

DR. MARTIN LUTHER KING, JR. MIDDLE SCHOOL

EMERGENCY PARENT/CHILD REUNIFICATION INFORMATION

In the event of a school **Lockdown, Evacuation, or Shelter Alert** emergency where it is appropriate for you to pick up your child from school, please be aware that our school has a plan in place for emergency Parent/Child Reunification (PCR). This plan is designed to reunite you with your child in a safe manner as quickly as possible. The plan requires that only those adults with authorization will be allowed to sign out your child. It is very important that your child's yellow Student Emergency Information form is kept current. You may also complete an Authorization for Release of Student if you want to authorize additional adults, such as a friend or neighbor, to sign out your child. Anyone signing out a student during an emergency PCR will be required to complete an MLK Emergency Sign Out form and show identification.

The [Authorization for Release of Student form](#) should be sent to the school's main office to be kept on record for your child. It is not necessary to complete this form for adults already listed on your yellow Student Emergency Information form.

The [MLK Emergency Sign Out form](#) should only be completed if the school is conducting a PCR. The person signing out your child can bring the completed form with them, or receive and complete the form once they arrive at the reunification location (see below). They will also be required to show identification. Do not send or fax this form to school. It is for use only during an emergency parent/child reunification.

- If reunification takes place **on-campus indoors**, please report to the school's main entrance.
- If reunification takes place **on-campus outdoors**, please report to our athletic fields or to the Lake Seneca Elementary School athletic fields.
- Reunification **off-campus** will take place on our athletic fields or at Seneca Valley High School.

Every attempt will be made to communicate the specific reunification location and an information telephone number to you through our website, connected telephone message, or the media.