

**STANDARD OPERATING PROCEDURE (SOP)**

<p>SOP-195 VERSION #1</p>	<p>LOST/FOUND MINOR CHILD PROCEDURE FOR ON-CAMPUS ACTIVITIES</p>	<p>SEARCH KEY:</p>
	<ul style="list-style-type: none"> <li>• To outline the process for initiating a security response to a lost or found (i.e., unsupervised) minor child on campus.</li> </ul>	<p style="text-align: right;"><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p>
	<ul style="list-style-type: none"> <li>• CAMPUS SECURITY PERSONNEL</li> <li>• COLLEGE ADMINISTRATORS</li> <li>• COLLEGE EMPLOYEES</li> <li>• EXTERNAL CLIENTS</li> <li>• FACILITIES/SITE SERVICES &amp; BUILDING SERVICE WORKERS</li> <li>• SAFETY, SECURITY &amp; RISK MANAGEMENT</li> <li>• SPORTS INSTITUTE</li> <li>• VICE-PRESIDENT, PUBLIC AFFAIRS</li> </ul>	
<p>FINAL</p>	<p style="text-align: center;">N. CONSTABLE, DIRECTOR, SAFETY, SECURITY &amp; RISK MANAGEMENT 604-527-5828 VP, ADMINISTRATIVE SERVICES &amp; CFO</p>	<p style="text-align: center;">2020/09/29</p>

	<b>SSRM:</b>
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	<i>*Note: For definitions, refer to Minors on Campus Policy</i>
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**PREAMBLE:**

PART 1.



B. SAFETY & CAMPUS SECURITY IMMEDIATE RESPONSE TO A REPORT OF A LOST CAMPUS ID CARD  
(cont.)

Campus Security Officer	police	Incident Commander	Security
police	police		
Campus Security Officer	staff employee	SSRM	Incident Commander
child's			FM staff police







PART 2.D FOUND MINOR CHILD - NOT ASSOCIATED WITH A COLLEGE ACTIVITY

IMMEDIATE RESPONSE ALL

STEPS:

