

Burlingame Criterium & Ryan's Ride
Lost Kids Procedures - 2016

1. Lost & Found booth is located on Primrose near City Hall between Bellevue and Floribunda near the finish line with a banner "**Kids Lost & Found Booth**".
2. The child's race number has the emergency contact information in the back.
3. **Carla (650) 703-2364** is the lost & found supervisor at the lost & found booth from 10:00a-noon.
4. Lost or kids with mishaps should be brought by the volunteer directly to the Kids Lost & Found Booth. Speed is of the essence as parents are in a panic.
5. The booth volunteer (Carla) should call the emergency contact # and the accompanying volunteer should relay the name of the kid to the announcer at the finish for a PA announcement as well as registration.
6. Cory Roay will send these procedures to all course volunteers and Michele will do the same for her volunteers. Cory will also manage required contact to assigned police officials on their cell phones. Cory to inform Carla the assigned officials required contact at the event.
7. Course marshal team at registration will post these procedures and tell each volunteer to read them and point out the kids lost & found booth location.
8. Parents that cannot locate their child should be directed to the Kids Lost & Found Booth. The kids name and age need to be given to the PA announcer and course marshals to announce to the child to go to Lost & Found Booth.
9. **The key is COMMUNICATIONS!**