

COMMUNITY ACTION PLAN

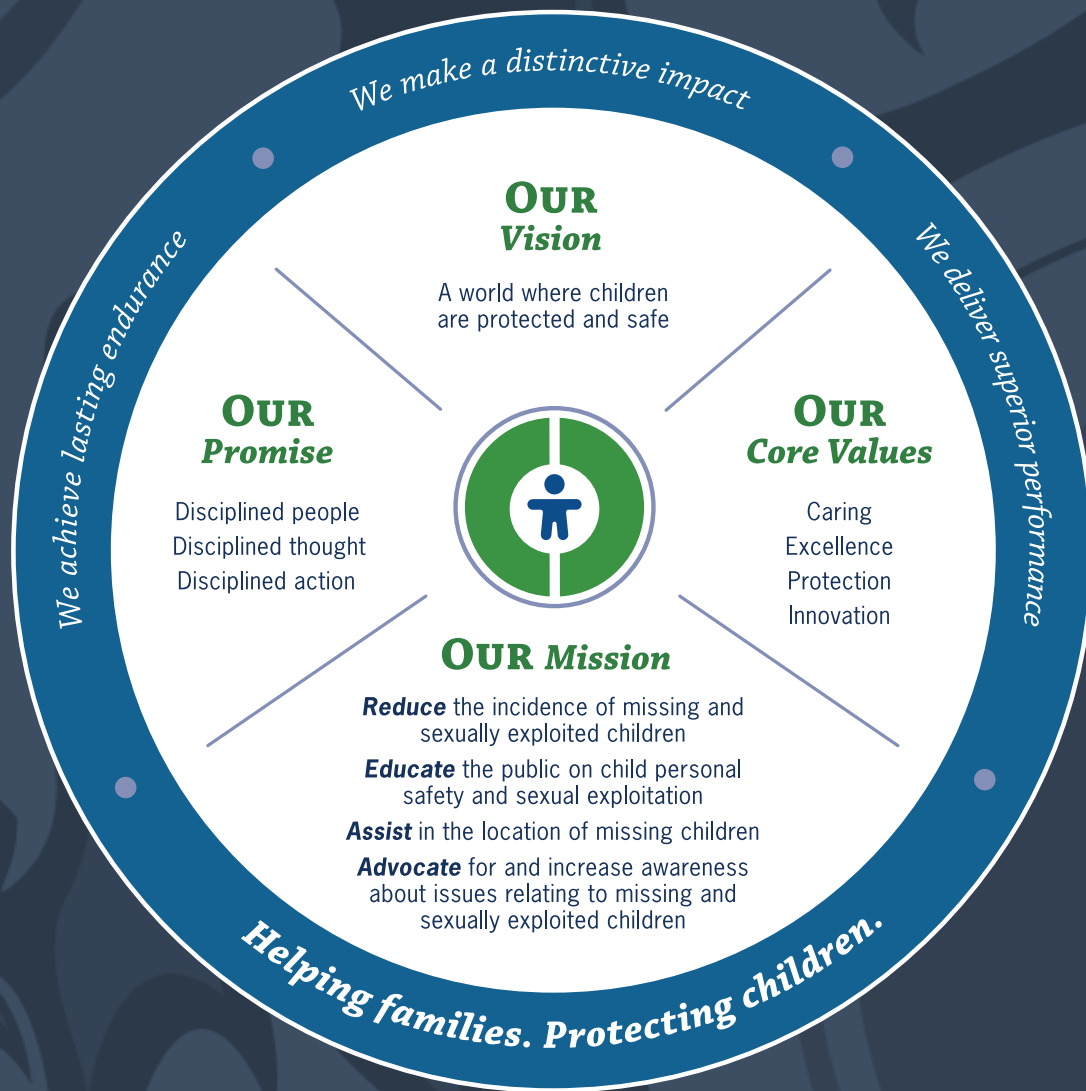
[A MISSING CHILD RESPONSE RESOURCE]



CANADIAN CENTRE for CHILD PROTECTION®
Helping families. Protecting children.

protectchildren.ca

The Canadian Centre for Child Protection is dedicated to helping families and protecting children. Who we are:



The Canadian Centre for Child Protection was incorporated in April 1985 as Child Find Manitoba, following the disappearance and murder of 13-year-old Candace Derksen. Candace's mother, Wilma, along with a group of supporters, created the organization to provide the essential services that her family didn't have access to following Candace's disappearance. Since 1985, Child Find Manitoba has grown to provide national intervention, education, and prevention programs. On May 25, 2006, International Missing Children's Day, the organization was renamed the Canadian Centre for Child Protection to more accurately reflect its national role in the protection of children.

