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| Missing Child Drill: Scenario Template |

## Scenario Overview

Provide a **brief description of the situation**, including when and where the child was reported missing.

Example:

During Sabbath school, a teacher noticed a 7-year-old child was missing after a restroom break.

## Essential Elements of the Scenario

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| Child’s Description | |
| Name: |  |
| Age: |  |
| Gender: |  |
| Clothing: |  |
| Distinguishing Features: |  |
| Starting Point | |
| Last Seen Location: |  |
| Last Known Activity |  |
| Timeline | |
| Time Last Seen: |  |
| Time Reported Missing: |  |

## Specific Challenges

List any **obstacles** that may hinder the response team's search and communication efforts:

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| Structural Factors: | |
| ☑️ Locked doors or restricted access areas (e.g., "Access to the administrative office is restricted.") | Key areas to cover during this step: |
| ☑️ Large or complex facility layout (e.g., "Three floors with multiple staircases and hallways.") |  |
| ☑️ Weather conditions (if applicable for outdoor areas, e.g., "Rainy and overcast.") |  |
| Environmental Factors: | |
| ☑️ Crowded spaces (e.g., "Sanctuary is hosting a post-service event with 150+ attendees.") |  |
| ☑️ Limited visibility (e.g., "Low lighting in the basement storage area.") |  |
| ☑️ Weather conditions (if applicable for outdoor areas, e.g., "Rainy and overcast.") |  |
| Human Factors: | |
| ☑️ High noise levels interfering with announcements. |  |
| ☑️ Distracted attendees or volunteers not adhering to instructions. |  |
| Environmental Factors: | |
| ☑️ Crowded spaces (e.g., "Sanctuary is hosting a post-service event with 150+ attendees.") |  |
| ☑️ Limited visibility (e.g., "Low lighting in the basement storage area.") |  |
| ☑️ Weather conditions (if applicable for outdoor areas, e.g., "Rainy and overcast.") |  |

## Search Zones

Define the **primary and secondary zones** where the child might be located:

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| Environmental Factors: | |
| ☑️ Primary Search Areas: |  |
| ☑️ Secondary Search Areas: |  |

## Communication Protocol

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| Internal Communication: | |
| ☑️ **Code Phrases for Discreet Alerts**  Example messages:   * Drill Leader: “Code Amber, start search.” * Search Zone 1: “Sanctuary cleared. Moving to hallways.” * Parent Liaison: “Parents informed. Standing by.” | **List your Code Phrases:** |
| External Communication: |  |
| ☑️ Assign one person to liaise with parents or caregivers. **Parent Liaison → Parents:**   * “We are searching all areas. Please stay here in case your child returns.”   ☑️ Include a plan for contacting local authorities if the child is not located within a specific timeframe. **Drill Leader → Authorities (if escalation needed):**   * “We have a missing [age]-year-old child, last seen [location], wearing [description]. Exits secured. Initiating full campus search.”   **Escalation Plan:**   * **First 5 Minutes:** Search teams check designated zones. * **5-10 Minutes:** Expand search, secure exits, update parents. * **10+ Minutes:** Contact authorities, implement security measures. | **Parent Liaison → Parents:**      **Drill Leader → Authorities (if escalation needed):**        (Age)        (Location)        (Description) |

Outline how **information** is relayed during the scenario:

## Evaluation Criteria

Establish **measurable outcomes** to assess the effectiveness of the drill:

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| M**easurable** O**utcomes** | |
| ☑️ **Response Time:** Time taken from the announcement to begin the search. |  |
| ☑️ **Communication Effectiveness:** Clarity of instructions and flow of information. |  |
| ☑️ **Search Thoroughness:** Percentage of areas covered within the given timeframe. |  |
| **☑️ Resolution:** How quickly and effectively the scenario was resolved. |  |

## Debriefing Plan

Outline **how feedback is gathered,** and improvements are made after the scenario:

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| M**easurable** O**utcomes** | |
| ☑️ **Feedback Session:** Allow all participants (leadership, volunteers, congregation) to share observations and insights. |  |
| ☑️ **Lessons Learned:** Identify what worked well and what needs improvement. |  |
| ☑️ **Action Plan:** Update protocols and plan follow-up training sessions based on drill outcomes. |  |