Emergency Plan and Search Protocol  
Off-Site Experiential Learning Policy - Appendix 22

Urban Context

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

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 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/group member last seen? By whom?
   - Where was the student 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 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.
<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
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<tr>
<td>√ Conduct a thorough site search, unless there are dangers to searchers.</td>
<td>X Panic – remain calm.</td>
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<td>√ If lost person is not located, or group is unable to search for safety reasons, call 911 and ask to speak with the RCMP.</td>
<td>X Create undue concern among other students through school-wide announcements, unless announcements are necessary for safety reasons.</td>
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<td>√ Call the Director of Learning</td>
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<td>√ Contact lost person’s parents/guardians or emergency contact</td>
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<td>√ Assist investigation in every way possible.</td>
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<td>√ Co-ordinate all communications with Communications Coordinator, police and parents.</td>
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<tr>
<td>√ Prepare for media questions, interviews</td>
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<td>√ Document all responses to the incident.</td>
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3. Follow-up Activities
   - Provide ongoing support and services to others affected by the incident
   - Communicate with parents as appropriate.
   - Complete an Incident Report Form, Appendix #4
   - Debrief the entire incident and circumstances leading up to it with your administration
   - Review Emergency Response Plan