



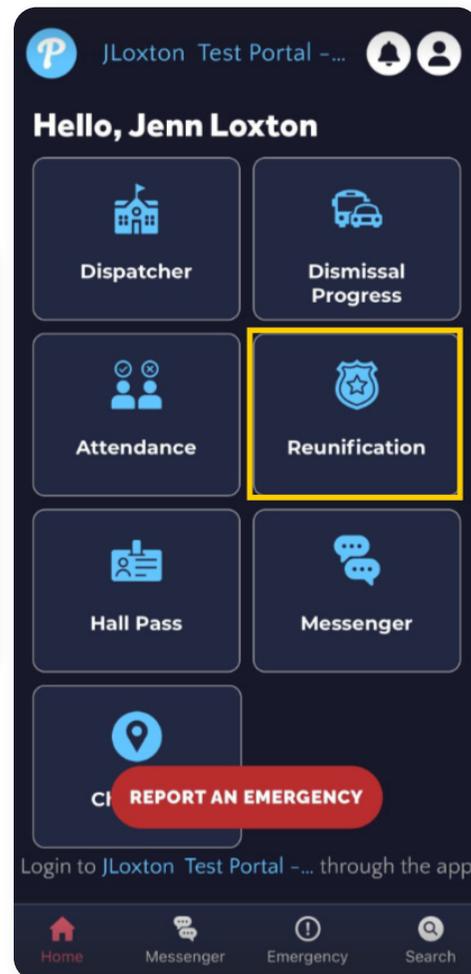
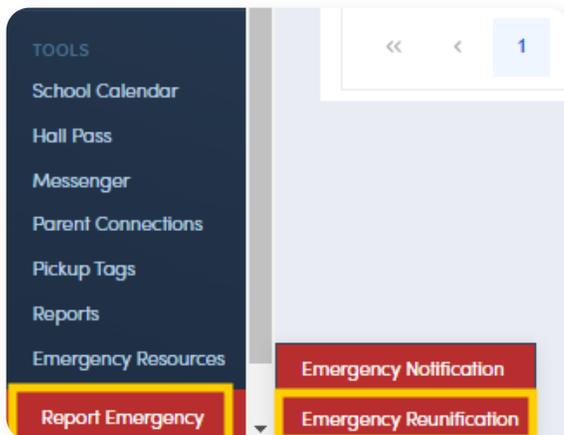
Testing & Using The Emergency Reunification System *with* Pikmykid

How To Initiate A Practice Drill

Following an emergency drill on your campus, a reunification drill can be conducted. This provides staff an opportunity to engage with the system and familiarize themselves with the reunification process.

** Best Practice: Have staff practice using the reunification student check-in during monthly drills (fire, lockdown, weather, etc).*

- Click on the red **Report Emergency** button in the lower left corner of the school portal and select **Emergency Reunification**. *From the Pikmykid Staff App, select the Reunification icon from the homepage.*



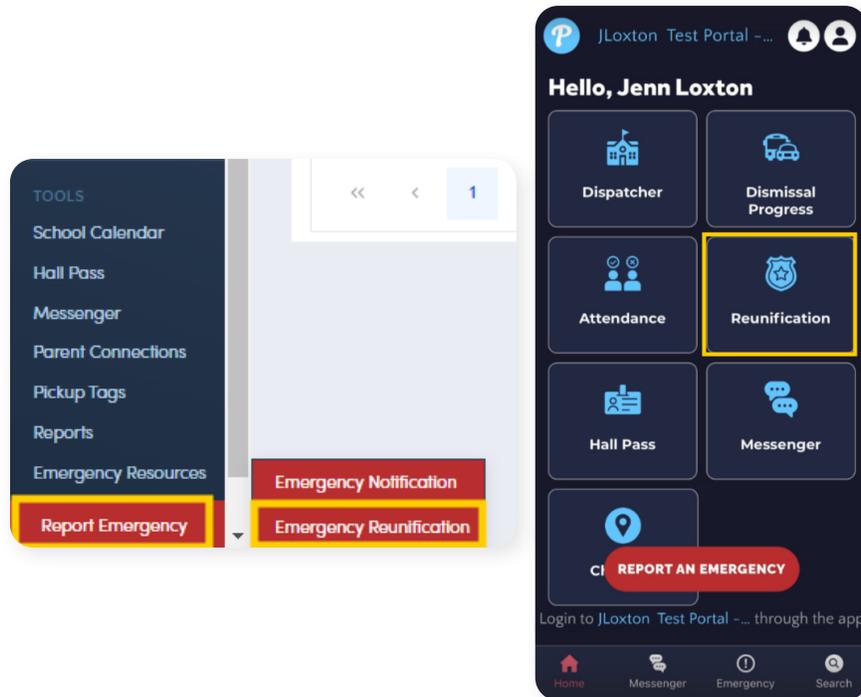
- Then **select the plan** for the type of reunification drill that is being conducted.
- Next create a **Staff Notification**; *staff will receive an email and a text message.*
- When initiating a practice drill **check the box** to confirm **This Is A Drill** and click **Next**. *Checking the box for a drill means that parents will NOT be notified.*

- Then click **Start Drill**. A pop-up will appear to confirm the school has entered reunification mode and staff will be able to begin the reunification process.

- Once the drill is complete, the drill should be **terminated** from the dashboard by a school administrator. *During an emergency reunification drill, certain features and abilities of the portal are disabled until the drill has been terminated.*

How To Initiate An Emergency Reunification

- Click on the red **Report Emergency** button in the lower left corner of the school portal and select **Emergency Reunification**. *From the Pikmykid Staff App, select the Reunification icon from the homepage.*



- Then **select the plan** for the type of reunification that is being conducted.
- Next create a **Staff Notification**; *staff will receive an email and a text message.*

The screenshot shows the 'Emergency Reunification' configuration screen. At the top, there are two radio button options for 'PLANS': 'OFF-SITE REUNIFICATION-COMMUNITY LIBRARY' and 'ON-SITE'. Below this, under 'PLAN LOCATIONS', there are three text boxes: 'PARENTS CHECK IN AREA: CAR LOOP', 'STUDENT SUPERVISION AREAS: BASEBALL FIELD, PICNIC AREA, SOCCER FIELD', and 'FAMILY WAITING AREA: COURTYARD'. A 'STAFF NOTIFICATION' section is highlighted with a yellow border and contains a blue message bubble that reads: 'Reunification is beginning. Please start checking in students and families.' Below this is a section titled 'THIS IS A DRILL' with a checkbox and the text: 'Checking this box means that parents will not be notified. Students will need to be checked into a designated area(s) to ensure all have been accounted for before resuming normal school activity.' At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted in yellow.

- Next toggle on the **Parent Notification for Reunification**. *Staff have the ability to edit the Parent Notification prior to sending.*
- Then **confirm** that **all parents will be notified** of the emergency reunification by checking the box and click **Start Reunification**. A popup will appear to confirm the school has entered reunification mode and staff will be able to begin the reunification process.

Confirm Reunification

Turn on to send a parent notification for reunification

PARENT NOTIFICATION

Dear Parent,

There has been an emergency at JLoxton Test Portal - FL. Please stay calm and await further instructions from the school.

Please let the school know who will be collecting the student if you can't make it.

Thanks,
JLoxton Test Portal - FL

CONFIRMATION

Check this box if you understand that all the parents of students currently at school will be notified of school reunification.

Back Start Reunification

Emergency Reunification in Progress

The school has entered into Emergency Reunification mode.

Continue

During an emergency reunification, certain features and abilities of the portal are disabled until the reunification has been terminated.

Additional Emergency Resources can be found in your school portal.