

Family Resource Agency of North Georgia
Head Start/Early Head Start Program

**Missing or Lost Child
Emergency Plan**

Procedure

In the event that a child is missing, inform the Center Manager.

Check sign in and sign out records.

Check child's file for custody issues.

Inform all staff that a search is being conducted.

Begin coordinated search of building and grounds.

If child is not found contact 911.

Contact Parent/Guardian.

Contact Administrative Office.

If facility is located on public school property communicate with school personnel.

Work with emergency personnel to locate the child.

Complete incident report and fax to Administrative Director.

Report incident to CEO.

Report incident to Regional Office.

Report to appropriate licensing agency within 24 hours.

Person Responsible

Person who discovers

Teaching Staff

Teaching Staff/FSS

Center Manager/Person in Charge

All Staff

Center Manager/Person in Charge

Center Manager/Person in Charge

Center Manager/Person in Charge

Center Manager/Person in Charge

All Staff

Center Manager/Person in Charge

Director

Director

Director