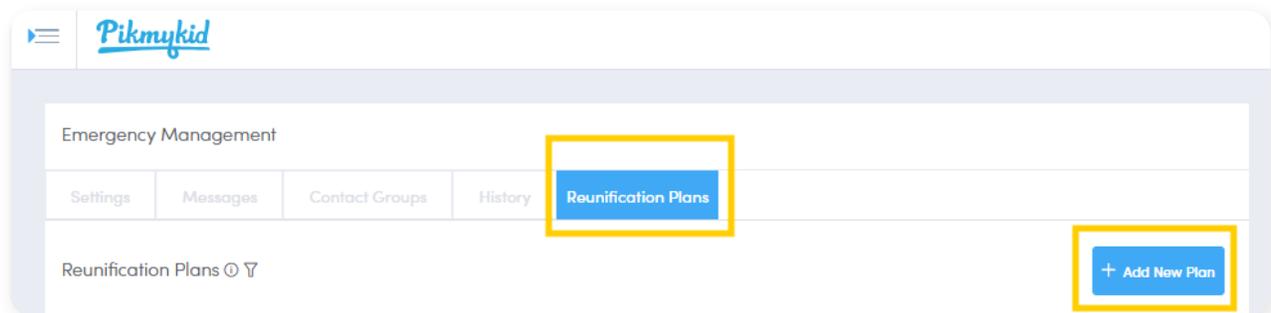
STAFF USER GUIDE



Emergency Reunification Setup Guide *with* Pikmykid

Getting Started

Before using the system, reunification plans will need to be created. Begin by clicking on the **Settings Wheel** in the upper right hand corner of the screen and click **Emergency**. Next, select **Reunification Plans** and then **Add New Plan**.



Start by giving your plan a **Title** (e.g. On-Site Plan, Off-Site Plan, Fire Reunification, etc) based on the type of reunification you will be conducting. Next, determine the following locations for your campus. (*These locations should be separated from each other for security and extra safety precautions*):

- **Parent Check-In Area** Parents/guardians will arrive at this location to be verified and checked in by school staff.
- **Family Waiting Area** After parents/guardians are verified and checked in, they will then wait at this location to be reunited with their student.
- **Student Supervision Area(s)** Designated area(s) where staff will be checking in students and waiting with them until their parents have been checked in and verified. *Additional locations can be added by using the + button.*

Create New Plan

Title

Parent Check In Area

Family Waiting Area

Student Supervision Area

Create Plan Cancel

To save, click **Create Plan**, and repeat the process to add additional plans. At any time, plans can be updated or modified using the **pencil icon** from the Emergency Management dashboard.

Emergency Management

Settings Messages Contact Groups History **Reunification Plans**

Reunification Plans [+ Add New Plan](#)

| TITLE ↑↓ | PARENT CHECK IN AREA ↑↓ | STUDENT SUPERVISION AREA ↑↓ | FAMILY WAITING AREA ↑↓ | |
|--|---------------------------|---|---------------------------|--|
| Off- Site Reunification- Community Library | Library North Parking Lot | Community Room , Library Courtyard | Library South Parking Lot | |
| On-Site | Car Loop | Baseball Field, Picnic Area, Soccer Field | Courtyard | |

Once your plans have been created, conduct a drill to test your emergency reunification system and processes.

*** Best Practices: Have staff practice using the reunification student check-in during monthly drills (fire, lockdown, weather, etc). Review the Testing & Using the Emergency Reunification System guide for more information.**