Today, the Canadian Centre for Child Protection is a charitable organization dedicated to the personal safety of all children. Our goal is to reduce victimization by providing national programs and services to the Canadian public. Learn more at protectchildren.ca.

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The Canadian Centre for Child Protection's brand icon revolves around the concept of putting children first and helping them to be protected, secure and live a healthy, balanced life. The symbol includes two Cs that are shielding and helping the child to feel safe and secure. A circle surrounding the two Cs symbolizes wholeness, a sense of being complete.

This icon is used throughout this resource to flag considerations offered by the Canadian Centre for Child Protection for the Community Action Plan, based on the Canadian Centre's 30 years of experience responding to missing child situations.

Disclaimer: The Community Action Plan is intended for a Canadian audience and has been designed for use in a missing child situation. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE, and users of the plan should not rely on the content for that purpose. While every reasonable effort has been made to include accurate and up-to-date information, the plan cannot take into account of the particulars of a given situation. The Canadian Centre for Child Protection Inc. does not represent or warrant that the plan will meet user requirements or that the plan is without defect or error. Users of the plan must exercise caution and apply their own judgment when using the plan in efforts to find a missing child.

ISBN # 978-1-927103-33-3 (print version)
ISBN # 978-1-988809-91-5 (electronic version)





INTRODUCTION



When a child is missing, the importance of immediate and coordinated action cannot be overstated. Whether a child wanders off from their backyard, does not come home after a party, or is separated from their parents at a public event, it is critical that community members be able to work together to act quickly. A Community Action Plan is the immediate response that will be triggered when a child is missing.

While it is vital to remember that a missing child situation should always be reported to police (there is no minimum amount of time before a child can be reported missing), the community can play an important role in the search. This resource will help in the proactive development of a plan that will enable the community to respond swiftly to a missing child situation.

Small communities, where people know their neighbours and have extensive knowledge of the land, are particularly well-suited to benefit from a Community Action Plan. The templates included in this resource are designed so that a plan that fits the community's size, needs and resources can be created.



The goal of the Community Action Plan is to ensure that the community is prepared to respond to a missing child situation. It is key that the action plan's development and implementation is completely community driven.

The first section of this resource (Getting Started) outlines the structure of the Community Action Plan and includes some things to consider when developing the plan. The second section (Building The Plan) includes templates to create a plan tailored to the community's size, access to resources, strengths and unique challenges.

Using this resource to create an organized Community Action Plan will help ensure that the community is ready to respond if a child goes missing. Having a plan in place means the community will know:

- Who to contact if a child is missing
- Who is in charge and who is responsible for the different roles involved in a search
- What resources and individuals are available to assist in a search
- How the appropriate information will be communicated to the community

While there are tragic stories of missing children who are not found, it is important to remember that most children are found safely. Taking immediate action is very important when responding to a missing child situation.



WORKING WITH NORWAY HOUSE

In February of 2013, the **Canadian Centre for Child Protection** (Canadian Centre) and **Norway House Cree Nation** (Norway House) came together to pilot the development of a Community Action Plan in order to be better prepared to respond when a child is missing.

A community workshop held in Norway House was attended by members of the Band Council, Royal Canadian Mounted Police (RCMP), band constables, health officials, youth workers, other members of the community and staff from the Canadian Centre.

Consulting with law enforcement was a key focus of this workshop. Participants asked the RCMP what communities might do to better prepare for a missing child incident and how the community can work with police to find a missing child.

The Canadian Centre has taken the lessons learned throughout this process and created a resource, in close consultation with Norway House, that can be used by others to build their own Community Action Plan.

The Canadian Centre hopes that by sharing the experience and this resource, more communities in Canada will be better equipped to respond quickly and efficiently when a child is missing.



“Norway House Cree Nation is one of the largest First Nations in Manitoba with a population of nearly 7,000 band members and approximately 600 community members living in the adjacent off-reserve community. Today, Norway House is recognized as a very progressive community and boasts a large number of amenities, including a hospital, personal care home, state-of-the-art educational facility, post-secondary facility, public works facilities and many business establishments. The leadership believes in self-reliance and sustainability through social and economic development.”

– Chief Ron Evans –

The Community Action Plan is based on the Canadian Centre’s **Community Response Plan**, which has more detailed information about the role a community can play to support the search for a missing child. The community may want to use the Community Response Plan as an additional resource when developing the Community Action Plan. The Community Response Plan can be downloaded at missingkids.ca. For a printed copy please call 1-866-KIDS-TIPS (543-8477), or fill out the Contact Us form on missingkids.ca.





