

# Kidnapping

Kidnapping or lost child, actions to take:

**❑ Staff Actions:**

- Notify the principal with description of suspect and the missing student(s)
- Move other children (if present) away from area of abduction

**❑ Principal, Team:**

- Call 911
- Notify District Support Team, Central Office
- Contact the parents of the child involved; establish a communication plan with them
- Assemble the appropriate Emergency Response Team members to manage the crisis
- If the incident occurs during the school day, classroom routine should be maintained
- Conduct immediate search of school building and grounds
- Provide a school picture and obtain a full description of the child (including clothing) to assist the police
- In cases of kidnapping, obtain a description of the suspect from witnesses
- When a child is found, contact the appropriate parties as needed
- Prepare an outline of the situation for staff; give factual information, as appropriate, to allow them to respond to students' questions
- Prepare an appropriate notice (preferably in writing) for parents
- If appropriate, arrange for counseling assistance for students
- Call emergency staff meeting if necessary

**❑ Additional steps for our school/facility (if any):**

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