

Unaccompanied Minor and Separated Child Report Form

Post-Disaster Management of Unaccompanied or Separated Minors and Persons with Access and Functional Needs by local CERT members

Instructions

The CERT member completes the *Unaccompanied Minor and Separated Child Report Form* as completely as possible after an unaccompanied minor, separated child, or Disabled/Access & Functional Needs Adult is found. This job tool should be used in conjunction with the following doctrine:

CERT Post-disaster Management of Unaccompanied Minors Checklist

A photo of the minor (or AFN) should be sent (photo to be texted or emailed) to the local CERT IPC or municipal EOC.

Complete this form following the guidance below:

(*) – Boxes that include an asterisk are required for children, as they align with the required fields for the National Center for Missing and Exploited Children (NCMEC).

If time does not allow the completion of all fields, focus on completing the required fields, and return to the form when able.

Information entered onto the form should be factual and clearly communicated. Opinions and judgments should not be included in the narrative.

This form should be sent (texted photo of the form, email or paper copy) to the local CERT IPC or municipal EOC.

Administrative:

Date/time - Enter the first date the form was used. Enter time in 24 hour format.

Incident ID - Name of the incident.

Type:

Unaccompanied minor - An unaccompanied minor is an un-emancipated child younger than 18 who has been separated from both parents, legal guardians, other relatives, schools, and child care providers and are not being cared for by an adult who, by law or custom, is responsible for doing so.

Separated child - A separated child is a child who is separated from both parents or from his or her previous legal guardian or customary primary caregiver, but not necessarily from other family members.

D/AFN - An adult who is Disabled or has Access or Functional Needs and who needs care and reunification with normal caregivers.

Clarifying Definitions:

Emancipated minor - An emancipated minor is a minor who is legally entitled to be treated as an adult through a court order, marriage, military service, or being a parent. (NOTE: Laws vary by state on this definition).

Family member - A family member is a person related to another person by blood, adoption, or marriage.

Legal guardian - A legal guardian is an adult with the legal right to physical custody of a minor, as bestowed by court order or state law.

Parent - A parent refers to the birth parent or adoptive parent of a minor.

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Minor or D/AFN information: If known, enter:

Name – Enter the minor’s name.

Date of birth – If unknown, enter an approximate age. This information will be helpful if multiple minors have the same name.

Gender – Enter the minor’s gender.

Phone number/email address – Enter the minor’s phone number and email address.

Is the minor non-verbal or unable to self-identify? – If the minor is of non-speaking age, speaks a different language, or chooses not to speak, enter “Yes.”

Home address – Enter the minor’s home address.

Primary language spoken/secondary language – This information will help to ensure that those working with the minor are aware that an interpreter might be needed.

Location where the minor was found or separated from parent/guardian – If an exact location is not known, provide as many descriptive details as possible. If the minor is unable to articulate a location, ask guiding questions to probe for additional details.

Date/time when the minor was found or separated from parent/guardian – If an exact time is not known, provide as many descriptive details as possible. If the minor is unable to articulate a time, ask guiding questions to probe for additional details.

Minor’s physical description:

Enter as much detail as possible.

CERT members responsible for supervising the minor:

Enter the name and contact information of those who have agreed to supervise the unaccompanied minor or D/AFN. The act of entering this information will serve as a record and ensure that the CERT ICP and/or EOC is aware of the staff allocation.

Presumed parent/guardian information:

Enter the name and contact information for the presumed parent/guardian provided by the minor. This information is taken as *presumed*, since law enforcement must verify a custodial relationship.

Law enforcement:

Has law enforcement been notified? – Check “yes” or “no.” Law enforcement must be contacted. If the form is marked as “no,” ensure that the CERT ICP and/or EOC is aware of this pending task, so this can be completed as soon as possible.

Date/time law enforcement was notified – This information will be important for understanding previous actions and the case timeline.

Law enforcement contact information – During the discussion with law enforcement, a contact should be provided for who will investigate the case.

Name/phone number of CERT member that contacted law enforcement – This information is important in case the CERT ICP and/or EOC would like to follow-up with the caller. Depending on the timeline of the case, the caller could have already been out-processed.

