# Emergency Plan and Search Protocol

## Urban Context

### 1. Assess the Situation

- Where was the student or group member last seen? By whom?
- Where was the student or group member going?
- Did any witnesses see unknown persons in the area of the school activity.

### 2. Intervention Response

**Information for 911/Police Dispatcher**

- Provide the group leader's contact information to emergency dispatcher so emergency services can get in contact if necessary.
- Provide lost student's or group members name and age.
- Name, address and telephone of Parent or Guardian
- Physical description of student including clothing.
- Description of lost person's mental state when last seen.
- A photograph, if possible.
- Any other pertinent information.

## Rural Context

### 1. Assess the Situation

- Where was the student or group member last seen? By whom?
- Where was the student or group member going? For what purpose?
- Did any witnesses see unknown persons or wild animals or other potential hazards in the area?

### 2. Intervention Response

**Information for 911/Police Dispatcher**

- Give group leader's contact information to emergency dispatcher so police officers can re-establish contact if necessary.
- Provide lost student's or group members name and age.
- Name, address and telephone of Parent or Guardian
- Physical description of student including clothing.

o   Description of lost person's mental state when last seen.

o   A photograph, if possible.

o   Any other pertinent information.

| Do | Don't |
|---|---|
| ✅ Conduct a thorough site search, unless there are dangers to searchers.<br><br>✅ If lost person is not located, or group is unable to search for safety reasons, call 911 and ask to speak with the RCMP.<br><br>✅ Call the Director of Learning.<br><br>✅ Contact lost person's parents/guardians or emergency contact.<br><br>✅ Assist investigation in every way possible.<br><br>✅ Co-ordinate all communications with Communications Coordinator, police and parents.<br><br>✅ Prepare for media questions, interviews.<br><br>✅ Document all responses to the incident. | ⊗ Panic – remain calm.<br><br>⊗ Create undue concern among other students through school-wide announcements, unless announcements are necessary for safety reasons. |