

UW-STEVENS POINT SUMMER CAMPS

Missing Person Search Procedures

STEP ONE: If a camper is missing, contact the Camp Director.

STEP TWO:

(No more than 15 minutes after Step 1)

- a. Note the time on your watch.
- b. Note who told you the person is missing (if it is not you).
- c. Ask nearby campers and staff if they have seen the missing person.
- d. Contact the missing person's roommate to get information as to his/her location.
- e. Try to determine where the camper was last seen.
- f. Try to determine what the camper was last wearing.
- g. Try to determine who the camper was last with—contact that person.
- h. Determine the location the camper is supposed to be at.

STEP THREE:

(No more than 15 minutes after Step 2)

Perform a small scale search immediately. This search should include the area the camper was last seen, his or her room (including closets, under beds), nearby bathrooms and public lounges. It should also include the location where the camper is scheduled to be at the current time (pool, volleyball court, rehearsal, etc.).

- a. Alert another counselor a camper is missing. Make him/her aware of your search and have him/her watch your campers.
- b. Check the sign-out sheet to see if the camper has left campus.
- c. Contact the Camp Health Office to verify the camper is not there.
- d. If the search is not successful, notify your Camp Director. Provide them with all the information noted in Steps # 2 and #3 on the Missing Person Search Checklist.

STEP FOUR:

(No more than 15 minutes after Step 3)

The Camp Director will:

- a. Instruct the counselors do a head count of all their assigned campers and confirm whereabouts of all assigned campers.
- b. Document the time of the search and camper information (name, sex, clothing, last seen).
- c. Secure the missing camper's health form.
- d. Document a description of the missing person, including any physical attributes.
- e. After 45 minutes of being notified, and the person is still missing, call Protective Services at 715-346-3456.

UW-STEVENS POINT SUMMER CAMPS Missing Person Search Checklist

STEP ONE: If a camper is missing, contact the Camp Director				
STEP TWO: (No more than 15 minutes after Step 1)				
Name of Missing Camper _____ Camp _____ Camp Director Name _____ Date _____ Phone _____	<i>Description of Camper:</i> Male or Female (Circle One) Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____ Hair Length: _____ Glasses (yes/no) Skin Color: _____	Additional Information:		
If you discover that camper (or another person) is missing:	Last Seen Wearing: _____ _____ _____	Physical Attributes: _____ _____ _____		
1. Note the time of notice:	____:____ AM/PM	____:____ AM/PM	2. Who told you person is missing?	Name(s):
3. Ask nearby campers and staff if they have seen missing person.	Name(s)	YES	NO	
4. Contact roommate to get information on their location.	Roommate NAME and COMMENTS:			
HALL: _____	ROOM NUMBER: _____			
5. Where the camper was last seen:				
6. Who the camper was last with:				
7. Where the camper was last seen:				

STEP THREE: (No more than 15 minutes after Step 2)			
<input type="checkbox"/> Perform a small-scale search immediately. <input type="checkbox"/> Alert another counselor a camper is missing so he/she is aware of your search and for he/she to watch your campers. <input type="checkbox"/> Check the sign-out sheet to see if the camper has left campus. <input type="checkbox"/> Contact the Camp Health Office to verify the camper is not there.			
Areas Checked:			

Filled Out By: Name: _____ Relation to Missing Person: _____ Phone #: _____
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