

Aggie Swim Club – Missing Participant Protocol

- This protocol is included in staff training so that everyone is aware what their responsibility is and how to respond when a participant is missing.
- When a staff member realizes that a participant is missing, the staff member will contact Shannon Clark via cell phone immediately within the first 5 minutes.
- All staff present will conduct a search of the immediate area, including the locker rooms, pool area and entire Rec Center facility. This will 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 will include calling their cell phones and talking with their friends in the program.
- If the participant is not located during this primary search, Shannon Clark will contact UPD to expand the search and notify the parents. This will happen no more than 20 minutes from the first notification.
- After UPD has been contacted, all staff will 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 will be filed with University Youth Programs at <https://cpm.tamu.edu/incident-report/>