



Magna Elementary

PROCEDURE FOR MISSING CHILDREN

Alert Phase

- Teachers:
- When you are aware that a child is missing.
 - Note the time and write it down.
 - Count the students in your class and visually scan for child. Ask "Is...here? Where is...?"
 - Alert office immediately!

Notification and Data Collection Phase

- Office:
- Call for student over the intercom system
 - Begin search by checking throughout the building & grounds.
- Teachers:
- Return to class and verify child missing
 - Collect descriptive information (clothing, hair color etc.)
 - Collect situational information (Did anyone see child leave? In what direction did child go? Was the child with anyone? What did that person look like? Did the child leave during recess, lunch, or near the end of school?)
 - Give descriptive and situational details to office.

Search Phase

- Office:
- Call parent and notify them of missing student and that a search at school is being conducted.
 - Begin searching playground and surrounding areas.
 - Notify police.
 - Call parent with updated information – Ask parent if there is any reason why child would leave school, or check to see if student has arrived at home.
 - Have important information ready for police officer:
 - Copy of registration form
 - Description of student
 - Time student was reported missing
 - Information from parents
 - Help the police with an organized search.

Evaluation:

Process what happened and review for improvements.

