

Appendix 7 – Emergency Plan and Search Protocol

1. ASSESS THE SITUATION

Urban Context

- 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?

Rural Context

- 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 (Urban)

- Provide group leader's contact information to dispatcher so police officers can re-establish contact with school group, 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.

Information for 911/Police Dispatcher (Rural)

- Give group leader's contact information to emergency dispatcher so police officers can re-establish contact if necessary
- 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.

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

3. FOLLOW-UP ACTIVITIES

- Provide ongoing support and services to others affected by the incident
- Debrief the entire incident and circumstances leading up to it.
- Review Emergency Response Plan
- Bring closure – using the media, where appropriate.
- Communicate with parents as appropriate.