

# Student Runaway/Intruder

## Signals-None

### Steps of Action

- Staff will notify the principal
- Call 911, if necessary
- Contact a parent/guardian
- If student is running away, follow, if possible
- Notify the classroom teacher of student's absence
- If possible, have a description of the student ready to give to the police

## Roles

### *Administrator*

- Follow the student, if possible, or designate someone to do so
- Contact a parent/guardian
- Give direction to other staff members

### **Secretary**

- Notify emergency services

### **Teachers**

- Keep other students in classrooms. If possible, provide a description of the missing student (including the clothing he/she was wearing, when last seen, distinguishing features, etc.) If the student was abducted, provide a description of the abductor and vehicle, if possible.

# Student Runaway/Abduction