

LOST CHILD PROCEDURE

Any staff member who becomes aware of a report of a lost or missing child must:

- Notify all staff by radio of a STAFF PINK CODE or call main desk (203-977-6521) to notify all staff of a STAFF PINK CODE – include child's name, last location, description of child and clothing, and any known medical condition(s) of child. Get the name of parents, home address, home phone and cell phone. Employees who do not have a radio should use their cell phone.
- The following questions should be asked of the parent
 - Name of Child
 - Has this happened before? What were the results?
 - Does the child have any medical issues?
 - Where did they park? The car should be checked by a staff person.
- Cabinet Members will then communicate via group phone numbers the status of the Lost Child. If there are no Cabinet members on the property, the Manager in charge will be the Environmental Education Supervisor and/or the Farm Manager
- Refrain from using Walkie-Talkie to allow for updates as needed as well as the final resolution of the Lost Child.
- VS staff at the front gate should go to front gate/put chain up on outgoing drive. Stay at the front gate. An Operations staff member will arrive immediately and check cars for the missing child before allowing any cars to depart the grounds.
- Operations staff will immediately lock the back gate and wait at the back gate. One person will be designated at the back gate and will not allow cars to leave without being checked.
- Call 911 within 10 minutes if child is not located – note on the weekends, this is 5 minutes.
- Farm staff will check the farm grounds/buildings/Heckscher Wild.
- Education & Operations staff will check the woods
- Bendel Mansion staff will check the playground and meadow
- Pre-school staff and any other staff will check the pre-school and lower parking lot