

## Sample Checklist for Child Abduction/Lost Child

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>Procedures in the event of a child abduction/lost child:</b>	
Police have been contacted immediately after it has been determined that a child has been lost or taken.	
Conduct immediate search of the school building and grounds.	
Notify the Superintendent.	
Activate the school's Crisis Team to work on the incident.	
Contact the parents/guardian of the child involved.	
In the case of child abduction, obtain a description of the suspect (s) from witness (es).	
Supply law enforcement with a school picture and full description, including clothing worn, of the child, along with any description of the suspect (s).	
After child is found, notify Superintendent and staff.	
Fill out the Crisis Team report.	
If appropriate, arrange for counseling assistance for students, staff, and the child's siblings.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Communications:</b>	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	

Cautions/Notes:	
<p>Personnel in the school office should:</p> <ul style="list-style-type: none"> <li>• Have a list of students who are not to be released to anyone except a particular parent or guardian.</li> <li>• Make a notification on the emergency cards of such students of this request.</li> <li>• Not release a child to anyone except a parent or guardian on the list before checking with the custodial parent/guardian for approval. A record of the time and date of phone approval should be made and kept.</li> <li>• Confirm the identity of the caller if a parent telephones to request that a child be released from school before the child is released. This may require a separate phone call to the parent or guardian by cross-checking the phone number with those on file in the child's records.</li> <li>• Check and copy the person's driver's license or any other photo identification.</li> </ul>	
<p>If the incident occurs during the school day, classroom routine should be maintained.</p>	