

CHAPTER NINE



MISSING CHILD

Amber Alert

[Missing Child – In School](#)

[Missing Child – Field Trip/Off Campus Activity](#)

MISSING CHILD - IN SCHOOL

1. **PURPOSE:** To develop a crisis response to the report of a child missing from school.
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?** The report of a child missing from class or from the building or school activity.
3. **PROCEDURES:**
 - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
 1. The local administrator/designee, or attendance office verifies that the child is missing.
 - a) check with the classroom teachers
 - b) assigns personnel to search the building and grounds
 2. The local administrator or designee notifies the parents/guardians and the crisis team to inform them of the incident details and steps that have been taken.
 3. The local administrator or designee, or attendance office notifies the police (911) and gives the following information: name, sex and age of child, general physical appearance and clothing description (provide photo if permissible), medical status, and time last seen. In the event of kidnapping, vehicle information and the area of travel should also be provided.
 4. The local administrator or designee consults with law enforcement to see if situation warrants the issuance of an Amber Alert.
 5. A complete incident report will be filled out by _____.
 - B. **Who does what?**
 1. The local administrator, attendance officer, or _____ consults the classroom teachers.
 2. _____ organizes a search of the building and grounds.
 3. The local administrator, designee _____, or attendance office notifies the parents/guardians
 4. The local administrator or _____ calls police (911) See Section A #3 Above
 5. _____ completes an incident report.
 - C. **When do you respond?**
 1. When a child is reported missing.
 - D. **What will the follow-up be?**

1. Meeting with students and parents/guardians.
2. Review school's procedures with staff members involved.

MISSING CHILD - FIELD TRIP/OFF CAMPUS ACTIVITY

1. **PURPOSE:** To develop a crisis response to a child missing from an off campus school sponsored activity
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?** The report of a child missing from an off campus, school sponsored activity, or the failure of a child to report to transportation or check-in at an off campus, school sponsored activity

PROCEDURES:

A. Identify appropriate procedures to protect the health, safety, and welfare of students.

1. At least one chaperone remains with the other students and takes roll.
2. One chaperone/school staff member notifies security and notifies police of the name, age, sex, and description of child and clothing he/she is wearing.
3. Chaperone/school staff member notifies teachers or other school personnel attending the activity.
4. Teacher or local administrator (if on field trip) consults with law enforcement to see if the situation warrants the issuance of an Amber Alert.
5. Teacher or other school employee notifies the principal or designee.
6. Principal or designee notifies the child's parents/guardians.
7. If a child is still missing at the conclusion of the trip:
 - a) Teacher or other school personnel remain on site until the child is found.
 - b) The head chaperone takes over the duties of the person who stays behind.
 - c) Head chaperone/school staff remains at school upon return until all students are dismissed to the parent or guardian.

B. Who does what?

1. The school administration ensures that appropriate emergency procedures and contact information from the Crisis Manual accompany all school-sponsored activities.
2. The teacher who organized the trip or attending chaperone assigns responsibility to other teachers, employees, and chaperones

C. When do you respond?

When a child is reported missing or fails to report at the assigned check-in time.

D. What will the follow-up be?

1. Attend to any medical needs of the child.
2. Student disciplinary meeting if incident warrants such action.
3. Review school's procedures with staff members involved.
4. Review school's procedures with security/law enforcement at the activity site.

E. Additional Resources

KLAAS Kids Foundation

<http://www.klaaskids.org/pg-legmeg.htm>

PA Amber Alert

<http://www.amber.state.pa.us/amber/site/default.asp>

“Missing Kids”

<http://www.missingkids.com/>