

Missing Child Policy and Procedure

Board approved: March 21, 2024

Fond du Lac Public Library

Previous policy dated: December 2, 2009

The following steps will be taken if a child is reported lost within the library. The steps are those outlined in the *Code Adam* program created by the *Center for Missing and Exploited Children*. The staff member who receives the report will follow the steps below:

1. Staff will obtain a detailed description of the child.
 - a) Name, age, hair color, eye color
 - b) Approximate weight and height
 - c) What the child is wearing like color and type of clothing, and most importantly **shoe color and style**.
2. Staff will go to the nearest phone, press “page” and announce *Code Adam* and the description of the missing child. All available staff will search for the child. Coordinators will direct staff to monitor the library entrances and exits.
3. The building supervisor will call the police using 911, not the non-emergency call in number.
4. If the child is found and appears to have been lost and unharmed, reunite the child with the care giver.
 - a) Be sure to cancel the police if they have been called, again using 911.
5. If the child is found accompanied by someone other than the care giver:
 - a) Use reasonable efforts to delay the departure of the person accompanying the child. **DO NOT** put yourself, other staff, or people around at risk.
 - b) Call the police and identify the person accompanying the child.
6. Conclude the incident by announcing *Code Adam Cancelled* on the PA.
7. Fill out an *Incident Report*.