THE 5 W's OF THE COMMUNITY ACTION PLAN

WHAT IS IT?

An immediate response plan that will be triggered when a child is missing.

WHY DO WE NEED IT?

When a child is missing, time is critical. Proactively preparing a response to this type of crisis can make all the difference in the world.

WHO IS INVOLVED?

Community members who want to assist in the search for a missing child, or who have resources to support the search.

WHERE IS IT USEFUL?

Any community can develop a plan and all could benefit from having one in place. Small communities are particularly well-suited to creating Community Action Plans.

WHEN IS THE PLAN DEVELOPED?

Now. When a child is missing, immediate action is required. Having a plan in place will help ensure that communities can respond quickly and efficiently.





GETTING STARTED



Developing and implementing a Community Action Plan will help to ensure the community is prepared to respond quickly and efficiently in the event a child is missing. The resource has been created to help each community develop a Community Action Plan tailored to its own unique needs.

This Missing Child Response Resource includes:

- A video documenting the Canadian Centre's pilot project with Norway House
- A resource that includes important considerations to help create the Community Action Plan
- Templates for building the plan

The first step in creating a plan is to hold a workshop with interested members of the community. In Norway House, participants included:

- Chief and Council
- Band constables
- RCMP
- Band staff
- School officials (educators, counsellors)
- Health officials
- Elders
- Emergency services and first responders (paramedic, fire)
- Child protection workers
- Local media



It is strongly suggested that the Community Action Plan be developed in consultation with local police and Chief and Council, and in consideration of other emergency response plans that are already in place.

During the workshop, members of the community may want to watch the enclosed video and begin to create an outline for the Community Action Plan using the templates provided in the Building The Plan section.

The Community Action Plan has been divided into three sections outlining the ways the community may assist in the search and recovery of a missing child. They are: **Organizing**, **Preparing**, and **Practicing**.





ORGANIZING

When a child is missing, community members typically want to help. The situation will quickly become chaotic without organization. It is important to have a plan in place before a crisis occurs in order to enable an immediate and efficient response.

The most effective way to support the search for a missing child is to define roles and responsibilities for key people (the “Community Action Plan committee”). These individuals will then know what to do if a child is missing, and will be able to help coordinate others to help with the search for a missing child. When roles and responsibilities are established in advance of a crisis, the response to a missing child situation will be triggered more efficiently.

Depending on the size of the community and the individuals available, the Community Action Plan may not require all of the roles listed in this resource, or one person may take on multiple roles. Consider having a back-up named for each position, in case a designated community member is not accessible (e.g. away from the community) when a search is needed. Once these roles are determined, the community assessment can be prepared.

Following the community workshop, the next step will be to determine the community members who will be responsible for the roles on the organizational chart.

COMMUNITY ACTION PLAN COMMITTEE ROLES

Primary Contact

- Leads the initial organization of the plan, is the main contact with the police, and heads the response committee during a missing child situation. S/he will work with police and the committee in implementing the plan and keeping it up-to-date.

- ⊕ *It is essential that the Primary Contact has respected leadership skills, the ability to develop a level of trust with the police, and agreement from committee members that s/he has the authority to make decisions for the group.*
- ⊕ *The Primary Contact cannot forget that s/he will be working with volunteers and family members who are in a highly-charged emotional state. For many, this will be one of the most stressful events in which they will ever be involved. Emotions experienced by family and volunteers can manifest themselves throughout the search in various ways: anger, depression, fear, and anxiety. Be on guard for warning signs that may indicate impending conflicts between core members that could compromise the effectiveness of the Community Action Plan committee.*
- ⊕ *If the Primary Contact has a close connection with the missing child, it may be wise to consider having the Back-Up Primary Contact lead the group.*





Search Operations Coordinator

- Coordinates any community-driven search operations in the event of a missing child. S/he will likely be involved in developing resource lists in advance of the search.

- Ⓢ *Depending on the type of missing child case, the Search Operations Coordinator's responsibilities will vary. If police presence is low, the Search Operations Coordinator may have to take on more responsibility. If police presence is high, the Search Operations Coordinator must work in consultation with the investigating police service and adhere to their direction.*
- Ⓢ *Communities may choose to begin a search when time is critical and police resources are not immediately available. The safety of searchers must be considered.*

Resource Coordinator

- Helps create community inventories including items such as boats, ATVs, etc., and manages the donation of physical resources and materials that may be needed to assist in the search.

