

EMERGENCY RESPONSE PROTOCOL

Kidnapped

Depending on Assistance Needed, Call:	
Police, Fire and EMS Emergency	911
Security	
Crisis Team	
EST Manager	
Other	

Situation Description

Kidnapping refers to a child who is missing under suspicious circumstances. There can be several explanations for why a child has been noted as missing in school:

- Student leaves the school property or runs away.
- A noncustodial parent takes the child without consultation with the custodial parent.
- A kidnapping is witnessed.
- An abduction is reported by a telephone call, note, or hearsay.

Procedures

Immediate response—

- Principal will notify:
 - Parents, guardians;
 - Police;
 - Executive Support Team; and
 - Communications as directed by the EST; and
 - Security.
- Principal assures that the following steps are taken if an abductor is suspected:
 - Initiate building Lockdown procedures.
 - Send a confidential notice to all teachers informing them of the situation.
 - All teachers must take attendance and report any missing students to the main office.
 - Sequester witnesses for police interview.
 - Security/Custodian cordons off area in which the alleged kidnapping occurred to preserve any evidence.
- The principal consults with responding police officials to review the incident.

- The principal identifies custodian to accompany police and provide access to locked areas such as boiler room.
- Office staff gathers the following information for police use: student school picture, description of clothing worn, personal data such as age, weight, height, and identifying marks, significant data from student record such as disciplinary actions. Also, share data from family/emergency cards with police, including medical data, i.e., immediate need for access to chronic illness medications (insulin, inhalers...).
- Where possible, an aerial photo of the school and surrounding grounds.
- List of staff members who are not in attendance.

Followup response—

- Principal assures that the following steps are taken:
 - Develop plan for working with parents who are concerned about the welfare of their children.
 - Contact the Crisis Team for assistance as needed.
 - Follow existing procedures for dismissal.
 - Develop a letter to be sent home to parents with students at the end of the school day informing them of the incident and the measures taken to assure the safety of all students. This letter should be developed with the EST and Communications.
 - Contact appropriate parties as needed when child is located.
 - Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.