

# Code Adam Alert Procedure

## All Levitt Shell Volunteers and Staff

### Purpose of Policy

To provide the best response in reporting and finding a missing child during the course of an event.

### General Information

Code Adam is a program used by thousands of establishments who are committed to reducing the number of children who are reported missing each and every day. It is used in retail stores, amusement parks, and many other public places nationwide. The Code Adam alert process is comprised of six steps that are listed below.

### Procedures

A Code Adam is the code to be used for a lost or missing child. It is not the code to be used for a child that is found on grounds separated from his/her group. If a child is found, a description as noted in step 1 should be radioed to security and arrangements made for the child to be escorted to the Volunteer Information Station.

#### Step 1 – Obtain a detailed description of the child.

If a visitor approaches you and says that a child is missing, quickly get a detailed description, including:

- Name, age, hair color, eye color, and sex
- Approximate weight and height
- What the child is wearing, like color and type of clothing and, more importantly, **shoe color and style** (although the clothes may be changed, an abductor does not usually remove or change shoes).

#### Step 2 – Use your radio and call security and announce Code Adam with the description of the child.

- Ask visitors with children who resemble the description to wait until management arrives, then ask the child his/her name and if the adult is their parent. **Escort the parent or guardian of the missing child to the Volunteer Information Station.**
- **Security will then announce CODE ADAM on all other channels.**
- After hearing CODE ADAM, all volunteers, staff and security should begin looking for the child.

#### Step 3 – If the child is not found within 10 minutes, security will call the police.

- Don't hesitate....the police would rather get a second call saying that the child has been found, than to discover too late that the child has been abducted.

#### Step 4 – If the child is found and appears to have been lost and unharmed, reunite the child with the parent or guardian.

#### Step 5 – If the child is found accompanied by someone other than the parent or legal guardian:

- Use reasonable efforts to delay the departure of the adult accompanying the child, but do not put yourself, the staff, or people around you at risk.
- Call the police and identify the person accompanying the child.

#### Step 6 – Security will conclude the incident by saying “CODE ADAM Canceled” on all radio channels.

- All Code Adam incidents in which the police department is called must be documented with the completion of an incident report and turned into the Loss Prevention Department.