

# University of Louisville

## Emergency Operations Plan

### Annex for

## Reuniting Minors and Parents/Guardians During Camps or Events

### Introduction and Assumptions

Minor and Parent reunification is a crucial part of emergency planning. During an emergency or disaster, releasing minors to parents is difficult at best. Accordingly, a comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning which is to insure the safety of minors to every extent possible.

There are a wide variety of emergency situations that might require minor/parent reunification. Minor/parent reunification may be needed if the event or camp is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, school violence, bomb threat, terrorist attack or other local hazard.

Some parents will refuse to cooperate with the minor/parent reunification process. This situation can be diminished, to some degree, if parents are informed about the emergency release procedures before the camp or event occurs. Parents should be reminded that the safety of their child is the utmost priority. It is a good idea to include this material included in your camp/event information distributed prior to the camp/event.

Parents may be emotional when arriving at the reunification location. Have counselors available to deal with issues that exceed your area of expertise.

Shortly after the incident the media will have a presence on campus. The Office of Communications and Marketing will deal with the media.

### Units with Assigned Responsibilities

Communications and Marketing  
Event/Camp Staff  
Public Safety

### Decision to Activate Reunification Plan

The event staff in collaboration with the university leadership, university police and/or emergency

manager will determine if an event should be closed or canceled due to an emergency situation. Once the decision has been made certain groups must be notified as soon as possible.

## Emergency Notification

If a decision has been made to close or cancel an event or camp, the event/camp leader should immediately notify the office of Communications and marketing. The OCM will disseminate information within and outside the university.

## Information Distribution

Communications and Marketing will disseminate information regarding a non-emergency campus closure to the university community using UofL Alert . The information regarding the campus shelter being activated will be part of that communication. Communications and Marketing will be the public information source for the media.

## Building/Unit/Department Actions

### **Event/Camp Staff**

Prior to the event or camp, staff must establish a safe area for parents to go to pick up their minors in the event of an emergency. This location and an alternate should be coordinated with the Emergency Manager. This area must be away any danger, traffic-friendly and safe for the minors. A map should be developed for the primary and alternate locations.

The staff must develop a plan for reunification that includes the following:

- a. Notify ULPD to assist with security and traffic control.
- b. Parents must be notified where to meet their child/children.
- c. The parent/guardian must have a Picture I.D. with them to insure the person requesting the child/children is a match to the name on the emergency release card.
- d. Any minor will stay under control of the camp/event staff until released to the parent/guardian.
- e. The parent/guardian will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- f. If the child is in the first aid area the parent/guardian will be escorted to that area for reunification with their child/children.
- g. If the minor was taken to an area hospital, the parent/guardian will be provided with the location of the hospital and transportation if required.

### **Public Safety**

Traffic will be controlled by ULPD patrol, security or parking officers. To every extent possible two way traffic will be maintained to allow for entry and exit of emergency vehicles as needed. As the situation develops there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident.