



## Missing Persons

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | [www.girlscoutshcc.org](http://www.girlscoutshcc.org)

1. There should be a system for tracking the presence of all event participants. The use of a central sign-in / sign-out area, the buddy system and periodic head counts are three suggested methods.
2. If a person is thought to be missing —
  - A) Question those who last saw the person. Ask for time and location last seen. Record information.
  - B) Check event headquarters area to see if the person left the site and with whom.
  - C) An adult who is an event staff member should check the area where the person was last seen. A systematic search of all activity areas will be organized by a designated staff member. A search team comprised of adults will use the buddy system and search assigned areas. They will report back to the search coordinator.
  - D) If the person is not found, notify the event director who will activate the crisis plan and contact authorities. Gather additional information about the missing person. Was the person angry, depressed, or particularly excited about something? Did they reveal any plans to go somewhere? Did they have a favorite place at the event site where they might go? Did they have a favorite person at the event with whom they liked to spend time?
3. Plan for missing persons —
  - A) How often will participants be counted to ensure that all are present? \_\_\_\_\_
  - B) What are the procedures for contacting persons who have registered for the event and do not show up at the designated time? \_\_\_\_\_
  - C) What are the procedures for notifying event staff of “no show” or “early departure” participants?
  - D) List areas you will search — be specific to your site: \_\_\_\_\_
  - E) Who will coordinate the search? \_\_\_\_\_
  - F) Names of designated persons for site search: \_\_\_\_\_

