

Missing Person Procedures

Missing Parent or Person Procedures- follows the basic missing child procedures.

Remember there are 2 clocks... when child last seen and when first reported.

- **STEP ONE: Contact**
 - Parent is connected to First Aid/Security Team (F.A.S.T.)
 - Parent will be asked to stay where they are (staying with the staff member they first made contact with) and wait for a FAST member to come to them.
 - Staff member will immediately call the FAST team to their location.
 - FAST will begin the questionnaire and will either accompany the parent to the First Aid building if the parent is willing, or will accompany the parent in the search for the child if the parent does not wish to go to the First Aid building.
- **STEP TWO: Gather Info**
 - First Aid/Security Team (F.A.S.T.) obtains a detailed description of the child.
 - Name / Age/ Hair Color/ Eye Color/ Approx Weight and Height
 - Clothing, i.e. color, type/ **Shoe Color & Style (very imp!)**. Last place child was seen.
 - Obtain photo from parent. Central Staffer will make copies of photos
- **STEP THREE: Announce**
 - FAST announces on the “Security Channel.” Giving a slow and complete description from above.
 - FAST announces on all channels, starting at Channel 1 thru the last channel - slow and complete.
 - Stages make an announcement on all stages at the first chance.
 - Central Staff announces on the Rockmont PA system after the child has been missing for 45 minutes.
- **STEP FOUR: Search**
 - Security and staff available start a search in immediate area child was last seen and then fan out
 - Security and available staff search around the family’s tent area.
 - Vehicles leaving the property are searched. If a patron does not want their car search, ask law enforcement to search the car.
- **STEP FIVE: Notify**
 - **IMPORTANT. When FOUND: First Aid cancels the missing child alert on all radio channels.**
 - If child is not found within 45 min, Exec Director and parents will coordinate with parents in regard to calling in law enforcement.
 - If child is found unharmed and the child was just lost, reunite with parents.
 - If child is found accompanied by someone other than parent/guardian:
 - Observe as many distinguishing characteristics of individuals as possible
 - Call security. Use reasonable efforts to delay departure of person accompanying child but don’t risk yourself or others
 - Call the police and identify the person accompanying the child.

FOR LOST PARENT: For Lost Parent situations, all children will be accompanied to First Aid building and kept there until parents are located. However, instead of telling children to go to the First Aid building on their own in the event of separation, staff will take them either to First Aid OR Volunteer Station or Roundhouse to stay with a STAFF with a radio (this depends on original location of child looking for their parent). These waypoints will be locations where there will be someone with a radio throughout the active hours of the festival, and/or FAST personnel will be in close proximity of during less active hours.