

Protocol for Missing/Lost Child (CODE ADAM):

- 1) Obtain a detailed description of the missing child.
- 2) Contact all exits by radio that we have a CODE ADAM and to immediately close the gates. No person is allowed to enter or exit at this time. Have the volunteers at the exits call out the missing child's name.
- 3) Announce over the loudspeaker that we have a CODE ADAM and give the description of the child and a detailed description of what the child is wearing.
- 4) If the child is not found within fifteen minutes, contact the Lamoille County Sheriff's Department.
- 5) If the child is found unharmed and foul play is not suspected, the child will be reunited with the family.
- 6) If the child is found with someone other than the person reporting the lost child, or his/her family, make reasonable efforts to stop the abductor from leaving the grounds with the child. Reasonable efforts means the action of stopping the abductor does not place the child, staff, volunteers or other customers at an increased risk of harm. Police are to be immediately contacted with the physical description of the child, the kidnapper, the vehicle involved, and the direction the kidnapper left. If possible, get the plate number of the vehicle.
- 7) Do not cancel the CODE ADAM until the child is found safe. Since time is the missing child's worst enemy, parents should contact the office staff, a director or law enforcement on the grounds immediately when they realize their child is missing.
- 8) Once the child is found and released to the family, the CODE ADAM will be cancelled and announced over the loudspeaker and relayed to the volunteers at the exits by radio.

This is to be posted in the office as well as at all entrance/exits.

Approved by the LCFD Board of Directors on 5/1/12

Revised by the LCFD Board of Directors on 2/9/16

 Date 2/9/16
President