



Lost Child Policy – PHMEF Homecoming

Family separation procedure:

1. Parents have been asked to establish a family communication plan and have been told where our reunification location will be via the PA system on the Baseball Field.
2. As a PHMEF board member, please “take charge” if you see a confused or lost child or family/parent looking for a child. If this happens, here is our course of action:
 - a. The Reunification Location is with Amy Chrise at the Volunteer Table at Jordan Baseball Field. This central area will also serve as our First Aid and Lost and Found. Please take a lost child to this area and inform Amy. If you have a 2-way radio, let Amy know you are on your way with description and name of the child.
 - b. Encourage families to identify clothing and shoes the child is wearing.
 - c. Amy will inform Jennifer Turnblom who will be able to immediately make an announcement over the PA regarding the situation.
 - d. Amy will also contact P-H-M Security.

We must be upfront and take advantage to identify the child immediately by using all available eyes. At his suggestion, we will continue to use the PA system and “lost child” announcement.

The Volunteer Table was also selected as it will be manned throughout the event.

Note for families

PHMEF Homecoming Family Communication Plan

The PHMEF Homecoming is a festive, large event with up to 3,000 in attendance. There are many fun activities going on that can distract a young child. As a family, it is always a good idea to establish a Family Communication Plan before you go to any such event. Consider these points as you make your plan.

- Discuss how to get in touch with one another if you are separated. (i.e. how to find a helpful adult, know family members cell phone numbers, etc.)
- Use cell phones.
- Show your child the Reunification Location. At the Fun Zone, the reunification location is at the **Volunteer table at Jordan Baseball Field**. (The volunteer (ticket booth) area also serves as the *Lost and Found* as well as the event’s *First Aid station*.)
- ***Should you become separated***, please look for a volunteer in a **Yellow Homecoming T-shirt**, especially one with a 2-way radio. Give the child’s name, as well as clothing and shoe description so all eyes can begin looking right away. Send someone to the Registration table and ask for Amy Chrise who will contact our PA announcer.