**SOP 4 – Missing Person (Adult or Child)** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. Get a full description of the missing person:  
   * Name, age, clothing, height, and last known location
   * Time last seen and who they were with
2. Call 911 immediately if:  
   * A child is missing
   * An adult with cognitive impairment is missing
   * The person is believed to be in danger
3. Notify the General Manager or on-site lead.
4. Assign available staff, volunteers, or work campers to begin a coordinated sweep:  
   * Search nearby bathhouses, woods, parking lots, pool, and water areas
   * Do not enter private RVs or trailers unless invited by occupant
5. Use radios or phones to maintain contact with all searchers. Do not allow anyone to search alone.
6. If the missing person is located:  
   * Confirm identity
   * Ensure they are safe and unharmed
   * Notify police and management
7. Document the incident in full:  
   * Who reported it
   * Timeframes
   * Description of actions taken
   * Outcome
8. Submit the Incident Report to management even if the person is found quickly.