- Ⓢ *The Resource Coordinator may also work with the Family Liaison as the searching family should have input into where resources and money are directed. S/he is also responsible for putting in place checks and balances to ensure all donations and borrowed resources are tracked and used appropriately.*

Administrative Coordinator

- Keeps complete records of the development of the Community Action Plan. S/he will work with other volunteers to keep the resource list and volunteer contact information up-to-date.

- Ⓢ *One of the duties of the Administrative Coordinator is organizing the volunteer registration process. Every person involved in the Community Action Plan, and particularly the search operations, must sign in. Registration must include documentation of first name, last name, and contact information. Ask to see photo identification if the committee does not know the individual.*



Sometimes those involved in a child's disappearance will participate in the search for the child. This is one reason why maintaining a list of volunteers on record is so important.

- Ⓢ *The Administrative Coordinator ensures that someone is in charge of distributing the action plan to all key members of the committee and that copies of the plan are accessible at all times (e.g. not in a locked building or office).*





Public Awareness Coordinator

- Assists in raising awareness when a child is missing. S/he may also help to ensure that people are aware of the Community Action Plan and its purpose once it has been developed.

- ⊕ Carefully consider whether or not to take questions from the media. Consult with police beforehand, particularly if there is sensitive information that cannot be shared. **Remember, the Public Awareness Coordinator does not have any obligation to answer questions from the media.**



When Public Awareness Can Hurt: In some cases, public engagement that occurs too soon can be detrimental. Placing posters all around the community and sending out press releases is not always the right thing to do. Consider the outcomes of all actions. For example, there is a difference between a missing child and an absent child. A child or youth who has decided to leave home may also choose to cut off communication with parents, but still remain in contact with peers. The public sharing of their situation and/or struggles could embarrass them and, in fact, cause them to stay away longer in order to save face.


- ⊕ Media attention can sometimes be very overwhelming for the searching family. If possible, prevent the media from having direct access to the searching family, and forward all media requests for interviews with the searching family to the Family Liaison. Allow the searching family to participate when they feel comfortable and help facilitate their involvement with media if they do feel ready.
- ⊕ Public scrutiny outside the community can be intense, and may be based on misinformation. It is important to keep the focus on the search for the child and to ensure that the scrutiny does not detract from that goal.






Family Liaison

- Coordinates communication between the Community Action Plan committee and the searching family, and provides support to the family.

 *It is essential that the searching family feels comfortable with the people who are in their home and feels appropriately supported by the volunteers or their extended family. The Family Liaison should not assume that the family of the missing child wants help. Every searching family will respond differently and it will be important to be flexible and responsive to the family's wishes.*

 *Don't try to protect the searching family too much — searching families want and need information. They may be unaware of activities going on outside of their home, and could feel isolated and uninformed.*

Spiritual Liaison

- Works closely with the Family Liaison to support the searching family and the community. This person may be an Elder or clergy within the community.



Action Item

- Complete the Organizational Chart (see *Template 2*).



When a child is missing, committee members, police and volunteers will need to come together, gather available resources and share information or instructions for searching. A command centre could be identified in the plan (e.g. Band office, community centre, hockey rink) so community members will immediately know where to gather.





PREPARING

The most significant part of the plan will be to work with the community to complete a community assessment. This includes a mapped scan of the community and an inventory of the physical and human resources available.

COMMUNITY ASSESSMENT

Community Scan Map

A community scan map highlights landmarks and any areas and travel routes that could be important when a search is needed. **When a child is missing, it is crucial for searchers to be aware of anything in a community that may affect the search.** Proactively mapping these areas will help ensure the efficient use of time when in crisis.

In smaller communities (or in larger searches) police resources may need to be added, and those officers might not be familiar with the community or surrounding terrain. Individuals living in the community often know the area best, and a community scan map helps to capture that knowledge. Having key information tracked to share with officers and searchers is critical.

Take a thorough look at the community for potential trouble spots or places to consider when a child is missing. These may include:

- Community landmarks
- Party grounds
- Unoccupied homes or buildings
- Winter roads
- Lakes and rivers
- Rails and back roads
- Ferry crossings
- Potential meeting/gathering spots
- Fishing/hunting shacks
- All routes in and out of the community



Action Item

- Obtain a map of the community and mark locations identified during the community workshop (see *Template 3* for a sample).



"Community knowledge is very critical when searching for a missing child. The RCMP across Canada police so many communities, we are cognizant of the fact that people living in these communities know them better than we do. They know the back roads, they know buildings, they know abandoned buildings, rivers, lakes, pathways. Having communities prepare and be one step ahead would be invaluable."

