

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

MISSING CHILD POLICY

1 WHEN YOU DISCOVER A CHILD IS MISSING:

- 1.1 Group all the children from your unit together in a safe centralized area (do not leave any child unattended).
- 1.2 Leave sufficient staff members in charge of the group.
- 1.3 All other staff members assist in the search.

2 ORGANIZE A PROMPT SEARCH:

- 2.1 Search promptly and in an organized manner.
- 2.2 Check all outside doors and the areas near outside doors.
- 2.3 Search your unit, then adjoining units including closets, shower rooms, etc.
- 2.4 When search of unit area is complete (no longer than ten (10) minutes) expand search to other respective locations.

3 NOTIFY ALL OTHER AVAILABLE STAFF IN OTHER AREAS TO ASSIST IF CHILD HAS NOT BEEN LOCATED.

- 3.1 Notify dormitory director or teacher.
- 3.2 Before 5:00 p.m.
 - 3.2.1 Call the operator, extension 0, and she will:
 - 3.2.1.1 Announce lost child information over the intercom.
 - 3.2.1.2 Make other necessary calls: Administration, police, parents.

4 DURING THE NIGHT:

- 4.1 Notify one of the lead developmentalists.
- 4.2 One of these people will:
 - 4.2.1 Call the police if needed

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4.2.2 Call the other administrators as needed

4.2.3 Call the student's parents

Title: MISSING CHILD POLICY	
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