**University of Kansas, Lawrence**

**“Sample” Missing Youth / Camper Plan**

All Youth programs / camps for minors (age 18 or under) hosted by the University of Kansas are required to prepare and submit a written lost participant plan, and all staff and chaperones should be trained in the procedures.

This sample plan is very general. Program Directors are encouraged to make modifications to ensure the plan is appropriate for their program or camp.

Minimum Information should include:

* Program headquarters (Building, room & when staffed)
* List of buildings / facilities and room numbers to be used (Program itinerary used as reference)
* Location participants are told to gather in case of emergencies (fire, inclement weather, etc.)
* Program Director: contact information
* Search Director: contact information (if different than Program Director)
* Plan for check-in / count participants at various times through program (morning / afternoon / bed check, emergencies) and who is responsible
* Procedures (examples follow):

During a lost participant search, one person (the Search Director) must be in charge of the entire search to avoid confusion and wasted time. The Search Director should be a senior and experienced member of the staff. Other staff and chaperones should have the name and phone number of the search director.

If a participant does not attend a class / scheduled activity, identified check-in or is missing at bed check, the program headquarters and the search director are to be notified immediately. To the extent possible, the following information should be included in the initial report:

* Participant name and age
* What the participant was wearing (does the program have name tags / unique t-shirts)
* Last place the participant was seen / last check-in time
* Other potentially helpful information, e.g., indications that the participant is homesick or has had conflicts with other participants or staff

Within the first 10 minutes after the missing camper report is received, the search director:

* Calls the participant’s cell phone, if available;
* Assigns a staff member to check the participants’ room, if the program is residential;
* Informs program director and other senior staff (via text / phone);
* Informs all staff / chaperones, preferably by a prearranged signal or text message, that a participant is missing;
* If a communication system is available, ask the participant to report to a specified location;
* Assigns staff to search restrooms, showers, locker rooms, cafeterias, snack bars, and other areas;
* Checks office records to determine whether the participant was to be picked up by parents / guardians or made other special arrangements;

If the camper is not located within 10 minutes and there is no record of parental pick-up or other arrangements, the Search Director

* Contacts the KU Public Safety Office (KUPSO) (785 864-5900);
* Contacts KU News and Media Relations (785 864-8858 or 785 864-7100) to provide all relevant information about the search, including the name of the KU office with which the program is working most closely, e.g., Student Housing, Continuing Education, etc. KU News will contact that University office and other University officials as appropriate and, with PSO, will be the principal University contact for information related to the search;
* Contacts the parents or other responsible party to notify them of the situation and to determine whether they have picked up the participant or have had recent contact;
* Assigns a staff member to call the participants’ cell phone every 10 minutes
* Assigns staff members to speak with friends or roommates of the missing participant
* Receives updates from staff members who have searched specified areas and makes additional search assignments as needed;
* Maintains regular contact with parents to update them of any developments.

When the participant has been located, the search director

* Informs the parents
* Informs KUPSO
* Informs the Director and all camp staff
* Informs KU News
* With appropriate staff, assesses the participant’s needs or behavior and responds accordingly. Every situation is unique, and if they have been traumatized by the situation, special attention may be required.

If it is determined that the participant chose not to follow program protocols/procedures, it is the Program Director’s responsibility to determine whether disciplinary action or monitoring of participation/behavior is advisable, to determine whether the parents should retrieve their child, and to inform the participant and appropriate staff.