

POLICY ON REPORT OF A MISSING CHILD

To assist parents/guardians 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 Pembroke 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.)
- *Where and when did you see the child last?

2. If missing child alert begins in Children's Room, notify the Main Desk and then all staff members will assist with missing child procedure.
3. Children's Room staff will remain to observe the story garden exit and begin monitoring for the missing child.
4. A staff member from the Main Room should immediately cover the main exit and observe the meeting door and the restrooms.

Employees will request all people attempting to leave the building remain within the library 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. Another staff member will quickly search immediate area accompanying parent/guardian or caregiver. If child is *not* found within 10 minutes proceed to Step 6.
6. Senior Staff will call 911 and request "immediate police assistance for missing child at Pembroke Public Library".
7. Employees will wait for Pembroke police to arrive and then assist the responding officer as requested.

8. If any employee(s) encounter a suspect with the missing child, other than the parent/caregiver, 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.
9. When child is found inform all staff members (and police as needed).
10. Inform Director and document incident.

APPROVED: by vote of the Trustees, February 2010