– Chief Superintendent Scott Kolody, RCMP –





Community Inventories

The search for a missing child may require the use of a variety of equipment. The next step in building the Community Action Plan is determining what **physical resources** are available to assist in a search. While individuals typically step forward to offer support when a child is missing, it will save time to develop an inventory of people with the appropriate resources and their contact information before the crisis occurs.

Physical resources that may benefit a search for a missing child include:

- Boats
- ATVs
- Aircrafts/helicopters
- Service trucks
- Snowmobiles
- Recreational vehicles (for use as command post or shelter for volunteers)
- Maps
- Supplies donated by local businesses

Identifying **human resources** is also crucial in completing the community inventory. When searching for a missing child, include as many eyes and ears as possible. Additionally, it will be extremely important to utilize community members who have particular skills or training.

Human resources may include:

- Locals who know the land
- Hunters or guides
- Elders
- Crisis counsellors
- First aid responders
- Volunteers to search





Completing these inventories and the community scan map may be done by the Community Action Plan committee members, or the entire community may be included in the workshop. The Resource Coordinator and the Search Operations Coordinator can work together to keep the inventories current. These may be reviewed in conjunction with the search drill (see Practicing on page 17), and should be updated at least once a year.



One of the most important parts of the Community Action Plan is developing the inventory of all physical and human resources in the community. The community may want to hold a community workshop to gather this information. A Community Workshop Notice template is included (Template 1).

Ground Searches

Ground searches are almost always organized and led by the police. There may be cases when community participation is vital, such as in remote areas where police resources may be limited. Be sure to consult with the police before organizing or performing any ground searches, particularly when a criminal investigation is underway.

Because of important considerations around mapping tracked areas and coordinating searchers, ground searches should be organized by someone with training and experience. Those with search experience will know that it is critical to keep logs of areas searched, the date and time when areas were searched, the volunteer searchers involved, any individuals encountered, any observations made, etc.

- ❖ *Discourage the immediate family from participating in the ground search. Objective searchers are necessary and the searching family may not be adequately prepared for the search outcome.*
- ❖ *Know the limitations of the volunteer search effort — if any information or potential evidence is found, immediately have the police come and attend to this information. Do not touch, lift, move, or disturb potential evidence in any way.*



Explore opportunities with the local police service or an accredited search and rescue organization for search and rescue training before a crisis situation.



Action Items

- Complete the Community Inventory - Physical Resources (*see Template 4*).
- Complete the Community Inventory - Human Resources (*see Template 5*).





COMMUNICATION

When a child is missing, having a strong communication strategy prepared will help ensure that the community is quickly notified of the search. While word does travel fast in small communities, having a strategy in place to notify key contacts (e.g. committee members, police, schools, nursing station) will ensure that accurate information is shared immediately.

There are two parts to the Communication Strategy:

- information that can be gathered ahead of time in a **Crisis Contact List**
- a **Communication Plan** for a specific missing child situation

Crisis Contact List

The Crisis Contact List (Template 6) contains the phone numbers for key individuals, organizations or businesses. This information should be gathered in advance of a crisis. It can be used as the starting place for a specific communication plan when a child is missing.

This list should consider the flow of communication that will be followed when a child is missing, as well as how the message could be communicated to the public based on the community's resources. For example, the community may not have a local radio station, so notifying the community of a missing child may require more direct outreach by individuals.

- ④ *If contacts will be reached via phone or text, who is responsible for contacting them? What phones will be used? If the phones are in a locked building office, how will they be accessed after hours?*
- ④ *The Primary Contact is responsible for communicating with, and sharing all information with, the police.*





Communication Plan

Each Communication Plan will be different, depending on the community’s resources and the missing child situation. **It is critical to include and consult with the RCMP or band police when creating the Communication Plan.** They will assist in determining what information can be shared, who it should be shared with, and when sharing is appropriate.



MissingKids.ca, Canada’s missing children resource and response centre, is another resource available to the community when creating the Communication Plan. Please contact MissingKids.ca 24 hours a day either online or toll-free at 1-866-KID-TIPS (543-8477).

A Communication Plan may include what information to send, such as:

- a recent photo of the missing child
- a description of the child, including what s/he was wearing when last seen
- information about where the child was last seen
- who to contact (including a phone number) if the child is located



It is important to determine what information is communicated only to the Community Action Plan members (and police), and what information can be shared with the community. This is necessary for both the investigation and to respect the family of the missing child.

