It is recommended that all venues have their own policy on how to initially handle a lost/missing person report.

When the search for a missing person is greater than an individual venue's boundary or the person has been missing long enough that the venue's policy requires them to make a police report, the reporting venue will also notify Washington Park via GroupMe. The message should report:

1. Where and when the person was last seen
2. The person's first name.
3. A description of the person and clothing they were wearing. A picture if possible
4. What the state of the current search is.
5. Location of the command center for the search.

The reporter will assume the role of Incident Commander for Washington Park and set up a command center to relay information to the Police, family of the missing person, and assisting park staff until relieved by a superior. If there was a change in command, the new commander must announce on GroupMe of the change. Any other Washington Park entity should report activities and information to the IC.

Venues have agreed to dispatch available staff if the search is in need of support. Their task force leader will report to the Incident Commander in person or via GroupMe of what resources are available and get assigned.

EWP has shuttles and or buses that are able to use as transportation for groups venue staff to assist in case of an emergency. The EWP Operations Manager will contact a shuttle and announce on GroupMe the location of the staging area.

When the person is found the Incident Commander will announce to all parties on GroupMe the end of emergency operations. Delete any personal information about the visitors you may have collected.

If an incident is not resolved by the end of the visitor hours at the Incident Commander's institution, a message will be sent by the incident commander containing.

1. Operations conducted in the search.
2. Updates on the activities that will be occurring later or the next day.
3. Who the Incident Commander will be the next day.

Updates should at a minimum occur at the beginning of the IC's institution's visitor operations and at the end. Updates should be made when needed throughout the day.