

4.23 Missing Persons

Large Event Missing Persons Procedure- Step 1- If a person approaches you and states that a child is missing, immediately direct them to the Command Post to talk to a Fire or EMS officer who will obtain information from the list below about the child. After obtaining information about the child, law enforcement should be notified and should be directed to assist. The Incident Commander will then make a radio announcement to emergency personnel indicating a “Code Amber” and all gates should be closed immediately from people going in or out.

If the event occurs at the Greenville Lion’s Park, law enforcement should be directed to the north and south entrances to close off traffic going in and out of the park if the procedure progresses to step three. Also, personnel should be sent to the fence gates all around the amphitheater’s perimeter to also wait for step three.

Missing Person Information List To Be Collected

- Name
- Age
- Hair Color
- Eye Color
- Height and Weight
- Any Noticeable Features or Disabilities
- Clothing Description
- Last Place Seen

Step 2- After getting a description, the next step is to make an initial search for the child. Start in these locations in the order that follows:

- Last Place Seen
- Restrooms
- Food Lines
- Parking Lot
- With Parents, Friends or Relatives (if they can be located)

If the child is not found in 2 minutes or when the event grounds have been searched without finding the child, proceed to step three. Also, the Incident Commander is to stay with the reporting person at the Command Post.

Step 3- Initiate the missing child procedure. This will be done by closing off all entrances and exits at the event. Give the child’s description only to emergency personnel on the designated fire ground or Sheriff’s frequency. An announcement should be made using a PA system asking for the child to report to the Command Post. For example, “Would Rickey Romenesko please report to the Command Post immediately”. Realize though that most young children will not know what a Command Post is and if it is a young child, describe where it is. For example, “Please go to the front of the park, your parents are waiting”. A second more thorough search should be completed of the whole facility.

Step 4- The child is found or the child is not found If the child is found and identified by the reporting person, the Incident Commander is to radio to emergency personnel that the “Code Amber” is cancelled. Law enforcement should be notified that the child has been found and should be present for the next step. Before the child is released, the child should be asked if any suspicious circumstances lead to their disappearance (i.e. a stranger asking them to enter the bathroom with them or leave with them, etc.)

If the child is not found within 10 minutes, try to keep everyone calm and notify law enforcement that the child was not found yet. The Incident Commander with the aide of law enforcement should decide the next best course of action and carry it out as the situation demands.

Step 5- Make sure to fill out an incident report when the incident has been terminated.