

EMERGENCY ACTION PLANNING MISSING STUDENT AT AN EVENT

If the facility is NOT a school facility, prior to the start of the season, all staff members who COULD be involved should become familiar with the facility's emergency procedures.

The coach/advisor should:

1. remain calm
2. try to contact the student on their cell phone
3. ask the student's friends if they have any information about the student's location
4. attempt to find out where the student was last seen
5. account for the rest of the participants and personnel
6. contact the activities director or principal immediately
7. become aware of any special custody arrangements of the student
8. coordinate with the athletic director and/or event manager an organized search of the facility
9. call 911, if necessary
10. if someone noticed the student being taken obtain any information about the unauthorized individual - description, license plate, type of force used, direction of travel
11. do NOT release any information to the media
12. follow school protocol regarding media contact

The activities director / event manager should:

1. assess the situation
2. review information from coach/advisor and participants
3. call 911, if not already done
4. contact principal and/or superintendent
5. make announcement #1 shown below
6. confer with law enforcement about making announcement #2
7. confer with law enforcement about contacting the missing student's parent/guardian
8. confer with law enforcement about assigning personnel to search the facility
9. cooperate with the law enforcement in any way possible
10. follow school protocol regarding media contact

PA Script:

#1 _____ (missing student's name), please report to the _____ (designated area).

#2 Ladies and gentlemen, we are trying to locate _____. If anyone knows the whereabouts of _____ please report to the _____. She/he is _____ years old and was last seen wearing _____.

Information provided by the Iowa High School Athletic Association and adapted, with permission, from the Michigan Interscholastic Athletic Administrators Association. It is meant to provide guidelines for schools to refer to as they develop their own emergency action plans.