

PROCEDURE STATEMENT

All missing children instances will be designated "Code Adam." All personnel will respond according to the Code Adam procedure. Specific responses and notifications will take place if a child is reported missing or abducted.

PURPOSE OF PROCEDURE

The purpose of the Code Adam procedure is to maximize the likelihood of safely locating a missing or abducted child.

PROCEDURE

The Health Science Campus Security and EHRS will conduct a drill annually. Auxiliary personnel, who will assist Health Science Campus Security in the search for the missing child, will include:

1. Environmental Services
2. Facilities Maintenance
3. Grounds (if applicable)
4. Nursing
5. Transport Services
6. University of Toledo Police

In the event that a child has been reported missing the following should occur:

- a.

- g. All search personnel will make a search of the building in an attempt to locate the patient. Health Science Campus Security and UT Police will patrol parking areas and any on-duty Grounds personnel will make a check of the outlying parking areas and buildings in attempts to locate the missing child. If the child is located Health Science Campus Security will complete an Incident Report.
- h. If the missing child is not located, the search will be expanded accordingly. The UT Police may contact other police agencies to assist in locating the child.
 - 1. A command post may be determined necessary by the Police Officer in charge.
 - 2. The security dispatcher will notify Administrator On-Call and the House Supervisor.