

## EMPLOYEE/VOLUNTEER HANDBOOK



UNG is committed to ensuring that this form is accessible to everyone. If you have any questions or suggestions regarding the accessibility of this form, please contact Michael McLeod -678.717.2232

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## Missing Minor

Should a minor go missing during your program follow these steps:

- 1. Program staff should conduct a check of the immediate area.
- 2. Check with other campers to see if they know the campers' location.
- 3. Check where the camper was last seen.
- 4. Continue the search while also notifying the Camp Director of the missing camper, camper name, and description of the camper.
- 5. The Camp Director will pull the missing camper's health form and emergency contact information.
- 6. The Camp Director will assign unattached staff to search specific locations on campus.
- 7. In the camper is not found within 10 minutes, UNG Police should be notified by calling 706-864-1500. At this point UNG Police will follow the Missing Persons SOP.
- 8. In addition, the Camp Director should notify the Office of University Compliance at 706-867-2036.
- 9. Camp Director will notify guardians once UNG Police takes control of the scene.
- 10. An email should be sent to the Office University Compliance and Risk Management within 24 hours detailing the event.

## **Emergency Notifications**





articipants and their families, and their interactions with our program staff and other program participan nder these policies, UNG is committed to maintaining a fair and respectful environment for living, work, oudy. If you experience or witness discrimination or harassment th	its. and