DATE _____   **TIME** _____   **STAFF** _____

CODE ADAM PROCEDURE

If a Parent/Guardian approaches a staff member and reports a child missing, follow these steps:

1. Ask the following:
    a. What is the child's name?_____
    b. How long ago did you see the child?_____
    c. Where was the last place you saw the child?_____
    d. Did you check the area where the child was last seen?   YES / NO
    e. Are there any parental custody issues that we should know about? YES / NO
    f. Get a detailed description of the child
        i. Name_____ Age_____
        ii. Hair Color/Style _____ Eye color_____
        iii. Approximate Height_____   and Weight_____
        iv. What is the child wearing? (remember to ask shoe color and style)

        _____
        _____
        _____

2. Initiate CODE ADAM (provide the complete description of the child). Alert other library staff. Alert. Use below script.
3.
    Script
    Attention, may I have your attention please. Library Staff please initiate CODE ADAM – I repeat CODE ADAM; we have a lost child named_____
    _____, age _____, with _____ hair, and _____
    _____ eyes, is approximately _____ feet tall and weighs approximately
    _____ pounds, last seen wearing _____.

When notified that a child is missing, the on-duty Librarian in Charge calls the local police department immediately. Provide as much information as available to the emergency dispatcher.

4. If the child is found and appears to have just been lost and unharmed, the child is reunited with the parent/guardian at the Circulation Desk. (Notify the Police Department immediately)
5. If the child is found accompanied by someone other than the parent/guardian, use reasonable efforts to prevent or delay their departure without placing the child, staff, or other customers at risk.
    Notify the police immediately and give a **detailed description of the person, vehicle, direction of travel, etc.
6. The CODE ADAM page is cancelled after the child is found or when advised by the police. Notify the Librarian in Charge and all staff.
7. The Librarian in Charge or the on-duty Security Officer will complete an Incident Report.