

REGULATIONS PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

OPERATIONS
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8425R – STUDENT ELOPEMENT

I. Response

When a student is reported missing during the school day, the following procedures will be used by the administrator or designated person(s) who has received the missing child report:

- a. Identify the missing students last known location, and rooms near the last known location to be searched immediately. Identify clothing or identifiable characteristics to aid in search.
- b. The principal, office staff, or teacher will use the Share 911 app to activate a “Missing Student Alert.” Include as much information as possible (physical description, clothing description, etc.). Additionally, the principal/secretary will use the intercom to activate the “**Elopement Procedures**” and call for a “**Shelter-in-Place**”. No one should enter the building at the point of activation. (Police and staff excluded)
- c. The principal will have the secretary contact the superintendent, Security Director, Facilities Supervisor and the Pequannock Police (Police should be contacted if the student was seen leaving the building or you have concerns over the amount of time that has elapsed or the circumstances by which the student left).
- d. A photo and the student’s information will be printed and distributed to staff and police.
- e. A staff member should be posted at the front door to advise visitors of the lock-out. **No vehicles should enter or leave the parking lot.** Police will assist with this. A custodial staff member should be posted in the parking lot to prevent vehicles from entering or exiting until police arrive.
- f. Staff members will be dispatched to the exterior of the building starting at the perimeter of the property. Maintain the perimeter to ensure there is no breach. (*See Exterior Search*)
- g. The principal will call for an interior search using all available school staff (security, counselors, custodians). (*See Interior Search*)
- h. The interior of the school will be divided into searchable areas (Hallways, areas, etc.)
- i. Procedures for classroom coverage will go into effect.

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- j. The principal will assign the office secretary/administrators/security to view video to determine the student's last known whereabouts.
- k. The principal will contact the student's parents.

II. Interior Search

- a. Divide school into sections (Hallways, floors, areas)
- b. Assign staff to each area
- c. Elopement search maps should be made available

III. Exterior Search

- a. Immediately send team members to the exterior perimeter and hold your position.
- b. One staff member should be assigned to each side of the building (A, B, C, D).
- c. Hazardous areas should be a priority and should be documented prior. (Wooded areas, wells, busy roads, pools, ponds etc.)

Adopted: 18 May 2020

Revised and Adopted: 23 March 2021