



LOST/MISSING CHILD PROTOCOL

Please note: The following are foundational requirements used when locating a missing child. As Camp Director, you can add camp specific information to your protocol, such as location and contact information.

1. Calmly ask children in the immediate area if they know where the lost/missing child went. Search the last known location for no longer than 2 minutes.
2. If the child does appear to be missing, contact ASU Police Department (229.430.4711) immediately to report the missing child.
3. Assign Activity Workers to start an immediate search in the appropriate areas; i.e., restrooms, water hazards, wooded area, high traffic areas; ensure other children are supervised by other assigned program staff.
4. If the child is not in the suspected areas, expand the search to adjacent buildings and surrounding areas.
5. Program Director calls parent/custodial guardian.
6. If ASU Police Department was called, the Camp Director must complete an incident report within 24-hours of the situation.

Exceptions to the Protocol:

- If outside of Dougherty County, immediately contact local law enforcement.
- If you suspect a child abduction, immediately call 911.

Reminders:

- Remain calm to avoid creating panic among other children or Program Staff.
- Attempt to recall important indicators, such as description of the child's shoes, physical characteristics, make/model of the car.
- The sooner you notify ASU Police Department, the more assistance you will have in locating the child.
- If at any time during the search you find the missing child, please be sure to contact ASU Police Department (229.430.4711) to end the search. If 911 was called, ASU Police Department will contact 911 to end the search.