Notes – Provide any information from engagement with law enforcement (e.g. local procedures for unaccompanied minors or separated children, topics of follow-up discussions, follow-up tasks, etc.). Use an additional piece of paper for notes that do not fit on the form, and staple together.

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National Center for Missing and Exploited Children (NCMEC) (For children only)

Has the unaccompanied minor been registered on the Unaccompanied Minor's Registry?

- Check “Yes” or “No.” Registry on NCMEC’s UMR is required.

Registry may occur through one of the following methods:

- o Cell phone, tablet, or computer - <https://umr.missingkids.org/umr/reportUMR>
- If encountering trouble on cell phone, tablet, or laptop, please call NCMEC Call Center
1-800-THE-LOST (1-800-843-5678)

If the form is marked as “no,” ensure that the CERT ICP and/or EOC is aware of this pending task so this can be completed as soon as possible.

Has the separated child been reported to NCMEC?

Call NCMEC Call Center - 1-800-THE-LOST

Date/time of NCMEC contact – This information will be important for understanding previous actions and timeline that have occurred.

NCMEC contact information – If registry occurred over the phone and NCMEC call center provides a contact phone number, list it in this box.

Name/phone number of CERT member that contacted NCMEC – This information is important in case the CERT ICP and/or EOC would like to follow-up with the caller. Depending on the timeline of the case, the caller could have already been out-processed.

Notes – Provide any information from engagement with NCMEC (e.g. local procedures for unaccompanied minors or separated children, topics of follow-up discussions, follow-up tasks, etc.). Use an additional piece of paper for notes that do not fit on the form, and staple it to the form.

Transfer/reunification plan:

Name/agency and phone number to transfer/reunify minor or D/AFN to – This information requires the approval of law enforcement.

Anticipated date/time of transfer/reunification – This date could be subject to change but is important for planning purposes.

Actual date/time of transfer/reunification – This will serve as a record for the case.

Name of law enforcement officer that approved plan – A law enforcement officer is required to approve the plan. This approval process ensures that the minor is being transferred/reunited with the appropriate party. If any future questions arise regarding the transfer/reunification, this contact information is critical for the record.

Notes – Enter any notes regarding the transfer/reunification process on a separate piece of paper and staple to the report. Examples: delays, issues, why the transfer occurred, mode of transportation, location of transfer, follow-up action, etc.

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Date/time: _____

Incident ID: _____

Type of Child		
<input type="checkbox"/> Unaccompanied Minor <input type="checkbox"/> D/AFN <input type="checkbox"/> Separated Child		
Minor's Information		
*Name (Last, First, Nickname):		* Date of birth (or approx. age): * Gender:
Home number: Cell number:	Email address:	Is the minor non-verbal/unable to self-identify?
Home address:		
Primary language spoken: Secondary language:	*Location where minor was found or separated from parent/guardian:	*Date/time minor was found or separated from parent/guardian:
Minor's Physical Description		
*Clothing:	*Hair color:	Eye color:
Weight:	Height:	Build:
Race:	Complexion:	Hair style:
Distinguishing marks (moles, scars, tattoos):	Items carried:	Eye glasses?
CERT members Responsible for Supervising the Minor		
CERT member #1 Name:	Cell phone:	
CERT member #2 Name:	Cell phone:	

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Presumed Parent/Guardian Information

Name #1:	Home phone: Cell phone: Email:
Name #2:	Home phone: Cell phone: Email:

Law Enforcement

Has local law enforcement been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement contact information:
Date/time law enforcement notified:	Name of CERT member who contacted law enforcement: Cell phone number:

Notes:

National Center for Missing and Exploited Children (NCMEC)

Has the unaccompanied minor been registered on NCMEC's UMR?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the separated child been reported to NCMEC?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date/time of NCMEC contact:	Name of CERT member who contacted NCMEC:
NCMEC contact information:	Cell phone number:

Notes:

Transfer/Reunification Plan

Name/agency to transfer/reunify minor to: Phone number:	
Anticipated date/time of transfer/reunification:	Actual date/time of transfer/reunification:
Name of law enforcement officer that approved plan: Badge number:	