

Code Adam Procedure

The BCLS staff will follow the following Code Adam Procedure when a patron reports a missing child in the facility.

1. If any parent/guardian reports a missing child to staff, the CODE ADAM system shall be activated.
2. Staff will immediately make the following announcement, speaking slowly and clearly:

Your attention please. This is CODE ADAM. Repeat, this is CODE ADAM.

3. As soon as the announcement is made, the staff member on duty at the circulation desk should stand by the front door, and directed staff should monitor any other entrances/exit doors.
4. All employees except the staff monitoring the doors, will immediately stop working and look for the child.
5. The point person of the building at the time will obtain a detailed description of the child from the parent/guardian in a calm fashion.

Child's Name _____ Age: _____

Gender: _____ Clothing: _____

Shoes: _____

6. After the information is obtained, staff will immediately make the following announcement, speaking slowly and clearly:

*Your attention please. This is CODE ADAM. Repeat, this is CODE ADAM. Please help us find **[child's name]**, a ____-year old boy/girl, wearing **[describe clothes and shoes]** and bring him/her to the Circulation Desk at the front of the building. Please do not exit the building with a child until this alert is over.*

7. While staff is obtaining the detailed information from the parent/guardian, the point person/designee should report the incident to the Library Director.
8. If the child is not found within 10 minutes, call law enforcement by dialing 911.

If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member.

If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, staff or visitors at risk. Immediately notify law enforcement by dialing 911 and give details about the person accompanying the child and a description of any vehicle involved.

9. Cancel the Code Adam after the child is found or law enforcement arrives.
10. Follow up by providing the Library Director with a detailed incident report.