

POLICY ON REPORT OF A MISSING CHILD

To assist parents and caregivers in keeping children safe in the library building, the Board of Library Trustees has approved this procedure for responding to the report of a missing child. Staff, in cooperation with local police, will implement this procedure, upon report of a missing child.

LOCK DOWN PROCEDURE

1. Obtain a detailed description of the child

If a patron approaches you and says that a child is missing, quickly get a detailed description including:

- * Name
- * Age
- * Hair color
- * Eye color
- * Approx. weight and height

What the child is wearing (color of shirt, jacket, pants, etc., type of shoes, etc.)

2. Quickly search immediate area, if child is *not* found within 2 minutes proceed to step three
3. Go to the nearest phone and call other department. Use code words _____. After making this call this same employee will dial 911 and request "immediate police assistance for missing child at public library". This employee should then escort the parent to the main floor to assist in identifying the child.
4. All employees should immediately cover all available exits and begin monitoring for the missing child. The two main exits will be covered with priority, over the fire exits. Employees will request 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 progress.
5. Employees will wait for police to arrive and then assist the responding officer as requested.
6. If any employee(s) encounter a suspect with the missing child, other than the parent, employees should use reasonable measures to delay the exit of the suspect and child without placing himself or herself or the child at risk. Employee should obtain and immediately record a full description of the suspect, including the make, model and license number of the vehicle (if any) and direction of travel and pass this information onto the Police Department.
7. When child is found inform all staff (and police as needed)

APPROVED: April 7, 2004