- ⊕ *The media (both social and traditional) can be a tremendous resource in a missing child case. However, it is important to consult with police and the family before engaging media. Once notified, it can be difficult to limit the information shared. The decision to involve media must weigh the risk that the child may be in, the potential benefit of widespread public notification, and the need to respect the child’s privacy.*
- ⊕ *Once the Community Action Plan is in place, letting people know that the community has a plan if a child is missing is critical. A Missing Child Community Action Plan Notice template is included in this resource to create an announcement that can be shared with the community (see Template 7).*



Action Items

- Complete the Crisis Contact List (see Template 6).
- Complete the Community Notification plan (see Template 7).





PRACTICING

To ensure the Community Action Plan runs smoothly, the Canadian Centre suggests that the community regularly coordinates drills to test the plan. Consider having drills at different times of the year, under various weather conditions and in consideration of other circumstances that may affect the search (e.g. winter roads). We recommend that a drill be conducted at least once a year.

The individuals assigned specific roles within the plan (Primary Contact, Search Operations Coordinator, etc.) will work closely to coordinate the drill. This may be planned so that those involved are aware the drill is happening on a specific date or within a certain time frame. If the entire community is included, be sure to make everyone aware that this is a drill and not a real missing child situation. If a practice physical search is included in the drill, it could also serve as a training opportunity for search volunteers.

It is suggested that the drill be run in consultation with local police and other emergency services.

Three potential missing child scenarios are included that can be used to test the plan (see *Template 8*).

After the drill, the Community Action Plan committee should take time to review what happened, documenting and addressing any issues in the communication and search, as well as noting any areas for improvement (see *Template 9*).



Action Items

- Complete the Drill Planning form (see *Template 8*).
- Complete the Drill Evaluation form (see *Template 9*).





MOVING FORWARD



WHEN A MISSING CHILD IS LOCATED

While the outcomes of missing child cases will vary, there are considerations to be made when closing down the Community Action Plan effort.

When the child is located, the committee could follow up with all volunteers for a final debrief. Consider any sort of critical incident debriefing that may be necessary or helpful for volunteers. Thank volunteers for their help.

The Family Liaison could check with the searching family to identify if they require any further supports that the community may be able to provide. Ensure that the searching family is provided with privacy during this time.

The Resource Coordinator is responsible for arranging for the return of any resources and/or equipment.

The Primary Contact is responsible for following up with police to see if any further assistance or information is required.

Consider how and when the community will be informed about the outcome of a search. When notifying the community, protect the privacy of the child and family, and only share necessary information.





LONG-TERM ENGAGEMENT

The longer a child is missing, the more critical the ongoing involvement of the community becomes. At the beginning of most missing child cases, the interest and involvement of the police, the media and the community is high. As time passes, this interest may fade. When a searching family sees that police activity on their child's case is slowing down and media coverage is beginning to diminish, their crisis can be amplified. However, when a child remains missing, the police file is never closed. The police will continue to follow up on any new information and/or tips they receive. The community can also continue to play an important role in the search for the missing child by committing to keeping the child's story in the public eye, which may bring forward new information and tips.



There is always hope that individuals will come forward and share information that may provide the necessary answers. It's important to remember that it is possible that the child is not only out there, but may be watching media reports and seeing what is happening in their absence. The community has to send a message that the search is ongoing and the child is wanted back home. Community members owe it to the child, the searching family, and themselves to continue the search and to continue to honour the memory of the missing child.



As time passes, the search effort may become completely community-driven. In order to sustain community involvement, it will be necessary to re-organize and restructure the Community Action Plan. Roles and responsibilities will need to be redefined in order to maintain volunteers and to avoid volunteer burn-out.

While the intense volunteer effort that usually occurs in the early part of the investigation of a missing child may not be sustainable, it is important that the Community Action Plan committee stays together and motivated. Setting new goals may be necessary in order for volunteers to be able to manage their own day-to-day responsibilities and still be able to stay involved.

Collaborating with MissingKids.ca will assist in the long-term coordination of the search. More information is also available in the Community Response Plan on missingkids.ca.

-  *Immediately following a child's disappearance, or after a period of time has elapsed, families may contemplate offering a reward for information. It is important that proper research be done before making the decision of whether or not to offer a reward. There is little evidence to support the effectiveness of a reward in a missing child case.*
-  *Members of the public may wish to donate money to assist in the immediate search or, to help the family in the long-term. It may be possible to set up a trust in honour of a missing child through a financial institution. When possible, this would offer the public a place to donate money that could be set aside for the missing child and/or the searching family.*





RESOURCES FROM THE CANADIAN CENTRE FOR CHILD PROTECTION

The Canadian Centre’s MissingKids.ca program is Canada’s missing children resource and response centre. The Canadian Centre has trained caseworkers available 24 hours a day who offer families support in finding their missing child and provide educational materials to help safeguard children. Contact us at 1-866-KID-TIPS (543-8477).

