* Note: This protocol should be included in staff training so that everyone is aware what their responsibility is and how to respond when a participant is missing.
* First, please consider the space you are occupying during your program (rooms, buildings, bathrooms, courtyards, etc.) when beginning to plan your missing participant protocol. The response should be specific to your program/department/college areas.
* When the staff member realizes that the participant is missing, who should they notify first? Our recommendation is that this first notification happen immediately, and preferably within the first 5 minutes.
* Based on your predetermined risk assessments of the space, conduct a search of the immediate areas. This should happen within the first 10 minutes and last no longer than the first 15 minutes from first notification or awareness of a missing participant. This primary search should include calling their cell phones and talking with their friends in the program.
* If the participant is not located during this primary search, contact UPD to expand the search and notify the parents. This should happen no more than 20 minutes from the first notification.
* After UPD has been contacted, follow their direction until the participant is found or additional action is required by law enforcement.
* Within 24 hours of the situation, an Incident Report must be filed with University Youth Programs. The Incident Report can be found on our website here: <https://cpm.tamu.edu/incident-report/>