



Missing Person Plan

**Good Shepherd Lutheran Church
1208 Rose Creek Drive
Woodstock, GA 30189**

As Good Shepherd has a large building and campus, it is imperative to have an immediate, effective plan for locating any person who becomes missing while on site. Whether the person became missing on their own or was possibly abducted, this plan provides steps to attempt to locate the person rapidly. Priority is given to actions to be taken quickly in order to prevent the missing person from leaving the premises.

1. Immediately notify a staff person of the disappearance. If there is no staff person present, the event leader or someone who is comfortable acting as leader should organize persons present to conduct the search.
2. Go into lockdown mode: no one will be allowed to leave the GSLC campus. Have two people block the exits so no cars can leave. Cars attempting to enter the campus should be instructed to park in a designated area and remain in their vehicles until the search has been completed. This applies to the exits on both Rose Creek Drive and Eagle Drive.
3. Ushers, or other persons closely available, should secure the front doors and the doors in the Fellowship Hall leading to the outside, as well as all other doors to the main building and education wing. Do not leave the doors unattended. Please make sure no one enters or leaves the building. All exits are marked on the map with a black dot.
4. A systematic sweep of the building and campus should be done as soon as possible. Assign individuals to travel throughout the building and campus to search for the missing person. Coordination of this search will be directed by the maps created for this search. Maps of the building and grounds are located outside the Office Coordinator's office, which is to the right on the administrative hallway. Write down the person(s) covering each color blocked area on the map (markers are found with the maps).
5. The staff person or event leader in charge of the search should remain in a fixed and central location (most likely the Entryway). This allows for them to receive reports from all involved with the search as well as waiting with family members of the missing person to keep them calm and informed.
6. If the person has not been located after the initial search, call the police and continue to search the area until the police arrive.