



Yale Programs for Children & Youth *Sample Missing Participant Plan*

All Yale University programs for youth either on campus or off campus must have a written missing participant plan, and all program staff must be trained on the plan.

This sample plan is intended to provide a framework and program organizers must adapt the plan to their specific program. Appropriate changes might include references to specific facilities, use of available communication systems, emergency response numbers, etc.

Prior to the commencement of a program, one person should be appointed as the search director for the program. In the event of a missing participant, the search director must oversee the search with collaboration with YPD. This should be a Yale University faculty/staff member, and all members of the program staff should have the name and phone number of the search director.

If a participant does not attend a scheduled activity, or is missing at bed check, the search director and program organizer (if different) must be notified immediately. The following information should be included in the initial report:

- Participant's name and age
- Participant's physical description (hair color, eye color, etc.)
- What the participant was last known to be wearing
- Last place the participant was seen
- Other potentially helpful information, e.g., indications that the participant is homesick or has had conflicts with other participants or program staff

As soon as possible upon receiving the report, the search director is expected to:

- Share the report with all staff members and any senior program administrator or sponsor
- Inform staff members to secure the rest of the participants in a designated location
- Call the participant's cell phone, if available
- Checks records to determine whether the participant was picked up by a parent or guardian or made other formal arrangements to leave the program
- Assign a staff member to check the last place the participant was seen and the participant's room, if the program is residential
- If the program has a mass communication system for its participants, send a notification asking the participant to report to a specified location
- Assign staff members to search restrooms, showers, locker rooms, cafeterias, snack bars, and other commonly used areas

If the participant is not found within 10 minutes and there is no confirmation that the participant made formal arrangements to leave the program, the search director will:

- Contact the Yale University Police Department (203) 432-4400 or local 911 if not on campus

- Contact the Manager of Youth Programs at (475) 254-5092
- Contact a parent or guardian to notify them of the situation and determine whether they know the participant's whereabouts or have been contacted by the participant
- Assign a staff member to call the participant's cell phone every 10 minutes
- Assign staff members to speak with friends or roommates of the missing participant
- Receive updates from staff members who have searched specified areas and makes additional search assignments as needed
- Maintain regular contact with a parent or guardian to update them of any developments

When the participant has been located, the search director should:

- Informs a parent or guardian
- Inform the Yale University Police Department or local police department if not on campus
- Inform staff members
- Inform the Manager of Youth Programs
- With appropriate staff, assess the participant's needs and behavior and respond accordingly.