



QUICK REFERENCE GUIDE

MISSING STUDENT PROTOCOL

Not all steps of this protocol may be feasible due to the complexity of this type of event — each occurrence will be different. The presence of law enforcement may also alter the school's response.

ALERT PHASE • STAFF

When you are aware a student is missing:

1. **Alert the office** immediately.
2. **Lock down the school** and have all teachers take roll.
3. **Note time** of day and other details.

NOTIFICATION/DATA COLLECTION PHASE • OFFICE

1. **Call student** over the intercom system.
2. **Notify parents** of missing student.
3. **Notify school resource officer or law enforcement.**
4. **Search** buildings, grounds and local community.
5. **Identify a spokesperson** to respond to questions.

NOTIFICATION/DATA COLLECTION PHASE • STAFF

1. **Check with other staff** members to verify student has not been found.
2. **Gather information on the student's** age/grade • clothing • hair/eye color, etc.
3. **Speak with staff and student's friends** to determine where the student was last seen • what he/she was doing • was he/she talking with anyone • what direction did he/she go • was a car seen, etc.
4. **Provide descriptions** to the office.



SEARCH PHASE • OFFICE

1. **Call parents** to come in and assist with description of student.
2. **Continue searching premises.**
3. **Provide information for law enforcement** that was gathered from staff, registration information and any other pertinent information.
4. **Assist law enforcement** to meet their needs.

EVALUATION PHASE

The school should discuss what happened, review all information and discuss how to prevent future situations. The process should be evaluated to see what areas went well and what should be improved. The school should share the results with staff and other schools.