Missing or Abducted Child Report

Complete the Missing or Abducted Child Report no later than 24 hours of the incident. Provide the completed report to the Child and Family Programming Director (CFPD) within 24 hours.

Child's Name:	Gender:	Reach Dane Program:
Parent/Guardian:	Phone:	Address:

Date of Incident (Day/Month/Year):	Supervising Teacher:
Classroom staff at time of incident:	Time of incident:

Brief Description:

_____

_____

_____

When did you check attendance and tracking forms? _____

_____ Who did you ask concerning the whereabouts of the child? _____

Where did you search for the child? _____

Who did you contact as the on-site supervisor/executive management team member? _____

When you called <u>911</u> the following information you provided included:
- ☐ Address and phone # of where child was last seen.
- ☐ Child's name, age, height, weight, DOB, hair & eye color.
- ☐ Clothing that child was wearing that day.
- ☐ Time the child was noticed missing.
- ☐ If abduction is suspected, were there suspicious people or vehicles near the facility?
- ☐ Is there a family situation that may indicate abduction?

Who spoke to law enforcement when they arrived? _____

What was the name of the law enforcement person you dealt with? _____

Is there a court order on file for this child?   ☐ Yes ☐ No

Was Amber Alert activated if abduction was suspected?   ☐ Yes ☐ No

Name of parent/guardian/emergency contact notified: _____

If child was found while law enforcement was enroute, were parents/guardians notified?   ☐ Yes ☐ No

Was Missing or Abducted Child Report completed within 24 hours and given to the CFPD?   ☐ Yes ☐ No

If there is a police report, was one secured for agency files?   ☐ Yes ☐ No

Date, time and method of notifying State Child Care Licensing? _____

What steps will be taken in the future to prevent this from happening? _____

_____

Name, Title & Signature and of Person Completing Form:			Date
Immediate Supervisor:	Date	Site Director:	Date
Child and Family Programming Director:			Date
Executive Director:			Date