



**Appendix A**  
**Reporting Protocols for Lost/Found children and Vulnerable Adults**  
**Civic Center**  
**ACD-EP23**

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## Missing/Lost

Upon receiving a report of a missing/lost child, young person or vulnerable adult, it is expected that the event staff/volunteer receiving the report will IMMEDIATELY notify Law Enforcement by:

- Speaking with an officer, firefighter/medic or other event staff patrolling the fairgrounds who will notify dispatch
- Or
- Calling the non-emergency dispatch number 801-489-9421

Law Enforcement, upon receiving a report of a lost child, young person or vulnerable adult will report all known details of the situation to dispatch. Dispatch will coordinate available resources and will request additional resources if needed to search for the missing person.

## Offering Support to Family/Friends

Any parent/guardian of a child or young person, or friend of a missing person, who reports them missing may be considerably distressed and need support. Reasonable efforts will be made to help distressed friends/family. Volunteers may be asked to sit with or liaise with family members so officers are free to conduct the search for the missing person.



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## **Found**

Once found, children, young persons or vulnerable adults should be escorted directly to the Springville/Mapleton Chamber booth located directly in front of the Civic Center building. Event staff/volunteers should notify dispatch, law enforcement or anyone with an 800 MHz radio that a child was found and is being transported to the Chamber booth. Law enforcement will immediately report all known details of the situation to dispatch. Dispatch will coordinate available resources and will request additional resources if needed to reunite the child, young person or vulnerable adult with their family.

### **Found child well-being**

While in the care of Chamber booth volunteers, every effort will be made to ensure the comfort, safety and well-being of the child, young person or vulnerable adult. Efforts will be made to re-unite the individual with their parent or guardian, or referral to statutory agencies as appropriate. When available, a comfort kit with activities and snacks will be provided to found children.

### **Medical care of found children/young people/vulnerable adults**

In the event a found child, young person or vulnerable adult is found to not be medically fit, by report or observation, medics/firefighters will be notified for evaluation and care by:

- Speaking with an officer, firefighter or other event staff patrolling the fairgrounds who will notify dispatch  
Or
- Calling the non-emergency dispatch number 801-489-9421  
Or
- Calling 911 if medical care is urgent