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.