

Student is Reported Missing

Step 1:

- Double check the building to determine if the student can be located.
- An announcement is made over the intercom for the student to come to the school office.
- All teachers will confirm students in their classrooms and restrict movement outside of their classrooms. Teachers will then step into the hallway for a “Quick Look” for passing students.
- The office staff will conduct a first-hand check in all restrooms and other unsupervised areas of the school, including the school playground and parking lots.
- Once it has been determined that the student was dropped off at school or got on the school bus, and it is determined that the student is not on school property, the unit will proceed to **STEP 2**.

Step 2:

- It has been determined that a student is missing and not on school grounds. Contact the Plano Police Department immediately! This is done whether or not the parent has notified police already.
- Identify yourself and provide the police with as much information as possible:
 - ✓ Student’s name, age, date of birth, hair color, eye color, clothing, glasses, etc...
 - ✓ When was the student last seen?
 - ✓ Were there any suspicious vehicles seen around the school?
- If it is suspected that the student may have been abducted, timing is crucial when notifying law enforcement. As soon as the police receive the information, a dispatch will be sent to all other law enforcement agencies.
- Once the student is located, it is important to have the student examined by medical personnel.
- When the situation is resolved, the announcement to all involved: “The missing student has been found”, will be made.