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<b>Category:</b>	Emergency Response
<b>Revised:</b>	6.23.2010
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**Subject: Abductions**

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**Purpose:** To ensure that all UPI employees know what to do in case of abduction within the workplace.

**Policy:** If an UPI employee witnesses or otherwise becomes aware that a person has been abducted, immediately call 911.

**Procedures:** Call 911 and if known, provide the following information:

- Descriptions of the abductor(s) and missing person(s)
- Direction of flight and the type of vehicle involved
- Protect the area where the abduction occurred so that law enforcement personnel can process it for evidence. Do not discuss details of the abduction with any other person unless requested by the Emergency Personnel.

**Renewal/Review:** This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

**Governance:** Property Manager is responsible for adoption and/or implementation of this policy.