

Missing Child (no threat) Safety Procedure

Alarm: Code _____

Safe Area: _____

1. In the event of a missing child-no threat, staff and group coordinator will confirm abduction is NOT suspected. Visitors and staff may need to be evacuated to a safe location.
2. Staff will sound the alarm to alert missing child lockdown CODE _____
3. Notify all staff and visitors of child's description.
4. Staff will direct visitors to safe area: _____
5. Visitors should remain in groups and noise level should be kept to a minimum.
6. Confirm head count.
7. Staff will search all areas. If child is not found in a reasonable amount of time, call 911.
8. Staff and visitor coordinators will determine appropriateness of leaving premises or staying in the safe area with the guidance of emergency personnel.