

## MISSING CHILD “CODE ADAM” POLICY

The staff of the Ellenville Public Library & Museum will follow the following **Code Adam Procedure** when a patron reports a missing child in the facility.

1. Obtain a **detailed description of the child** and what he or she is wearing.
2. Go to the nearest phone & alert the staff to “**Code Adam,**” describing the child’s physical features and clothing. All employees, but the desk person, will **immediately stop working and look for the child.** Employees will monitor all entrances to ensure the child does not leave the premises.
3. If the child is not found within 10 minutes, **call law enforcement at 647-4422.**
4. If the child is found and appears to have been lost and unharmed, **reunite the child** with the searching family member.
5. 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 law enforcement at 647-4422 and give details about the person accompanying** the child.
6. Cancel the Code Adam **after the child is found** or law enforcement arrives.

Adopted by the Board of Trustees  
July 20, 2009