



Dear Parents,

On Tuesday, November 20th Dixie Sun Elementary will be conducting a Reunification Drill. The purpose of this drill is to prepare students and parents in the event that an emergency was to happen at the school, would require a lock down situation, and students would need to be reunited with parents personally. Our goal during this event will be to have EVERY CHILD picked up by a parent at the designated time. We will do our best to help the process to go smoothly and in a timely manner. We believe that, with the help of our parents, this event will be extremely successful. Please refer to the following information to prepare for your role in our Reunification Drill.

When:

Where: Dixie Sun Elementary School

Parents: Please be prepared to be reunited with your child by bringing the following information with you:

- **Photo ID - REQUIRED**
- the card that is attached to this letter, filled out completely
- Also, make sure you have updated the pink card with all of your most current contact info, or info of people who have permission to pick your child up. Pick up people must be OVER 18.

Procedures:

- Plan to park in the church parking lot, not in the parking lot in front of the school.
- With your ID and the information card in hand, approach the tables at the front of the school.
- The attendants at the tables will check your ID and take your card. They will also check to make sure you are on the contact card if you are not the parent.
- The card will then be given to a runner inside of the building who will go to the classroom where your students are waiting and bring them to you at the outside door exiting the counselors room. (Look for markers identifying this location)
- Once your students have been brought to you, you will be asked to give your student's birthday and sign the card. The card will then be left with the runner.

Please keep in mind the following:

- NO students will be released to anyone that is not a parent or someone on the student's pink contact card.
- ADULTS picking up MUST HAVE photo ID. NO students will be released to older brothers or sisters. Parents, or the designated contact, can ONLY pick up their children, they may not take a friend or relative's children unless they are listed on the pink card.
- We will be trying to reunify over 400 students with their parent. It will take some time, so please be polite and patient in this process.
- Our office will close at 11:00 this day in order to prepare for the drill. We ask that you do not check your students out early, but participate in this process so that everyone will understand how reunification works in case of a future event.

Again, we appreciate all of your support and are looking forward to a successful Reunification Drill which will prepare us all in case of an emergency. Please let us know if you have any questions or concerns.

Mrs. Heki, Principal