

# If a child should go missing from your group

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- Contact Gathering Youth Coordinator and co-clerks and/or Jr. Gathering Friend in Residence**
  - Gather initial information from any children
  - Help comfort children affected by the situation (with assistance from JG coordinator and co-clerks)
  - Other staff members take unaffected children to another place (indoors) to continue the program
  - Note time
- Co-Clerks, Gathering Youth Coordinator and/or Friend in Residence fan out from the last area seen.**
  - Head quickly towards possible danger points:
    - Roads
    - Public access areas
    - Water
    - Moving machinery
- If the child is not found within 5 minutes, three things need to happen right away. Co-Clerks, Friend in Residence or Gathering Youth Coordinator should:**
  - Call Parents**
  - Call Authorities - Campus Security or, if applicable, 911**
    - They don't mind a false alarm if a child is found 20 seconds later.
    - Provide vital information:
      - Name
      - Age
      - Sex/gender
      - Clothing worn
      - Photo (if available)
  - Report to Conference Coordinator**
- Write up Incident Report.** This should be done by Group Coordinator or Jr. Gathering co-clerk.
- Make sure that the community is aware** and assist with well-being.