MissingKids.ca has additional resources that might be helpful:



- **MissingKidsALERT** is a public notification service designed to provide critical information in the search for missing children. Through this service, Canadians (individuals or organizations) can quickly and easily sign up to receive missing child alerts through a variety of electronic platforms.

Communities may wish to build awareness of this voluntary sign up service in their communities and include this in their communication plan for a missing child incident.



- The **Community Response Plan** is a complementary resource to the Community Action Plan that contains detailed information about the role a community can take to support the search for a missing child. The committee may want to review it to determine what information will be useful for inclusion in the Community Action Plan.
- **Resource sheets and information** about the different types of missing children cases (i.e. runaway, parental child abduction, stranger abduction, lost, or unknown and young adult), how to search for a missing child, what to do when a child is located, as well as helpful prevention strategies are available at MissingKids.ca.





BUILDING THE PLAN



The following pages are templates for the committee to use to create the Community Action Plan.

Please photocopy the pages and then fill in the information. When it is time to update the plan, photocopy clean pages and ensure all of the information is current. Printable PDF copies of the templates are also included on the DVD that came with this package.

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BUILDING THE PLAN – CHECKLIST

- Review the Community Action Plan resource (Getting Started)
- Schedule a community workshop (see Template 1)
- Host a workshop. Consider specifically inviting:
 - Chief and Council
 - Band constables
 - RCMP
 - Band staff
 - School officials, including educators and counsellors
 - Health officials
 - Elders
 - Emergency services and first responders (paramedic, fire)
 - Child protection workers
 - Local media
- At the workshop:
 - Play the video included in this package
 - Create an organizational chart (Template 2)
 - Assign the community scan map to someone for completion (Template 3)
- Complete the community inventories
 - Physical resources (Template 4)
 - Human resources (Template 5)
- Create a Crisis Contact List (Template 6)
- Announce the plan to the community (Template 7)
- Schedule a drill (Template 8)
- Schedule a date to update the plan (Template 9)
- Store the plan in an accessible location





COMMUNITY WORKSHOP NOTICE

PREPARING FOR A MISSING CHILD SITUATION

We are creating a Community Action Plan to ensure that our community is ready to respond when a child is missing.

A workshop is being held at _____ on _____
at _____.

We need help from people who want to volunteer as committee members or searchers, and/or who have equipment (trucks, ATVs, boats, etc) that can be used during a search for a missing child.

For more information about the Community Action Plan or to get involved, contact _____ at _____.

The Community Action Plan template was developed by the Canadian Centre for Child Protection, in close consultation with Norway House Cree Nation. The Canadian Centre for Child Protection operates MissingKids.ca, a national program that offers families support in finding their missing child and provides educational materials to help prevent children from going missing.





ORGANIZATIONAL CHART

ASSISTING AGENCIES AND MISSING CHILDREN SERVICES

- Fire Department
- Emergency Management
- Hospital/Nursing station
- MissingKids.ca

LAW ENFORCEMENT

- RCMP/Provincial Police
- Municipal/Band Police

PRIMARY CONTACT
Name: _____
Phone: _____

BACK-UP PRIMARY CONTACT
Name: _____
Phone: _____

SPIRITUAL LIAISON
Name: _____
Phone: _____



FAMILY LIAISON
Name: _____
Phone: _____

SEARCH OPERATIONS COORDINATOR
Name: _____
Phone: _____

BACK-UP
Name: _____
Phone: _____

ADMINISTRATIVE COORDINATOR
Name: _____
Phone: _____

BACK-UP
Name: _____
Phone: _____

PUBLIC AWARENESS COORDINATOR
Name: _____
Phone: _____

BACK-UP
Name: _____
Phone: _____

Date Completed: _____

Date to Update: _____





CRISIS CONTACT LIST

INFORMATION TO INCLUDE IN NOTIFICATION:

- Child's name: _____
- Last seen: _____
- Recent photo: _____
- Who to contact if seen: _____
- Description: _____
- Action to take if seen: _____



POLICE

COMMUNITY ACTION PLAN MEMBERS

HOSPITAL/NURSING STATION

SCHOOL(S)

MEDIA/SOCIAL MEDIA

- Consult with police and family first

KEY CONTACTS (NAME AND PHONE NUMBER):

- Police: _____
- Community Action Plan Primary Contact: _____
- Other: _____
- Other: _____

Please contact MissingKids.ca toll-free at 1-866-KID-TIPS (543-8477) for more information and resources.





