



Arrowhead Elementary

435-674-2027 | 545 Arrowhead Trail Santa Clara, UT 84765 | Kim Heki Principal

Dear Parents,

On Thursday, April 14th, Arrowhead 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: April 14 at 12:15 pm

Where: Arrowhead Elementary School

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

- **Photo ID - REQUIRED**
- Bring the reunification card attached to this letter, filled out completely. Please include information for all students you are authorized to pick up. There will be extra cards at school if needed.
- **Be sure your emergency information in [PowerSchool](#) is updated with your most current contact information. Include names/phone numbers of people who have permission to pick your child up.**
- Pick up people must be OVER 18. If you need help updating information please call the office.

Procedures:

- Parents will receive an automated phone call letting them know students need to be picked up.
- Plan to park on the street, not in the parking lot in front of the school. (Check In and Pick Up areas will be clearly marked)
- With your Photo ID (**You must have a photo ID**) and the **reunification card** in hand, go to the check in line at the front doors of the school.
- The attendants at the tables will check **Photo ID** and take the **filled out** reunification card.
- After check-in, students will be brought to the **Library outside door** for pick up.

Please keep in mind the following:

- **NO SCHOOL OR DAYCARE BUSES** will be picking up this day. **ALL STUDENTS** need to be picked up.
- Students will not be released to anyone that is not a parent or is not listed in PowerSchool as an emergency contact.
- **ADULTS** picking up **MUST HAVE photo ID**. NO students will be released to older brothers or sisters unless they are on PowerSchool as an emergency contact and over 18.
- We will be trying to reunify over 600 students with their parents. It will take some time, so please be polite and patient in this process.
- Our office will close at 11:30 am 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 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