

## JERICHO PUBLIC LIBRARY REPORT OF MISSING CHILD POLICY ('CODE ADAM')

To help parents/guardians and caregivers in keeping children safe in our library building, the Jericho Library Board of Trustees has adopted the National Center for Missing & Exploited Children's 'Code Adam' program. This program is a powerful search tool for lost and potentially abducted children. Employees are trained to follow the step by step procedure below when 'Code Adam' has been initiated.

### **These are the steps to follow when a patron reports a missing child:**

**STEP 1** If a patron approaches you and says that their child is missing, quickly get a detailed description and photo if available.

NAME \_\_\_\_\_

CHILD'S AGE \_\_\_\_\_ BOY \_\_\_\_\_ GIRL \_\_\_\_\_

HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_

COLOR SHIRT/PANTS/DRESS/SHOES \_\_\_\_\_

**STEP 2** Page 'CODE ADAM' using the PA system. Include description of the missing child in the announcement.

**STEP 3** After hearing 'CODE ADAM', all employees should begin looking for the missing child.

- All Pages and Custodians should immediately come to the main lobby entrance/exit.
- Children's Librarians should monitor all Children's Room exits.
- Librarian in Charge will assign responsibility for other important designated areas such as bathrooms and staff areas.
- Escort the parent or guardian of the missing child to the main lobby to assist in identifying the lost child.

**STEP 4** Call the police immediately. Don't hesitate to call 911. 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 5** If the child is found and is unharmed, reunite the child with parent or guardian.

**STEP 6** If the child is found accompanied by someone other than the legal parent or 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 provide a description of the person accompanying the child.
- If the person has left in a vehicle, try to obtain the color and make of the car, license plate number, and direction of travel.

**STEP 7** Conclude the incident.

- Announce 'CODE ADAM Cancelled' over the PA system.
- Report the incident to the Director with an incident report even if the child temporarily wandered, triggering the 'CODE ADAM' alert.

*Adopted by the Board of Trustees of  
the Jericho Public Library  
January 9, 2024*