

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

The CERT motto is “Do the Greatest Good for the Greatest Number”. With that in mind, the needs of unaccompanied minors and persons with access and functional needs must be given very high priority.

- a. A minor is any person under the age of 18 who is not emancipated. Emancipated minors should be treated as adults.
- b. Assess persons with AFN to determine their mental and physical ability to care for themselves. If they cannot care for themselves, treat as an unaccompanied minor.
- c. Never leave an unaccompanied minor alone and never transport any minor without another adult present.
- d. ***Local Law Enforcement should be requested to take charge of unaccompanied minors as soon as it is practical. If the minor is injured, they should be turned over to qualified medical personnel (EMS) for treatment.***
- e. **Do not use any force or coercion to detain an unaccompanied minor.**
- f. Document any unaccompanied minor who refuses help.
- g. All information and all photographs are to be considered private and are covered under HIPAA. They must not be shared with anyone except those who have direct care responsibilities for the unaccompanied minor.
- h. ***While the minor is in your custody, until you can turn them over as in item (d), do all of the following (i – s):***
- i. Determine and document to the extent possible:
  - Date, time and location where contacted
  - Nature of any injuries with photograph(s) if possible
  - Name
  - Age
  - Gender
  - Home address
  - Name(s) of parents or legal guardian
  - Location and status of parents or legal guardian
  - Phone number or other contact means for parents or legal guardian
  - Out of State Emergency Contact name, location and phone number
  - Physical description of minor with photograph(s), if possible
  - Describe general physical condition of minor
  - Describe general mental condition of minor
- j. Report immediately the unaccompanied minor to the Local Law Enforcement. This may be via CERT command or the city EOC. Submit any photographs and ask for direction.
- k. Minimize the minor’s visual and aural contact with injured and deceased victims. This will reduce post-traumatic stress.
- l. Thoroughly document how you attempted to locate a parent or legal guardian.
- m. If the minor is injured, with another adult assisting, escort them to the appropriate casualty management area for treatment.

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- n. An unaccompanied minor should only be transported in a private vehicle at the request and direction of Local Law Enforcement. If directed to transport, the CERT members should record:
- Contact information for the Officer requesting the minor be transported.
  - Starting location, time and vehicle mileage. If possible, transmit this information immediately to CERT Command or the EOC via phone or radio.
  - Ending location, time and vehicle mileage. If possible, transmit this information immediately to CERT Command or the EOC via phone or radio.
- o. If the minor is not injured and a Casualty Management Area has been established, with another adult assisting, escort to a Minor Management Area (MMA) within the Casualty Management Area. The MMA is considered part of the Green area. It should be near but physically separate from an adult Green area. The Minor Management Area will be staffed by a CERT Minor Management Team.
- p. The CERT Minor Management Team (MMT) will consist of a minimum of 2 CERT Level II adults who have completed Livescan DOJ, FBI and Child Abuse Index background checks by Local Law Enforcement. At least one member of the team will be female.
- q. Once a minor is being supervised by the CERT MMT, they must only be surrendered to a parent, legal guardian or a governmental entity charged with protection (Law Enforcement, EMS, Child Protective Services, County Health Services, etc.).
- r. When surrendering a minor, the CERT MMT will accurately record and be able to report to Local Law Enforcement, CERT command or EOC the:
- Date and time
  - Name
  - Relationship
  - ID of the person taking charge of the minor (Cell phone photo of ID is ideal)
- s. CERT members must always protect unaccompanied minors from inappropriate contact. CERT members should conduct operations to insure that the individual CERT members are protected against allegations of improper conduct.

**Any suspicious or improper conduct involving an unaccompanied minor shall be immediately reported to Local Law Enforcement.**

