

## POLICY ON REPORT OF A MISSING CHILD

To assist parents and caregivers in keeping children safe in the library, this procedure has been created for responding to the report of a missing child. Building Supervisors and staff, in cooperation with the local police, will implement this procedure upon the report of a missing child.

### **LOCK DOWN PROCEDURE:**

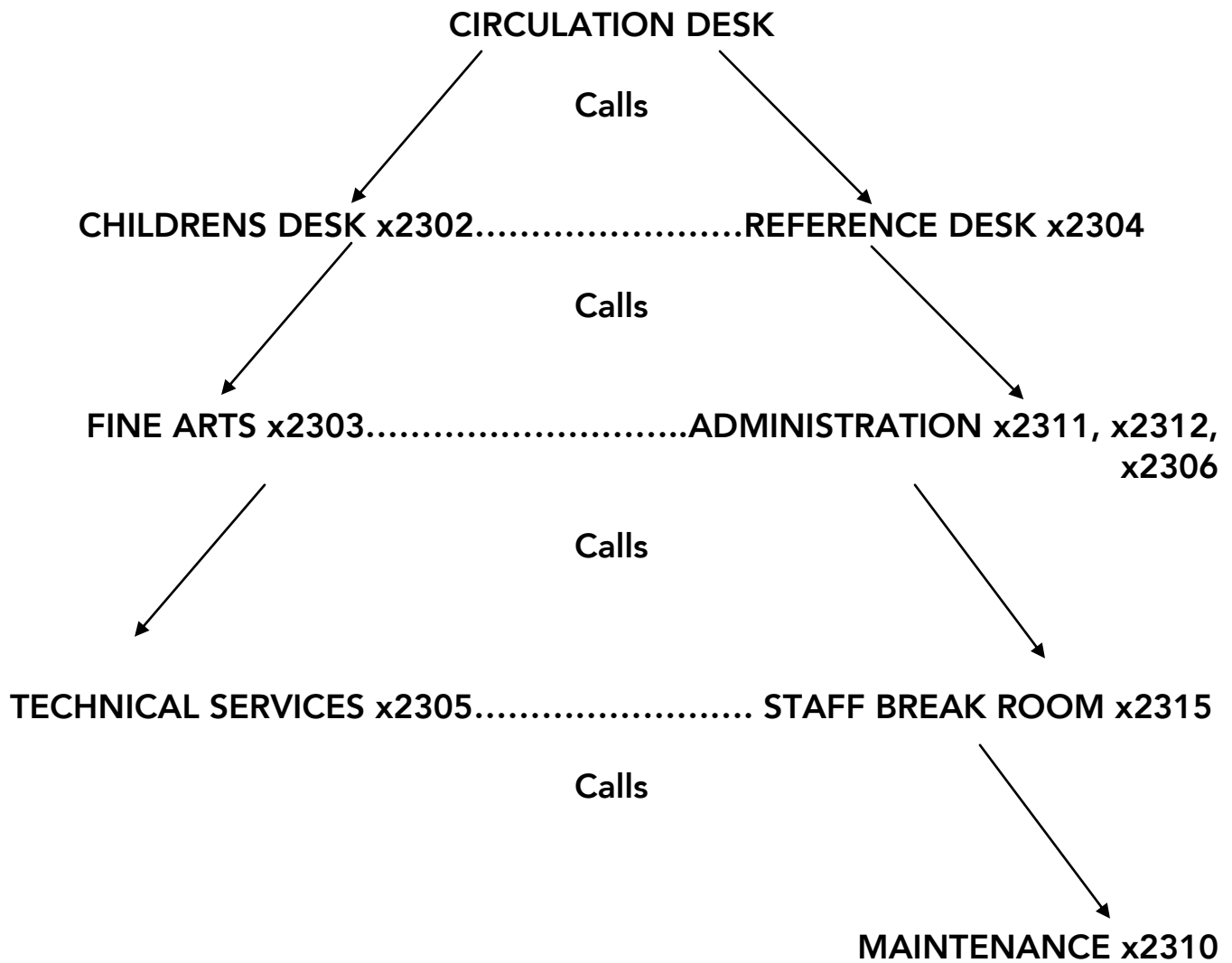
1. Immediately refer report to Building Supervisor of the shift.
2. Check the government-issued ID of the individual reporting the missing child.
3. Obtain a detailed description of the missing child:
  - NAME
  - AGE
  - HAIR COLOR
  - EYE COLOR
  - APPROX. WEIGHT & HEIGHT
  - COLOR & TYPE OF CLOTHING (i.e. color of shirt, jackets, shoes)
  - ANY DISABILITIES, MEDICAL ISSUES, ALLERGIES OR BEHAVIORAL CHALLENGES
  - OTHER DISTINGUISHING CHARACTERISTICS
4. Quickly search immediate area; especially check areas where a child could hide or crawl. If child is NOT FOUND IN 5 MINUTES, proceed to Step 5.
5. Go to the nearest phone and implement the internal calling tree [see rear]. Use the CODE WORDS **AMBER ALERT** to signify a child reported missing.
6. Call 911 and request "immediate police assistance for a missing child at the library." Escort parents/caregivers to the rear entrance door to assist in identifying the child.
7. All employees should immediately cover all available exits and monitor for the missing child. The rear and Main Street exits will receive priority over the fire exits. Employees will request that all people attempting to leave the building remain within and will request any people attempting to enter to remain outside. Direct service to patrons will be suspended while lock-down procedures are in effect.
8. Employees will wait for police to arrive and assist the responding officer as requested.
  - Provide names of the last people to see the child
  - Secure the child's belongings
  - Secure any technology or computer which the child might have been using
  - Ask police if a neighborhood canvass will be conducted

→ Share knowledge of any custody, court-ordered visitation or protection issues

9. Should any employee(s) encounter an individual with the missing child (other than the parent/caregiver), employees should take reasonable measure to delay the exit of the individual and child without placing him-or herself or the child at risk. Employees should obtain and IMMEDIATELY RECORD a full description of the individual, including the make, model and license number of the vehicle (if any) and the direction of travel, and give this information to the responding Police officer.
10. All telephone lines should be kept open.
11. When child is found, inform all staff, and police.
12. Fill out an Incident Report and forward to Director's Office.

Approved by the Board of Library Trustees: 1/7/2013; 7/8/19

**ALSO TO BE KEPT IN EMERGENCY MANUAL under Emergency Responses.**



<u>STATIONS ON MINIMAL STAFFING (5 staff):</u>	
STAY W/REPORTING CAREGIVER:	Youth Services Staffer Main Desk Staffer #1
FRONT DOOR:	Reference Desk Staffer
BACK DOOR:	Main Desk Staffer #2
FINE ARTS EXITS & ELEVATOR:	Fine Arts Staffer