

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assist emergency responders in searching the school
School Nurse	<ul style="list-style-type: none"> • Assist emergency responders in searching the school
School Counselor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assist emergency responders in searching the school. • Obtain a physical description of the victim and possible suspect(s)
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist emergency responders in searching the school
Reunification Coordinator	<ul style="list-style-type: none"> • 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

