

## **Lost Client**

If your client is out of your sight for more than 4 minutes without your knowledge, then they are considered lost. This does not mean that your client is in the bathroom and you know it or your client went to the games department without your permission. It means that they have run off and you have a panicked feeling that they are lost.

- 1. Call 911**
  
- 2. Call out your client by name**
  
- 3. Get to an area that provides you with the best view point to see as much of your surroundings as possible. Examples:**
  - a. In a Store: Exit doors of a store. If multiple exits go outside to main walkway where you can observe all exits. Wait for police to arrive. Show police the picture of your client that is stored on your telephone.
  - b. At a Park or playground: Get to a high point that provides you the best view of the area such as a hill or on top of playground equipment. Wait for police to arrive. Show police the picture of your client that is stored on your telephone.
  
- 4. Call the client's parents**
  
- 5. Call your Program Manager, Joseph Lindemon at 443-801-9501**