

Reviewed and/or revised: 3/2011, 4/4/2011

In case a child is reported missing from the library

- 1) The police should be called immediately at 911.
- 2) An announcement should be made over the intercom: something like...
"we're looking for a 3 year old blond boy named Connor, please come to the front desk."
- 3) Check the outside area first. Then check all over inside the building—especially bathrooms.
- 4) All staff should stop and help with situation—1 staff person needs to remain at the desk. Ask for assistance from patrons especially when working solo or with only one other staff member.
- 5) Notify director—with pertinent details.