Unauthorized Removal/Abduction

Overall Procedures

- If abduction is observed or suspected, call 911
- Obtain a detailed description of the abductor (physical appearance, type of clothing, make/model/color/license plate of vehicle, direction of travel, etc.)
- If a student or staff member is missing or abducted, immediately notify Principal's Office
- If possible, obtain a detailed description of clothing/time/location when student was last seen and a photograph

Missing Students

- Contact the parent/guardian of the missing student to determine if they should be at school
- · Conduct an immediate search of the school and school grounds
- Call 911

Abducted Students or Staff

- · Call 911, provide suspect and vehicle information
- If other students or staff members witness the abduction, they should be detained to be interviewed by law enforcement
- Attempt to clarify type of abduction custodial or other (see issues to consider below)

Issues to Consider

- The safety of the victim is paramount; nothing should be done to increase danger
- · Is a custody battle going on between parents/guardians?
- Does the child have a history of being missing; could he/she be a runaway?
- · Is there a Personal Protective Order?
- · Is there a known history of domestic violence/ domestic issues?
- Is there a pending/recent divorce or legal separation of the parents/ guardians of the student or the missing/abducted staff member?

Incident Commander	 Coordinate actions of school personnel with internal and external resources Ensure the entire school is searched Notify the missing person's emergency contact Call 911 and the BOE/Superintendent Activate the schools CRT
Head Custodian	Assist emergency responders in searching the school
School Nurse	Assist emergency responders in searching the school
School Counselor	 Follow school protocol to support all students especially those with disabilities, emotionally vulnerable students and close friends of abductee/abductor. Determine if mental health response team is needed to support distressed students. Assist with notification of parents/guardians
School Resource Officer	 Assist emergency responders in searching the school. Obtain a physical description of the victim and possible suspect(s)
Evacuation Coordinator	Assist emergency responders in searching the school
Reunification Coordinator	Assist emergency responders in searching the school

Advise the SRO and Local Law Enforcement Agencies of:

- Physical description, age, home address and contact information
- · Any special needs or medical issues
- · Siblings or other relatives in the school system
- Known friends and acquaintances of the person that is missing/has been abducted

DISCOVERY			
Discoverer determines type of incident, including:			
1. <i>A</i>	Abduction		
2. 1	Missing Person		

•••• NOTIFY Discoverer notifies: 1. Principal's Office OR 2. SRO 3. School counselor/ mental health crisis team manager 4. 911

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		ablish Incident mmand
		ident Commander tains:
	1.	Description of incident what happened, location and time of incident
	2.	Number of people involved
	3.	Identity of victim and suspect
	4.	Where was the victim last seen?
	5.	Physical description of the victim and suspect(s)
	6.	Direction of travel
	Inc	ident Commander will:
	1.	Parent/Guardian or Emergency Contact
	2.	Notify CRT and SRO to

search the building

3. Call 911 4. Notify BOE/ Superintendent 5. If student, notify the Principals of schools that siblings attend,

if any 6. Meet outside responders at emergency access

points

effect

Incident Command is in

ASSESS case? nt, used? guardian?

Incident Commander assess situation: 1. Is this a legal custody 2. Did the victim go willingly or was force 3. If the victim is a juvenile, what are the parental rights of the mother, father and/or

NOTIFY ACT Incident Commander will: 1. Secure the area with help from SRO and Head Custodian 2. Dispatch additional personnel to the scene, if needed 3. Alert affected occupants 4. Lockdown affected area if needed SRO will: 1. Secure the area with Principal & Head Custodian

2. Conduct interviews:

procedures

Determine if criminal or non-criminal

situation; if criminal,

process per security

notify: 1. Affected faculty and staff **POST-INCIDENT** Incident Commander, Crisis Response Team and/or County School Administrator will: 1. Initiate Incident Report 2. Debrief BOE and school staff 3. Debrief with school counselor/mental health crisis team manager 4. Implement critical stress debriefing program if needed 5. Conduct Post Incident Critique and take corrective action(s)

Crisis Response Team will