

**Emergency Plan and Search Protocol  
Appendix 8**

**Urban Context**

1. Assess the Situation

- Where was the student/group member last seen? By whom?
- Where was the student going?
- Did any witnesses see unknown persons in the area of the school?

2. Intervention Response

Information for 911/Police Dispatcher

- Give group leader’s contact information to emergency dispatcher so police officers can re-establish contact if necessary
- Provide lost student’s name and age.
- Name, address and telephone of Parent or Guardian
- Physical description of student including clothing.
- Description of lost person’s mental state when last seen.
- A photograph, if possible.
- Any other pertinent information.

**Rural Context**

1. Assess the Situation

- Where was the student/group member last seen? By whom?
- Where was the student going? For what purpose?
- Did any witnesses see unknown persons or wild animals or other potential hazards in the area?

2. Intervention Response

Information for 911/Police Dispatcher

- Give group leader’s contact information to emergency dispatcher so police officers can re-establish contact if necessary
- Provide lost student’s name and age.
- Name, address and telephone of Parent or Guardian
- Physical description of student including clothing.
- Description of lost person’s mental state when last seen.
- A photograph, if possible.
- Any other pertinent information.

<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"> <li>√ Conduct a thorough site search, unless there are dangers to searchers.</li> <li>√ If lost person is not located, or group is unable to search for safety reasons, call 911 and ask to speak with the RCMP.</li> <li>√ Call the Director of Learning</li> <li>√ Contact lost person’s parents/guardians or emergency contact</li> <li>√ Assist investigation in every way possible.</li> <li>√ Co-ordinate all communications with Communications Coordinator, police and parents.</li> <li>√ Prepare for media questions, interviews</li> <li>√ Document all responses to the incident.</li> </ul>	<ul style="list-style-type: none"> <li>X Panic – remain calm.</li> <li>X Create undue concern among other students through school-wide announcements, unless announcements are necessary for safety reasons.</li> </ul>

3. Follow-up Activities

- Provide ongoing support and services to others affected by the incident
- Communicate with parents as appropriate.
- Complete an Incident Report Form, Appendix #4
- Debrief the entire incident and circumstances leading up to it with your administration
- Review Emergency Response Plan