
MISSING MINOR PROTOCOL

When a minor is reported as missing, immediately notify the Program Administrator, department leadership, or other responsible University leader and follow the guidelines below.

Call 911 if there is any reason to believe the missing minor is in **immediate danger** of harm, then begin searching while awaiting arrival of first responders.

In assessing whether the missing minor is in immediate danger of harm, consider factors including, but not limited to, the following:

- environmental factors
- weather factors
- known physical, mental, medical, or developmental conditions
- recreating in or near a body of water
- any circumstances that seem suspicious
- if there is a reason to believe the minor has been abducted or run away

Quick Search*: If there is no reason to believe the missing minor is in immediate danger:

1. Conduct a quick search of the area where the minor went missing, including but not limited to restrooms, nearby snack or dining facilities, the minor's lodging facilities, and all other facilities and activity spaces.
2. Call the minor's cell phone
3. Check with other staff, counselors, or youth.

*If the minor is not located during the quick search, **call 911** and continue searching while awaiting arrival of first responders. The decision to call 911 to report a missing minor should not be unreasonably delayed while searching.

Tips When Calling 911:

1. Provide as much information to the emergency dispatcher as possible, including:
 - minor's name, age, sex, approximate height and weight, physical descriptors, clothing description, distinguishing appearance features
 - time and location child was last seen
 - any special concerns about the child's welfare
 - known physical, mental, medical, or developmental conditions
 - factors or circumstances that are suspicious or if the minor is suspected to have been abducted or run away
2. Identify who was last with the missing minor for interview by first responders and access CCTV footage, if available.

Finally, consider existing program notification policies. If you have called 911 about a minor, the Program Administrator should notify the minor's parents.