MISSING CHILD COMMUNITY ACTION PLAN NOTICE

A Community Action Plan has been established so that the community is ready to respond if a child is missing.

If a child is missing, contact the police. Then, call the Primary Contact to trigger the Community Action Plan.

<p>PRIMARY CONTACT: _____</p> <p>PHONE NUMBER: _____</p> <p>BACK-UP PRIMARY CONTACT: _____</p> <p>PHONE NUMBER: _____</p>



When a child is missing, time is critical. What to do if your child is missing:

- Call the police at _____ .
- Call the Community Action Plan Primary Contact _____ at _____.
- Continue to search the immediate area.

For more information about the Community Action Plan, or to get involved, contact _____ at _____.

The Community Action Plan template was developed by the Canadian Centre for Child Protection, in close consultation with Norway House Cree Nation. The Canadian Centre for Child Protection operates MissingKids.ca, a national program that offers families support in finding their missing child and provides educational materials to help prevent children from going missing.

What you can do to get involved:

- Keep this notice in case of an emergency
- Sign up for MissingKidsALERTs at missingkidsalert.ca
- Visit missingkids.ca





DRILL PLANNING FORM

In order to ensure the Community Action Plan runs smoothly, the Canadian Centre suggests that a drill be held to test the plan at least once a year. Using this template will be helpful. Three example scenarios have been included that could be used to test your plan.

DRILL # _____

PRIMARY CONTACT: _____

BACK-UP PRIMARY CONTACT: _____

DATE OF DRILL: _____

TIME OF DRILL: _____

MISSING CHILD SCENARIO: _____

NOTES: _____

Date Completed: _____





TESTING THE PLAN: SAMPLE SCENARIOS

SCENARIO 1 (SPRING)

16-year-old Jason attended a hockey game at the arena in your community before going to a house party. Jason was last seen at 3:00 a.m. on March 21, at the party about 10 km northwest of your community. He does not have a car. Jason's mother states that it is very unusual for him not to be in touch, and that he always contacts her if he is unable to get home or needs a ride. She has not seen or heard from Jason since Saturday.

SCENARIO 2 (SUMMER)

10-year-old Samantha was last seen at approximately 3:30 p.m. on June 20. Samantha's school was having an end-of-year celebration and she was last seen when she went to get her backpack from inside the school. Samantha was not seen leaving the school, and her backpack is still in the classroom. The school has been searched and she is not believed to be inside. Samantha was last seen wearing a blue t-shirt, a denim skirt, and black and white shoes.

SCENARIO 3 (WINTER)

5-year-old Michael was last seen in the backyard of his family home on January 29. Michael was dressed in a black and grey parka with matching snow pants, a green camouflage patterned toque, and black mitts and boots. Michael was playing with his dog when he was last seen, and it is believed that he followed the dog out of the backyard. The family's backyard faces onto a field and a small wooded area. The family's dog has since returned home but Michael has not.





DRILL EVALUATION FORM

Following the completion of the drill, the Community Action Plan committee should take time to evaluate the outcome of the drill. This review should document and address any issues in the communication and search, as well as note any areas for improvement.

DRILL # _____

PRIMARY CONTACT: _____

DATE CALLED: _____

TIME CALLED: _____

TIME IT TOOK TO RELAY MESSAGE TO COMMITTEE MEMBERS: _____

NUMBER OF VOLUNTEERS PARTICIPATING: _____

TIME IT TOOK TO ASSEMBLE VOLUNTEERS: _____

THINGS THAT WENT WELL: _____

AREAS FOR IMPROVEMENT: _____

Date Completed: _____

Date of Next Drill: _____



TO COMMUNITY MEMBERS:

In creating a Community Action Plan, you are demonstrating a commitment to keeping children safe. You are conveying to parents and to the general public that your community is prepared to respond to a missing child situation and has systems in place to work together to bring children home safely.

Please consider sharing your experience in using this tool with MissingKids.ca. Contact us at **1-866-KID-TIPS (543-8477)** or through the Contact Us form on missingkids.ca. Your experiences can help guide other communities and protect more children across Canada.

Together we are protecting children and helping families. Thank you for your commitment to the safety of all children.





protectchildren.ca

The **Community Action Plan** is a resource developed by the Canadian Centre for Child Protection, in close consultation with Norway House Cree Nation.

COMMUNITY
ACTION **PLAN**



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Helping families. Protecting children.

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