



25.0 - Lost Student Search Plan

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LOST STUDENT SEARCH PLAN

This procedure must be followed when a student has been reported missing, the student's location cannot be confirmed and there is concern for the student's safety or well-being. The school should be prepared to initiate a lockdown and assign staff to secure the exit doors in an effort to prevent the student from leaving the building.

Ensure all office staff know where the red phone is located and its purpose (direct dedicated line of communication with the board office. It will work regardless if technology in the school is down).

SEARCH PROCEDURES:

- ☐ Reports the name, description and time the missing student was last seen of to the office.
- ☐ Check the sign out sheet in the school office to see if the child was picked up early and by whom.
- ☐ An announcement will be made on the P.A. –
“Lockdown, lockdown, lockdown now!. All staff, we are looking for (use the name and description you have). If you know where this student is, please call extension (insert the phone extension to call)”.
- ☐ Immediately monitor the video surveillance system (if applicable) including perimeter cameras. If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building.
- ☐ The principal, or designate, will supervise main exits.
- ☐ Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.
- ☐ Two staff members will be assigned to search each floor of the school (two per floor – each floor split in half): search the halls, all bathrooms, closets, etc. Staff members will close and lock doors once they are done searching an area.
- ☐ One person will station themselves at the School on the main street in front of the school (next to the parking lot if possible) so that they can see the street in both directions and the parking lot lane.
- ☐ Two staff members will check the grounds (one in front incl. parking lot /one in back including East side yard)

If it is confirmed that the student has exited the building:

- ☐ The secretary will obtain the clothing description of the child and call 911. Incident number will be provided by the operator. Provide a clear description of the student including where the child was last observed. Include the following information in the description:
 - Height and approximate weight
 - Ethnicity
 - Complexion and hair color
 - Attire and any distinguishing features
 - Verbal or non-verbal
 - Languages spoken
- ☐ The secretary will contact neighboring schools.
- ☐ Notify the school SRO, the school Sat Link and, if an at risk student or student with special needs, contact the Divisional Director of Extended and Clinical Services.

- Note if technology is down (phones/computers/etc.) use the **RED PHONE** located in the office – it is a dedicated hard line to the board office.
- Calls must be made with or without school technology (use staff cell phones to call in the information to the Superintendent and police. Calls should be made no later than 30 minutes after the student has been reported missing or after school starts.
- Notify the parent of missing student and file a missing person's report with the police.
- Immediately monitor the video surveillance system (if applicable) including perimeter cameras.
- Remaining personnel will be assigned to search neighborhood by car (provide cell phone numbers to secretary).
 - Immediately start a mapping process as soon as the outdoor search begins. Have a larger map outlined and section off. Write down the volunteer's names and cell phone numbers for each section so that they can be reached if any further information is required. Staff should only search in pairs.
 - Start the search immediately do not wait for police.
 - Car 1 will search the route to the child's home.
 - Remaining cars and volunteers to search area around the school.
- Review the student's file to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.
- Cooperate with first responders and law enforcement. Provide the student's description and a photo if available. If applicable, review the student's Individual Education Plan (IEP, BIP) to determine what additional support is required.
 - Ensure you know when the report will be filed with missing persons.
 - Photos and information is only to be shared with the media once the missing person's report is filed.
 - Do not place anything on social media from the school until the missing person's report is filed.
 - Take your lead from the police on how to conduct the search.
 - Use your SRO to liaise between the school and police.
- Once the parent arrives at the school, escort the parent to the law enforcement officers so that the parent may discuss the incident with school officials and the officer in command. A representative from the school crisis team should also be present to provide additional support for the family.
- Once student is located and is confirmed safe. All searchers, including the police & superintendent, must be contacted. To contact police call 986-6222 and provide incident number.
 - Meet with staff and share information regarding what happened, plan for sharing information with students and provide assistance (clinicians) where needed.
 - Debrief with parents of the missing student. Create a plan to prevent a similar situation from occurring with the student.
 - Meet with the school team and debrief about the situation. Determine what worked well, areas to improve and lessons learned.
- This procedure, as well as the names and photos of children, who have a history of running, will be reviewed annually with staff, and adjusted accordingly.

CHILD REPORTED LOST OR MISSING BY A PARENT – AFTER SCHOOL HOURS

In a large school, it is inevitable that a frantic parent will call to report that his child has not made it home from school according to the normal schedule. In order to help keep the parent calm while we get to the bottom of the situation, it is important to have a plan.

Sometimes a child is “misplaced” during the end-of-day dismissal. The child might end up on the wrong bus or he might have gotten off the bus and gone home with a friend without parent permission. When that happens, no matter what the reason, things can get frightening and tense until the child is located. There is no time to waste.

Because the adult responsible for the lost child is usually frantic -- or angry – have a plan in place for handling situations such as this. Launch your plan as soon you are notified of a missing child. One of staff from the crisis response team should be assigned to the adult to keep them calm while the school initiates their plan.

Keep your plan in a readily available location in main office desk. If someone calls trying to locate a child after school, the staff member has immediate access to the steps that need to be taken, as well as the phone numbers of those who might be called on to help resolve the situation.

PROCEDURE: LOST STUDENTS - AFTER SCHOOL HOURS

When word is received that a student has not arrived home safely after school, the person who answers the phone should take the following steps:

- ☐ Ask the caller the student's name, age, grade and homeroom teacher's name.
- ☐ Take the name and phone number of the caller and the name and phone number of a person who will stay by a phone to be the contact person.
- ☐ Before hanging up, remind the caller to call the school if the child is located.
- ☐ Check the sign-out sheet in the school office to see if child was picked up early. If the child was picked up, by whom was he/she picked up?
- ☐ Pull the emergency contact information for the student.
- ☐ Pull the child's transportation form to see where he/she should go. How does the child usually get home? Was today a change in routine or has he/she recently changed routines?
- ☐ Call the homeroom teacher at home to see if he/she knows of any change in routine or any specific after-school plans the child had. Ask the teacher if he/she recalls what the child was wearing that day.
- ☐ Call principal and vice-principal:
 - Principal Name _____
 - Home Phone: _____
 - Cell Phone: _____
 - Vice-principal Name: _____
 - Home Phone: _____
 - Cell Phone: _____
- ☐ Check with teachers on bus duty, day care duty, and car/rider duty.

- ☐ Call Transportation (Phone: _____) Talk to the bus driver to see if he/she knows where the child got off, who the child was sitting/visiting with on bus.
- ☐ Call the child's friends in the homeroom to see if they know anything.
- ☐ Call the SRO (Phone: _____) Provide a description of the child, the clothing he/she was wearing and emergency card information.
- ☐ Drive through the neighborhood; inquire of other children in the neighborhood to learn if any of them might have seen the missing child or know where he/she was going.
- ☐ Check the student's desk and coat closet to see if anything is unusual. (Is it empty? Were any notes left behind?)