LOST CHILD MANAGEMENT FORM

Reporting Person's Name: ____________________________

Time: __________________

1 Interview of reporting person:
   a. Name of Child

   b. Description of Child
      How old is child
      Male or Female
      Hair/Hat/Helmet color
      Jacket/shirt color
      Pants color

   c. Where was child last seen?
      How long ago?
      Designated meeting location?

   d. Skiing or non-skiing?

   e. Ability level?

   f. Where is equipment (Rentals)?

   g. Was Child with anyone else?

   h. Did child come with you today?

   l Does child have a cell phone?

2 Notification Steps:
   a. Call for the Security supervisor on radio ch-1.
   b. Announce who you are, and ask that they stand by for a report of a lost child.
   c. Give description as recorded in section 1-a through 1-e above.
   d. The Security supervisor will record and repeat back to you the description, and confirm
      that they are going to their designated locations.
   e. The Lift Ops., Courtesy and Guest Services supervisors will record the information as well.
   d. Call for the Ski Patrol Base on radio channel 2.
   e. The Patrol dispatcher will record and repeat back to you the description, and confirm
      that they are going to their designated locations.

Note: A staff member with a radio must accompany the reporting person until the child is found.

Lost Child Procedures on Reverse Side
**Lost Child Procedures**

**Step One:**
- a. Security will immediately move to their designated exit points as described below:
  - 1 Circle area
  - 2 Main Parking lot exit
  - 3 Hotel parking exit
- b. Ski Patrol will immediately move to their exit points as described below:
  - 4 Ski Patrol ambulance exit
  - 5 Backside gate exit
- c. Other Department Supervisors should check their areas as well.

**Step Two:**
- a. The designated staff member (with a radio) will proceed with the reporting person to the area where the child was last seen.

**Step Three:**
- **If child was skiing:**
  - a. The designated staff member should wait with the reporting person at the bottom of the last slope the child was skiing.
  - b. Direct the Lift Ops. Supervisor to notify each lift station. Operators will post a message "to report to guest services" and start looking for the child.
  - c. Direct the patrol dispatcher notify all on snow patrollers and mountain safety.

- **If child was not skiing:**
  - a. The designated staff member will do a cursory search the area where the child was last seen.
  - b. Direct Courtesy staff to start a Facilities search of the all indoor public locations.
  - c. Direct Lodge Maintenance to check restrooms - (Lodge maintenance) Radio Channel 10
  - d. If child was previously skiing, check the racks for the child's skis.
  - e. Direct Security to check the reporting persons vehicle - (Security) radio channel 1.

**Step Four:**
- **Should a child not be found within one hour:**
  - a. Notify the General Manager
  - b. Full area search and patrol sweep (Patrol Supervisor) Radio Channel 2
  - c. Contact Police - 911 or 334-8101
  - d. Call other family or friends

Lost Parent Procedures: When a child reports a lost parent, a staff member will accompany the child on a search of the immediate area. Then escort the child to guest services.

**Child Released to:**

- Printed Name: 

- Address: 

- Phone: 

- Drivers License Number: 

**Child Release to:** (Reporting Person’s Signature) 

**Date:**