

EMERGENCY PROTOCOL

STUDENT LEFT ALONE / ISOLATED ON CAMPUS

(Applicable when a student is unintentionally left behind or isolated after a class, event, or transport departure)

1. Recognize the Situation

- A student is found alone in:
 - Classroom, lab, or library after hours
 - Transport point (parking area, Waiting Area)
-

2. Ensure Immediate Safety

- Approach the student calmly and identify yourself
 - Assess
 - Physical safety
 - Emotional state (confused, distressed, anxious)
 - Do not leave the student alone again
-

3. Verify Identity & Situation

- Confirm
 - Name and student ID
 - Department/program
 - What happened (missed transport, lost-group, waiting for transport etc)
-

4. Contact Responsible personal

- Inform:
 - Admin office
 - Campus security

5. Assist with Communication

- Help the student
 - Contact transport coordinator (if applicable)
 - Arrange pickup (family, ride service)
-

6. Provide Safe Waiting Area

- Escort the student to a secure, staffed location
 - Administration building **FJDH Block B**
-

7. Arrange Safe Transport

- Contact guardian/emergency contact
 - Transport Options available at the time can be availed.
-

8. Stay Until Resolution

- Ensure the student is safely handed over
 - To family/authorized person
 - Or safely transported home
-

9. Document the Incident

- Record:
 - Time and location
 - Circumstances
 - Actions taken
 - Report to Principal Office.
-

PREVENTION MEASURES

- Final area sweep after classes
 - Mandatory transport headcounts
 - Clear dismissal procedures
 - Emergency contact visibility on student ID
 - Campus emergency contacts displayed on all notice boards.
-

KEY PRINCIPLE

Even if a student is **not officially "missing,"** being left alone can still pose safety risks-- this situation should always be treated with urgency and care.