

Lost Child Policy

Parents should immediately report lost children to the ID Check Booth or find a Marshall wearing an orange vest and request assistance.

Anyone finding a lost child should immediately take that lost child to the nearest Marshal wearing an orange vest or to the ID Check Booth.

Lost Child Procedures for volunteers

1. Any Marshal finding a lost child should immediately escort the child to the ID Check Booth. If no other Marshal is available to cover your gate, do not leave your gate unattended, radio the ID Booth for assistance. Any parent looking for a lost child should be directed to the ID Check booth. Once a Marshal takes possession of a lost child the child should only be released to a parent or a known FNL volunteer to be escorted to the ID booth.
2. The ID Booth Manager shall be equipped with communication to the Marshals.
3. Once a lost child has been reported to the ID Check booth, the Manager shall radio the Marshals to not permit any child under age 13 to leave the gates without a parent, guardian or other custodian, until a clear notice is radioed. As soon as possible the Manager shall broadcast a description of the lost child to all of the Marshals. Once a description of the lost child has been broadcast the Marshals may allow children to pass if they are reasonably certain that they do not fit the age, description or name of the lost child.
4.
 - a) For children under ten (10) years of age, if they are not found within five (5) minutes of being reported to the ID Check Booth, then the ID Booth Manager shall notify the FNL supervisor who shall then make an announcement from the stage as soon as the band completes its current song.
 - b) For children ten (10) years of age through twelve (12) years of age, the waiting interval, before making an announcement from the stage, shall be ten (10) minutes.
 - c) No announcement, from the stage, shall be made for children thirteen (13) years of age or older unless the Manager determines that there are special circumstances.
 - d) As soon as the FNL Supervisor or the designee deems appropriate, the designee shall also notify one of the Herndon Police Department officers who is working that show. FNL personnel shall defer to the Herndon Police Department if they issue any orders or directions with regard to a lost child report.
 - e) The age limit or time limit for announcement may be increased or decreased at the sole determination of the FNL Supervisor if special circumstances exist.
5. When a lost child is reported to the ID Check booth, the Manager shall take note of the following information: --Name, description and contact information for the parent(s), guardian(s) or custodian(s); --the child's name, age, height, weight, hair color, eye color, skin color, gender, clothes worn at time child went missing, last location where child was seen, identifying information of the last person to have seen the child.
6. Copies of these procedures shall be posted on the FNL website and shall be

kept on site at each FNL show. The FNL Supervisors, designees, Head Marshal and other volunteers shall be trained in these procedures. Marshals shall also be instructed to escort any lost child, or any parent looking for a lost child, to the ID Check booth.

7. Nothing in these procedures, or any omission in the execution of these procedures, shall be deemed a contract, legal undertaking or a legal standard for FNL or for the Herndon Dulles Chamber of Commerce. Nothing in these procedures, nothing not addressed by these procedures and no actions taken pursuant to these procedures shall create any legal liability for FNL , for the Herndon Dulles Chamber of Commerce, nor for any employees, agents or volunteers of either organization. Further, FNL and the Herndon Dulles Chamber of Commerce assume no responsibility for checking or assuring that an adult, with whom a child is re-united, is the proper parent, guardian or custodian of such child. **THE PUBLIC IS SPECIFICALLY CAUTIONED THAT NEITHER FNL, NOR THE HERNDON DULLES CHAMBER OF COMMERCE, HAVE THE ABILITY TO MAKE SUCH DETERMINATIONS.** Anyone attending FNL does so at their own risk and is deemed to assume the risk of such attendance. Any adult who brings a child to FNL assumes the responsibility for monitoring that child and for assuring that child's safety. At no time does FNL, the Herndon Dulles Chamber of Commerce, nor any employees, agents or volunteers of either organization, assume *in loco parentis* or any other such authority over children attending FNL.