

PROCEDURE FOR REPORT OF A LOST CHILD - “CODE ADAM”

**In the event of a child being reported lost and/or possibly abducted
the following steps will be followed**

SECURITY PERSON

- Obtain a detailed description of the child and what he or she is wearing
- Using your communication device contact the Venue Manager and provide details of missing child.
- Proceed to Main Entrance to monitor to ensure the child does not leave the premise.

VENUE MANAGER

- **IMMEDIATELY** contact the **building manager** and notify them of situation.
- Communicate with other Security Personnel, to proceed to other entrances to monitor to ensure the child does not leave the premise.

BUILDING MANAGER

1. **IMMEDIATELY** institute “**CODE ADAM**” Procedure.
2. **Communicate using paging system that “Code Adam” in progress, describing the child’s physical features and clothing.**
3. **Designated employees should immediately stop work and proceed to building entrances to monitor to ensure child does not leave the premises.**
4. **Remaining Security and building personnel to commence search of building.**
5. If the child is not located within 10 minutes **contact the OPP via 911.**
6. If the child is found and appears to have been lost and unharmed reunite the child with the searching family member.
7. 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 the OPP and **give details about the person accompanying the child.**
8. Cancel the Code Adam process **after the child is found** or the OPP so directs.